



## Revised Provost's Calendar, 2012 - 2013

*(except College of Medicine)*

Due at First Level of Review*	Due at the Provost's Office	Material for Submission & Review	Notes, Notices, Submission Contents
Sept. 17, 2012	NA	Requests to academic unit heads for <b>expedited reappointment</b> by faculty with qualified titles in the penultimate year of a current appointment.	Request includes copies of annual performance reviews for all years since last reappointment. Note eligibility requirements. (CBA Article 7.5.15)
Sept. 17, 2012	Nov. 15, 2012	Dossiers & recommendations for the <b>reappointment of faculty and librarians in their second year</b> of an initial 2-year appointment that ends August 14 or 31, 2013.	Provost's notice of reappointment decision no later than Dec. 15, 2012.
Oct 15, 2012	Mar. 1, 2013	Dossiers & recommendations for <b>faculty and librarians seeking promotion and/or tenure</b> but not reappointment.	Provost's notice typically no later than May 31. Promotion & tenure take effect August 15, 2013. Academic units, colleges, and libraries may set an earlier submission deadline, but the dean or appropriate administrator must notify faculty <b>at least six months before that deadline.</b> (Article 7.5.14)
Oct. 31, 2012	Dec. 3, 2012	Dossiers & recommendations for <b>academic leave recommendations for AY 2013-14.</b>	Dossiers for <b>academic leave</b> must use the electronic form issued by the Office of the Provost and must include: letter from dean; letter from academic unit head; record of review at the unit level; candidate's proposal; candidate's current vita; candidate's report on last academic leave (Article 25.2.1). Provost's notice typically by March 31.
Jan. 2, 2013	Feb. 15, 2013	Dossiers & recommendations for <b>reappointment of faculty and librarians in their first year</b> of service whose appointments end August 31, 2013.	Provost's notice to candidate no later than March 1, 2013.
set locally	March 1, 2013	Dossier & recommendations for <b>emerita/us status</b> effective September 2013.	Recommendations for <b>emerita/us status</b> must include: letter from dean; letter from academic unit head; record of consideration and support at the unit level; candidate's current vita.
Feb. 15, 2013	April 15, 2013	<b>Dossiers &amp; recommendations for reappointment</b> (and promotion, if applicable) for faculty and librarians in the second or later year of service whose appointments expire August 14, 2014.	Provost's notice no later than August 14, 2013. A faculty member seeking <b>promotion &amp; reappointment in the same academic year</b> may submit only once and should do so on the applicable reappointment schedule.
set locally	April 30, 2013	Requests to extend a <b>visiting faculty appointment</b> for a second year.	Visiting appointments are extended to a second year only under special conditions; they are not extended beyond a second year.
6 months before effective date		<b>Resignation &amp; retirement notices.</b>	Such notices may be submitted at any time but should be no later than the effective date.
set locally	At any time up to 90 days before leave's start	Recommendations for <b>professional, personal &amp; child-rearing leaves.</b>	Recommendations for <b>professional leave</b> must include: letter from dean; letter from academic unit head; candidate's proposal and/or letter of invitation; candidate's current vita.

\* Note that the CBA (7.5.14) permits academic units and colleges to set earlier deadlines for submission of RPT dossiers to the first level of review, provided faculty receive at least six months' notice of the earlier deadline.