

2017-2018 Academic Year Calendar for Retention, Tenure, & Promotion, including Probationary Plans (and Existing Probationary Plan Amendments) and Lecturer Range Elevation and 3-Year Appointment Evaluations	2nd and 3rd Full	3rd and 5th OYR	4th/5th/6th & Tenure Full	Promotion Only	Probationary Plans: New and Revised	Lecturer Range Elevation APM 332	3-Year Appt evaluations APM 306
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.	9/8/2017	9/8/2017	9/8/2017	9/8/2017		9/8/2017	
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		3/9/2018	
Candidates: submit files to Department	10/2/2017	10/2/2017	10/16/2017	10/16/2017	12/1/2017	3/16/2018	
<i>Personnel Action File (PAF), Working Personnel Action File (WPAF) and Range Elevation - Applications close at 5:00 p.m.</i>	10/6/2017	10/6/2017	10/20/2017	10/20/2017	12/1/2017	3/16/2018	
Department Committee and Department Chair deadline for recommendation to Candidates	10/30/2017	10/30/2017	11/21/2017	11/21/2017	12/15/2017	4/17/2018	4/17/2018
<i>10-day period for candidate response (Calendar Days)</i>	10-DAY OPTIONAL RESPONSE PERIOD				<i>Forward Paper & "Clean" Electronic Copy</i>	10-DAY OPTIONAL RESPONSE	
Department 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
School/College Committee recommendation to candidates (No OYR)	12/8/2017		2/2/2018	2/2/2018	1/29/2018*		
Dean deadline, recommendation to candidates	12/8/2017	12/8/2017	2/2/2018	2/2/2018	1/29/2018*	5/18/2018	5/18/2018
<i>10-day period for candidate response</i>	10-DAY OPTIONAL RESPONSE PERIOD				<i>Forward Paper & "Clean" Electronic Copy</i>		
School/College level 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	2/5/2018*		
UBRTTP deadline, recommendations to candidates	1/26/2018		3/16/2018	3/16/2018			
<i>10-day period for candidate response</i>	10-DAY OPTIONAL RESPONSE PERIOD						
UBRTTP recommendations and WPAF forwarded to Provost	2/5/2018		3/26/2018	3/26/2018			
Provost's decisions sent to candidates	2/15/2018		6/1/2018	6/15/2018	5/19/2018		

* Updated Oct 2017