

**2016-2017 Academic Year
Calendar for Range Elevation and
Three Year Temporary Faculty Evaluations**

	Range Elevation APM 322	3 year appt evaluations for 2017-2018 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)	9/9/16	
Dean: Last day to notify faculty of material being added to their PAF. (Hold 5 calendar days before placing in PAF)	2/24/17	2/24/17
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.	3/17/17	3/17/17
Personnel Action Files (PAF) - Closed at 5:00 p.m. AND CV; Range Elevation Candidates: letter of applications are due.	3/17/17	3/17/17
Department Committee and Department Chair deadline	4/14/17	
10-day period for candidate response (Calendar Days)		
Department forwards recommendations to Dean by 5:00pm	4/24/17	4/24/17
Dean: Deadline for decision notification to candidate. Forward copy of decision to Faculty Affairs.	5/15/17	5/15/17