

THE UNIVERSITY CALENDAR OF KEY FACULTY CONTRACT EVENTS*

Academic Year 2019-2020

(Based on Faculty Collective Bargaining Agreement Effective August 16, 2017 through August 15, 2020;
University Personnel Policies and Bylaws, 2014)

*(The Cleveland-Marshall College of Law has its own contract and calendar.)

[Note: Calendar dates below are “on or before” deadlines; any that fall on weekends or university holidays advance to the next M-F work day.]

Professional Development and Workload (Article 13.1B-C and Personnel Policies 3344-16-03)	
April 30	eFAARs due.
Sept 30	Faculty meet with Chair to review FAAR and to discuss plans and goals.
Oct 15	Faculty development plans due to Chair.
Dec 1	Workload consultation between Chair and faculty.
Jan 25	Consultation between Chairs and Dean.
Jan 31	Faculty notified of workload assignment for AY 2020-21.

Promotion/Tenure Procedures (Article 12.13) & Lecturer 6th Year Reviews (12.2)*

	COLLEGE WITH DEPT PRC	COLLEGE W/O DEPT PRC
April	Preliminary Dossier on First Monday	Same
Sept 1	Final Dossier	Same
Sept 21	Dept PRC to Chair**	---
Sept 30	Chair to Dean	---
Oct 1	Dean’s office to College PRC	College PRC to Chair
Oct 15	---	Chair to Dean
Nov 8	College PRC to Dean	---
Dec 1	Dean to Provost	Same
Jan 25	University PRC to Provost	Same
Feb 15	Provost to President	Same
Apr 15	Board of Trustees action	Same

*Lecturer reappointment reviews are finalized with the Provost, requiring no action from the President or Board.

**Chair signifies School Director where applicable.

Third and Fifth Year (Article 12.12) & Lecturer 4th & 9thYear Reviews (12.2)

	COLLEGE WITH DEPT PRC	COLLEGE W/O DEPT PRC
Oct 7	Submission of Dossier	Same
Oct 31	Dept PRC to Chair	---
Nov 14	Chair to Dean for transmittal to College PRC	College PRC to Chair
Dec 15	College PRC to Dean	Chair to Dean
Jan 15	Dean completes review	Same

Tenure-Track Nonreappointment (Article 12.15)

<u>First Year Probationary Faculty</u>	
January 1	Written recommendation from PRC, Chair, or Dean
March 1	Written notification of termination at end of contract year
<u>2nd/3rd Year Probationary Faculty</u>	
October 15	Written recommendation from PRC, Chair, or Dean
December 15	Written notification of termination at end of contract year
<u>4th-6th Year Probationary Faculty</u>	
February 15	Written recommendation from PRC, Chair, or Dean
June 1	Written notification of termination at end of following academic year

Post –Retirement Employment (Personnel Policies 3344-16-07(C))

April 1	Faculty must notify Chair in writing of their intent to retire and to exercise post-retirement employment in the following fall semester.
May 1	Faculty must notify Chair in writing of their intent to retire and to exercise post-retirement employment in the following spring semester.

Professional Leaves (Article 20)

Sept 15	Proposals due in Department
Oct 15	Chair recommendations to Dean
Nov 15	Dean recommendation to Provost
December	Provost/President recommendation to Board of Trustees
January	Board of Trustees action
	“Within 90 days of returning to University duties, a faculty member shall submit a written report of activities during the period of professional leave. The report should be submitted to the Department Chairperson, who shall comment upon the report in writing. The report and comments shall be forwarded simultaneously to the Dean and the Provost.”