

2011-2012 Calendar for Retention, Tenure, Promotion, Probationary Plan, and Range Elevation
Revisions are noted in blue

	Probation Plan and Plan Amendments	2nd/3rd Full	3rd/5th OYR	4th/5th/6th & Tenure Full	Promotion Only	Range Elevation
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.		9/9/2011	9/9/2011	9/9/2011	9/9/2011	9/9/2011
Last day to notify faculty of material being added to their OPF (Hold 5 calendar days before placing in OPF)		10/3/2011	10/3/2011	10/17/2011	10/17/2011	2/10/2012
Candidates submit files to Department (Before due date to allow for additions from OPF)		10/10/2011	10/10/2011	10/24/2011	10/24/2011	2/17/2012
Files (RTP Binders) Closed at 5:00 pm and Probationary Plans / Plan Amendments Due	10/21/2011	10/14/2011	10/14/2011	10/28/2011	10/28/2011	
Department Committee and Department Chair deadline for recommendation to Candidates	11/7/2011	11/7/2011	11/7/2011	12/2/2011	12/2/2011	3/9/2012
10 day period for candidate response (Calendar Days)						
Department level recommendations & Candidates files forwarded to School/College Committees and Deans at 5pm.	11/17/2011	11/17/2011	11/17/2011	12/13/2011	12/13/2011	3/23/2012
School/College Committee recommendation to Candidates (No OYR)	12/16/2011	12/16/2011		2/10/2012	2/10/2012	
Dean deadlines, recommendation to Candidates	12/16/2011	12/16/2011	12/16/2011	2/10/2012	2/10/2012	4/20/2012
10 day period for candidate response						
School/College level Recommendations and files, forwarded to Provost (or UB RTP, if negative or no recommendation) at 5pm.	1/3/2012	1/3/2012		2/21/2011	2/21/2012	
UB RTP deadline, recommendations to Candidates		1/27/2012		3/19/2012	3/19/2012	
10 day period for candidate response						
UB RTP recommendations, and files, forwarded to Provost		2/7/2012		4/2/2012	4/2/2012	
Provost's decisions sent to Candidates	5/15/2012	2/15/2012		6/1/2012	6/15/2012	