

**2015-2016 Academic Year
Calendar for Range Elevation and
Three year temporary faculty evaluations**

	Range Elevation APM 322	3 year appt evaluations for 2016-2017 APM 306
Department Chair: submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee. (Must be same decision as RTP)	9/11/15	
Dean: Last day to notify faculty of material being added to their PAF. (Hold 5 calendar days before placing in PAF)	1/29/16	1/29/16
Candidate: Last day to add materials into PAF which provides documentation of achievement AND last day to submit CV and letter of application to Department Chair.	2/5/16	2/5/16
Personnel Action Files (PAF) - Closed at 5:00 p.m. AND CV; Range Elevation Candidates: letter of applications are due.	2/5/16	2/5/16
Department Committee and Department Chair deadline	3/4/16	
10-day period for candidate response (Calendar Days)		
Department forwards recommendations to Dean by 5:00pm	3/14/16	3/14/16
Dean: Deadline for decision notification to candidate. Forward copy of decision to Faculty Affairs.	4/15/16	4/15/16