

2018-2019 Academic Year Calendar for Retention, Tenure, & Promotion, including Probationary Plans (and Existing Probationary Plan Amendments) and Lecturer Range	2nd/3rd Full	3rd/5th OYR	4th/5th/6th & Tenure Full	Promotion	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.	9/7/2018	9/7/2018	9/7/2018	9/7/2018	Not Applicable	9/7/2018	Not Applicable
Faculty Eligible to apply for Promotion submit in writing (memo or email) to department if not applying for promotion during AY2018-19 (see CBA 14.3)				9/7/2018			
Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	9/24/2018	9/24/2018	10/8/2018	10/8/2018	Not Applicable	3/8/2019	3/8/2019
Candidates: submit files to Department before due date to allow for additions from PAF	10/1/2018	10/1/2018	10/15/2018	10/15/2018	11/30/2018	3/15/2019	Not Applicable
Personnel Action File (PAF), Working Personnel Action File (WPAF) and Range Elevation - Applications close at 5:00 p.m.	10/5/2018	10/5/2018	10/19/2018	10/19/2018	Not Applicable	3/15/2019	3/15/2019
Department Committee and Department Chair deadline for recommendation to Candidates	10/26/2018	10/26/2018	11/20/2018	11/20/2018	12/14/2018	4/16/2019	4/16/2019
10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD				Forward Paper & "Clean" Electronic Copy	10-DAY OPTIONAL RESPONSE	
Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/5/2018	11/5/2018	12/3/2018	12/3/2018	12/17/2018	4/26/2019	4/26/2019
School/College Committee recommendation to candidates	12/7/2018	Not Applicable	2/1/2019	2/1/2019	1/28/2019	Not Applicable	Not Applicable
Dean deadline, recommendation to candidates	12/7/2018	12/7/2018	2/1/2019	2/1/2019	1/28/2019	5/17/2019	5/17/2019
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 UB RTP if negative or no recommendation) by 5:00 p.m.	12/17/2018	Not Applicable	2/11/2019	2/11/2019	2/4/2019		
UB RTP deadline, recommendations to candidates	1/30/2019	Not Applicable	3/15/2019	3/15/2019	Not Applicable	Not Applicable	Not Applicable
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				Not Applicable	Not Applicable	Not Applicable
UB RTP recommendations and WPAF forwarded to Provost	2/9/2019	Not Applicable	3/25/2019	3/25/2019	Not Applicable	Not Applicable	Not Applicable
Provost's decisions sent to candidates	2/15/2019	Not Applicable	6/1/2019	6/15/2019	Target date: 6/1/19	Not Applicable	Not Applicable