

**2016-2017 Academic Year
Calendar for Retention, Tenure & Promotion, including
Probationary Plans
(and Existing Probationary Plan Amendments)**

	2nd/3rd Full	3rd/5th OYR	4th/5th/6th & Tenure Full	Promotion Only	Probationary Plans: New and Revised
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.	9/9/2016	9/9/2016	9/9/2016	9/9/2016	
<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>9/16/2016</i>	<i>9/16/2016</i>	<i>10/3/2016</i>	<i>10/3/2016</i>	
Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/26/2016	9/26/2016	10/10/2016	10/10/2016	
Candidates submit files to Department before due date to allow for additions from PAF	10/3/2016	10/3/2016	10/17/2016	10/17/2016	1/20/2017
<i>Department Chairs pick up materials in Personnel Action Files to be placed in WPAF files, including student and peer evaluations</i>	<i>10/4/2016 or 10/5/2016</i>	<i>10/4/2016 or 10/5/2016</i>	<i>10/18/2016 or 10/19/2016</i>	<i>10/18/2016 or 10/19/2016</i>	
Working Personnel Action Files (WPAF) - Closed at 5:00 p.m. and Probationary Plans / Plan Amendments Due	10/7/2016	10/7/2016	10/21/2016	10/21/2016	
Department Committee and Department Chair deadline for recommendation to Candidates	10/31/2016	10/31/2016	11/22/2016	11/22/2016	2/3/2017
10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD				Forward Paper & "Clean" Electronic Copy
Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/10/2016	11/10/2016	12/2/2016	12/2/2016	2/6/2017
School/College Committee recommendation to candidates (No OYR)	12/9/2016		2/3/2017	2/3/2017	3/6/2017
Dean deadline, recommendation to candidates	12/9/2016	12/9/2016	2/3/2017	2/3/2017	3/6/2017
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				Forward Paper & "Clean" Electronic Copy
School/College level recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	12/19/2016		2/13/2017	2/13/2017	3/10/2017
UBRTTP deadline, recommendations to candidates	1/27/2017		3/17/2017	3/17/2017	
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				
UBRTTP recommendations and WPAF forwarded to Provost	2/6/2017		3/27/2017	3/27/2017	
Provost's decisions sent to candidates	#REF!		#REF!	#REF!	5/19/2017