

2017-2018 Academic Year Calendar for Retention, Tenure, & Promotion, including Probationary Plans (and Existing Probationary Plan Amendments) and Lecturer Range Elevation and 3-Year Appointment Evaluations	2nd/3rd Full	3rd/5th OYR	4th/5th/6th & Tenure Full	Promotion Only	Probationary Plans: New and Revised	Lecturer Range Elevation APM 332	3-Year Appt evaluations for 2018-2019 APM 306
Department chairs submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies election of department committee members.	9/8/2017	9/8/2017	9/8/2017	9/8/2017		9/8/2017	
Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/25/2017	9/25/2017	10/9/2017	10/9/2017		2/23/2018	2/23/2018
Candidates: submit files to Department before due date to allow for additions from PAF	10/2/2017	10/2/2017	10/16/2017	10/16/2017	12/1/2017	3/12/2018	3/12/2018
Lecturer Candidates only: Last day to add materials into PAF which provides documentation of achievement AND Range Elevation Candidates: last day to submit CV and letter of application to Department Chair. PAF closed at 5:00 p.m.						3/16/2018	3/16/2018
Working Personnel Action Files (WPAF) - Closed at 5:00 p.m. and Probationary Plans / Plan Amendments Due	10/6/2017	10/6/2017	10/20/2017	10/20/2017			
Department Committee and Department Chair deadline for recommendation to Candidates	10/30/2017	10/30/2017	11/21/2017	11/21/2017	12/15/2017	4/17/2018	
10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD				Forward Paper & "Clean" Electronic Copy	10-DAY OPTIONAL RESPONSE	
Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/9/2017	11/9/2017	12/1/2017	12/1/2017	12/18/2017	4/27/2018	4/27/2018
School/College Committee recommendation to candidates (No OYR)	12/8/2017		2/2/2018	2/2/2018	1/16/2018		
Dean deadline, recommendation to candidates	12/8/2017	12/8/2017	2/2/2018	2/2/2018	1/16/2018	5/18/2018	5/18/2018
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				Forward Paper & "Clean" Electronic Copy		
School/College level recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	12/18/2017		2/12/2018	2/12/2018	1/22/2018		
UBRTTP deadline, recommendations to candidates	1/26/2018		3/16/2018	3/16/2018			
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD						
UBRTTP recommendations and WPAF forwarded to Provost	2/5/2018		3/26/2018	3/26/2018			
Provost's decisions sent to candidates	2/15/2018		6/1/2018	6/15/2018	5/19/2017		