

2019-2020 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.	9/6/19	9/6/19	9/6/19	9/6/19	Not Applicable	9/6/19	Not Applicable
Faculty Eligible to apply for Promotion submit in writing (memo or email) to department if not applying for promotion during AY2019-20 (see CBA 14.3). Faculty applying for Early Promotion should request to meet with the Provost.				9/6/19			
Last day to notify faculty of material being added to their PAF by 9/30/19 (Hold 5 calendar days before placing in PAF)	9/23/19	9/23/19	10/7/19	10/7/19	Not Applicable	3/6/20	3/6/20
Candidates: submit files before due date to allow for additions from PAF by the Dean.	9/30/19	9/30/19	10/14/19	10/14/19	11/22/19	3/13/20	Not Applicable
Personnel Action File (PAF), Working Personnel Action File (WPAF) and Range Elevation - Files close at 5:00 p.m.	10/4/19	10/4/19	10/18/19	10/18/19	Not Applicable	3/13/20	3/13/20
Department Committee and Department Chair deadline for recommendation to Candidates	10/25/19	10/25/19	11/8/19	11/8/19	12/6/19	4/14/20	4/14/20
10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD				Forward Electronic Copy	10-DAY OPTIONAL RESPONSE	
Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	11/4/19	11/4/19	11/18/19	11/18/19	12/9/19	4/24/20	4/24/20
School/College Committee recommendation to candidates	11/22/19	Not Applicable	1/17/20	1/17/20	1/27/20	Not Applicable	Not Applicable
Dean deadline, recommendation to candidates	11/22/19	11/22/19	1/17/20	1/17/20	1/27/20	5/15/20	5/15/20
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				Forward Electronic Copy		
School/College level recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	12/6/19	Not Applicable	1/27/20	1/27/20	2/3/20		
UBRTTP deadline, recommendations to candidates	1/24/20	Not Applicable	2/28/20	2/28/20	Not Applicable	Not Applicable	Not Applicable
10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD				Not Applicable	Not Applicable	Not Applicable
UBRTTP recommendations and WPAF forwarded to Provost	2/3/20	Not Applicable	3/9/20	3/9/20	Not Applicable	Not Applicable	Not Applicable
Provost's decisions sent to candidates	2/14/20	Not Applicable	6/1/20	6/15/20	Target date: 6/1/20	Not Applicable	Not Applicable