

## **Important Due Dates for Individuals 2011-12**

### **LEAVES: Applications and Reports**

October 1, 2011 -- Report on leave in academic year 2010-11 or spring 2011

October 1, 2011 -- Application for leave in one or both semesters of 2012-13

March 1, 2012 -- Report on leave in calendar year 2011 or fall 2011

March 1, 2012 -- Memo of intent to take leave during one or both semesters of academic year 2013-14 (*applies to tenured and tenure-eligible faculty only*)

### **MERIT REVIEWS FOR ELIGIBLE FULL AND ASSOCIATE PROFESSORS**

March 30, 2012 -- Materials from full and associate professors eligible for merit review

### **TENURE/ PROMOTION CANDIDATES**

November 15, 2011 -- List of nominators of outside evaluators of scholarly work: spring 2012 promotion or tenure decisions

December 15, 2011 -- Materials for outside evaluators for spring 2012 tenure decisions

January 17, 2012 -- Materials for outside evaluators for spring 2012 promotion decisions

April 17, 2012 -- List of nominators of outside evaluators of scholarly work: fall 2012 tenure decisions

July 16, 2012 -- Materials for outside evaluators for fall 2012 tenure decisions

### **TENURE-TRACK REAPPOINTMENT CANDIDATES**

February 1, 2012 -- Candidates submit relevant materials to the CFA and to their R&P

### **FACULTY ON TERM APPOINTMENTS**

**For lecturers and senior lecturers on multi-year contracts which end at the end of 2012-13 and for lecturers and senior lecturers on one-year contracts:** Candidates submit relevant materials to the CFA and to their R&P by February 1, 2012.

### **INSTRUCTORS IN SCIENCE LABORATORY (ISLs)**

**For ISLs on their first one-year contract, eligible for reappointment to a second one-year contract:** Candidates submit relevant materials to their R&P and to the provost and dean of the college by February 1, 2012.

**For ISLs and senior ISLs on multi-year contracts which end at the end of 2012-13 and for ISLs on a one-year contract who are eligible for reappointment to a multi-year contract:** Candidates submit relevant materials to the CFA and to their R&P by February 1, 2012.

## **Important Due Dates for R&Ps 2011-12**

### **Submit Recommendations to the Committee on Faculty Appointments:**

October 17, 2011 -- Tenure (assistant professors)

February 15, 2012 -- Deadline for departmental R&Ps to bring recommendations for initial appointments to the ranks of associate professor and full professor to the CFA for its approval

March 1, 2012 -- Reappointments of tenure-track faculty requiring one-year notification (See *Articles of Government*, Book I, Article IX, Section 4)

March 15, 2012 -- Tenure (associate and full professors)

April 17, 2012 -- Promotion to full professor

### **Submit Recommendations to the Provost and Dean of the College:**

March 1, 2012 -- Recommendations for reappointments of Instructors in Science Laboratory (ISLs) on their first one-year contract, eligible for reappointment to a second one-year contract

February 17, 2012 -- Recommendations for ISLs on a one-year contract, eligible for reappointment to a multi-year contract, and for ISLs and senior ISLs on multi-year contracts which end at the end of 2012-13

February 17, 2012 -- Request to appoint an individual after her/his fourth year of service as a visiting lecturer to a term contract as lecturer

February 17, 2012 -- Recommendations for reappointment of lecturers and senior lecturers on multi-year contracts which end at the end of 2012-13 and for lecturers and senior lecturers on one-year contracts

Spring 2012 -- Recommendations for contract renewals of term faculty (i.e. visiting lecturers) with one to three years of service at the college

### **Submit to the Provost and Dean of the College**

September 15, 2011 -- Verification of 2010-11 annual conversations for tenure-track faculty members and faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2010-11 conversations for tenured fourth-year associate professors

October 17, 2011 -- Names of candidates to be considered for early promotion to full professor in spring 2012

September 17, 2012 -- Verification of 2011-12 annual conversations for tenure-track faculty members, faculty on term appointments (i.e. lecturers and senior lecturers), instructors in science laboratory, and senior instructors in science laboratory; verification of 2011-12 conversations for tenured fourth-year associate professors