

CALENDAR/TIMETABLE

<u>DATE</u>	<u>ACTION</u>	<u>ARTICLE</u>
<u>January</u>		
In January	Prior to the first day of class, each faculty member will have prepared a written syllabus. The faculty member will provide a copy to the Dean for public review. A copy will also be placed in the appropriate personnel file no later than two weeks after the beginning of the term in which the course is offered.	12.4.2
15	Dean informs in writing the approval/disapproval of applications for sabbatical	11.6.3
Last Week	Dean submits request for the following Fall Semester course offerings to each Department Chairperson and Program Director.....	12.4.1
31	Committee on Rank & Tenure forwards fall student evaluations to faculty members.....	13.1
31	Committee on Rank & Tenure submits faculty review recommendations and evaluations of probationary/tenure track faculty to Provost and Dean	13.1
31	Deadline for Committee on Rank & Tenure to forward recommendations for advancement to tenure to President, Provost and Dean	16.5
31	Deadline for Committee on Rank & Tenure to evaluate progress toward tenure of each faculty member in the 3rd through 6 th years of service and communicate its findings to the Dean.....	13.2
31	Deadline for Committee on Rank & Tenure to forward recommendations for promotion to President, Provost and Dean	17.4
31	Dean notifies faculty members and Chairs of decisions on Individual Component	12.5.3 no.10
<u>February</u>		
In February	Committees on Rank & Tenure and Faculty Development meet in joint session	11.8
15	Provost and Dean forward independent recommendations on tenure and promotion to President, applicant, and applicant’s supervisor	16.5, 17.4
15	Pending absence of legal review, Dean forwards a copy of the review in its entirety to the probationary/tenure track faculty member and his/her immediate academic supervisor	16.5
28	Committee on Rank & Tenure submits faculty review recommendations and evaluations for post-tenure to Provost and Dean	13.1
28	No later than February 28, the Faculty Handbook Committee announces proposed revisions of the Faculty Handbook to the Faculty Status Assembly.....	3
<u>March</u>		
1	Deadline for written notice of non-reappointment for probationary/tenure track faculty in initial year of appointment (twelve months notice after two or more years of service)	14.1 a, 14.1 c
Spring Semester	Rank & Tenure Committee members elected.....	10
15	Within 10 days after Spring Board meeting or by March 15 (whichever comes later), the Provost informs in writing the applicant, department chairperson or program director, the Dean, and the Committee on Rank & Tenure of the Board of Trustees action on applications for advancement	

	to tenure.....	16.5
15	Within 10 days after Spring Board meeting or by March 15 (whichever comes later), the Provost informs in writing the applicant, department chairperson or program director, the Dean, and the Committee on Rank & Tenure of the Board of Trustees action on applications for promotion in rank)	17.4
30	Chairperson, Committee on Rank and Tenure, forwards to the Dean copies of approved proposals for the Individual Component that lack completion reports	12.5.3 no.10
30	Department Chairpersons forward to the Dean all reports on the Individual Component that appear to demonstrate inadequate completion of the planned activity.....	12.5.3 no.10
<u>April</u>		
March/April	Within 10 days after Spring Board meeting, letters of appointment are issued for faculty.....	7
In April	Election of Department Chairpersons to three-year terms ending the day of Spring Commencement	9.2.1
1	Chairperson, Committee on Rank & Tenure, sends all committee Chairpersons a form to describe attendance and participation of faculty committee members.....	13.1
1	Deadline for Dean to request a written evaluation of each Department Chairperson from each member of the department	9.2
7	Dean notifies each Department Chairperson or Program Director and Chairperson, Committee on Rank & Tenure, of status of each faculty member with respect to rank and tenure	13.1, 16.5, 17.4
15	Written notice from a probationary/tenure track member who decides not to accept renewal of appointment due not later than April 15 or 30 days after receiving notification of the terms of appointment (whichever occurs later)	14.1
15	Member may submit resignation within thirty (30) calendar days of appointment. Failure to accept appointment within thirty (30) calendar days may be construed as a resignation.....	14.2
20	Deadline for Summer School appointments	11.9
21	Deadline for supervisor's letter of nomination for promotion to Chairperson, Committee on Rank & Tenure.....	17.4
30	Chairperson, Committee on Rank & Tenure, sends each ranked faculty member due for review a copy of self-evaluation form	13.1
30	Committee Chairpersons return to Chairperson, Committee on Rank & Tenure, the form used to describe attendance and participation of all faculty on committees	13.1
30	Deadline for the Dean to provide a written recommendation for non-tenured faculty undergoing the sixth-year review to the Committee on Rank & Tenure, the Provost and the President (in year prior to the review).....	16.5
30	Deadline for Chairperson, Committee on Rank & Tenure, to send each faculty member identified for the sixth-year review a copy of Application for Tenure Form.....	16.5
30	Deadline for Chairperson, Committee on Rank & Tenure, to send each faculty member eligible for	

