

<b>CHHS 2017-2018 Academic Year Calendar for Retention, Tenure, &amp; Promotion, including Probationary Plans (and Existing Probationary Plan Amendments) and Lecturer Range Elevation and 3-Year Appointment Evaluations</b>	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 <b>election</b> of department committee members.	9/8/2017	9/8/2017	9/8/2017	9/8/2017		9/8/2017	
<i>Departments must provide to the Dean's Office any material to be added to the Personnel Action File to be considered in the RTP process, including student and peer evaluations</i>	<i>9/15/2017</i>	<i>9/15/2017</i>	<i>9/29/2017</i>	<i>9/29/2017</i>		<i>2/9/2018</i>	
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
<b>Candidates:</b> 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
<i>Department Chairs pick up materials in Personnel Action Files to be placed in WPAF files, including student and peer evaluations</i>	<i>10/3/2017 or 10/4/2017</i>		<i>10/17/2017 or 10/18/2017</i>	<i>10/17/2017 or 10/18/2017</i>			
<b>Lecturer Candidates only:</b> 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. <b>PAF closed at 5:00 p.m.</b>						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			
<b>Department Committee and Department Chair</b> 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)	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>				Forward Paper & "Clean" Electronic Copy	<b>10-DAY OPTIONAL RESPONSE</b>	
<b>Department</b> 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
<b>School/College Committee</b> recommendation to candidates (No OYR)	12/8/2017		2/2/2018	2/2/2018	1/16/2018		
<b>Dean</b> 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	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>				Forward Paper & "Clean" Electronic Copy		
<b>School/College level</b> 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		
<b>UBRTTP</b> deadline, recommendations to candidates	1/26/2018		3/16/2018	3/16/2018			
10-day period for candidate response	<b>10-DAY OPTIONAL RESPONSE PERIOD</b>						
<b>UBRTTP</b> recommendations and WPAF forwarded to Provost	2/5/2018		3/26/2018	3/26/2018			
<b>Provost's</b> decisions sent to candidates	2/15/2018		6/1/2018	6/15/2018	5/19/2017		