

Group	2018-2019 Academic Year Calendar for Retention	2nd/3rd Full
Chairs	<b>Department chairs</b> submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies <b><u>election</u></b> of department committee members.	9/7/2018
	Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/24/2018
Individual Faculty Member	<b>Candidates:</b> submit files to Department before due date to allow for additions from PAF	10/1/2018
	Personnel Action File (PAF), Working Personnel Action File (WPAF) and Range Elevation - Applications close at 5:00 p.m.	10/5/2018
Dept and Chairs	<b>Department Committee and Department Chair</b> deadline for recommendation to Candidates	10/26/2018
Individual Faculty Member	10-day period for candidate response (Calendar Days)	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>
Chairs	<b>Department</b> level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/5/2018
School/College	<b>School/College Committee</b> recommendation to candidates	12/7/2018
Dean	<b>Dean</b> deadline, recommendation to candidates	12/7/2018
Individual Faculty Member	10-day period for candidate response	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>
Dean	<b>School/College level</b> recommendations and WPAF forwarded to Provost (or UB RTP if negative or no recommendation) by 5:00 p.m.	12/17/2018
UB RTP	<b>UB RTP</b> deadline, recommendations to candidates	1/30/2019
Individual Faculty Member	10-day period for candidate response	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>
UB RTP	<b>UB RTP</b> recommendations and WPAF forwarded to Provost	2/9/2019
Provost	<b>Provost's</b> decisions sent to candidates	2/15/2019