	promotion a copy of "Application for Promotion Form"	17.4
<u>May</u>		
1	Deadline for discussion between Dean and Department Chairperson regarding Chairperson's evaluation by all members of the Department	9.2
1	Deadline for voting by mail on any proposed revisions to the Faculty Handbook	3
15	Decision made by President of openings expected for tenure	16.5
In May	Appointment year for Regis College faculty ends the date spring grades are due or the date of spring commencement, whichever occurs later	4, 12.5.2.1
In May	Committee on Rank & Tenure terms begin the day after spring commencement	10
<u>June</u>		
30	Committee on Rank and Tenure forwards spring student evaluations to faculty members	13.1
<u>August</u>		
Late August	Appointment year for faculty begins with freshman orientation.....	4, 12.5.2.1
In August	Prior to the first day of class, each faculty member will have prepared a written syllabus. The faculty member will provide a copy to the Dean for public review. A copy will also be placed in the appropriate personnel file no later than two weeks after the beginning of the term in which the course is offered.....	12.4.2
In August	Faculty members inform the Dean in writing, on a form provided by the Dean, of any anticipated teaching outside the College, outside employment, business interests and consulting activities.....	12.8
<u>September</u>		
Early Fall	Committee on Rank & Tenure and Dean discuss specific candidates for tenure.....	16.5
Early Fall	Committee on Rank & Tenure and Dean discuss specific candidates for promotion in rank.....	17.4
Second Week	Dean submits request for following spring semester course offerings to each Department Chairperson and Program Director.....	12.4.1
21	Deadline for completion and return of self-evaluation form for probationary/tenure track faculty to immediate academic supervisor	13.1
21	Deadline for submission of Application for Tenure Form and/or Application for Promotion in Rank to immediate academic supervisor.....	16.5, 17.4
30	Deadline for faculty members to report on activities following use of the Individual Component to Department Chairperson, Chair of the Committee on Rank & Tenure, and the Dean	12.5.3 no.10
<u>October</u>		
1	University pays career redirection grants	5.5.3
1	Deadline for submission of complete sabbatical application materials to the Dean (year prior to year for which application is made).....	11.6.3
7	Deadline for discussion between probationary faculty member and supervisor regarding supervisor's	

	evaluation of faculty.	13.1, 16.5, 17.4
7	At the time of the discussion, the faculty member signs evaluation form to confirm that s/he has had an opportunity to review the evaluation.	13.1
7	Supervisor forwards written evaluation of probationary/tenure track faculty with self-evaluation to Chairperson, Committee on Rank & Tenure	13.1, 16.5, 17.4
7	Dean notifies Committee on Rank & Tenure of any material in a faculty member's personnel file that is appropriate and/or necessary for deliberations for review, tenure and promotion	13.1, 16.5, 17.4
7	Deadline for supervisors to submit applications for tenure and/or promotion to Committee on Rank & Tenure	16.5, 17.4
8	Within seven calendar days of receipt of sabbatical application, Dean forwards two copies to the Chairperson, Faculty Development Committee.....	11.6.3
14	Deadline for probationary/tenure track faculty member to submit clarifying comments regarding evaluations for review, promotion and/or tenure to the Committee on Rank & Tenure, with copies to the academic supervisor or special academic evaluator	13.1, 16.5, 17.4
14	Deadline for Committee on Rank & Tenure to send lists of applicants for tenure and promotion in rank to Dean	16.5, 17.4
15	Deadline for faculty to submit proposals for Individual Component options to Chairs	12.5.3 no. 10
15	Faculty self-evaluation form for post-tenure faculty member must be completed and returned to immediate academic supervisor.	13.1
22	Within two weeks of the receipt of sabbatical applications, the Faculty Development Committee returns one copy of each application, together with written recommendations, to the Dean; the second copy is retained by the committee	11.6.3
28	Deadline for applicants and nominees for promotion to ranks of Associate Professor and Professor to meet with the Dean to develop list of potential external reviewers for submission to the Committee on Rank & Tenure.....	17.4
31	Deadline for discussion between post-tenure faculty member and supervisor regarding supervisor's evaluation of faculty.	13.1
31	At the time of the discussion, the post-tenure faculty member signs the form to confirm that s/he has had an opportunity to review the evaluation.	13.1
31	Supervisor forwards written evaluation of post-tenure faculty along with self-evaluation to Chairperson, Committee on Rank & Tenure.	13.1
 <u>November</u>		
1	Deadline to submit faculty proposals and Department Chairs' recommendations on Individual Component to Committee on Rank & Tenure	12.5.3 no. 10
7	Deadline for post-tenure faculty members to submit clarifying comments regarding supervisor's evaluation to the Committee on Rank & Tenure, with a copy to the supervisor or special academic evaluator.	13.1

30 Deadline for the Chairperson, Committee on Rank & Tenure, to forward copies of approved proposals for the Individual Component that lack completion reports to the Dean..... 12.5.3 no. 10

30 Department Chairpersons forward to the Dean all reports on the Individual Component that appear to demonstrate inadequate completion of the planned activity 12.5.3 no. 10

December

1 Deadline for Committee on Rank & Tenure to submit recommendations on all second-year faculty to Provost and Dean 13.2

1 Deadline for Dean to prepare a separate evaluation and recommendation on each second-year faculty member and forward a copy of it in its entirety to the faculty member, the immediate supervisor, the Committee, and the Provost 13.2

1 Deadline for Committee on Rank & Tenure to evaluate each faculty member in the third through sixth years of service on progress toward tenure and communicate its findings to the Dean. 13.2

1 Deadline for submitting proposed revisions of the Faculty Handbook to the Faculty Handbook Committee 3

15 Deadline for written notice of non-reappointment to probationary/tenure track faculty (2nd year of appointment) 14.1 b

15 Deadline to submit written requests for leave without pay to the Dean through the immediate academic supervisor (during year preceding the proposed leave) 6.2

15 Pending absence of legal review, Committee on Rank & Tenure forwards a copy of the review in its entirety to the probationary/tenure track faculty member (2nd year of appointment), the immediate academic supervisor, the Dean, and the Provost 13.2

15 Deadline for Committee on Rank & Tenure to forward recommendations on the Individual Component to the Dean..... 12.5.3 no 10

Mid-December President or designee and Committee on Rank & Tenure discuss probable recommendations regarding faculty applying for advancement to tenure and promotion in rank..... 16.5, 17.4

In December Chairperson, Committee on Rank & Tenure invites all faculty to submit nominations for Regis College Lecturer Award..... 11.8