

## 2008-2009 Retention, Tenure, and Promotion Deadline Calendar

	Faculty Member (Candidate)	Department RTP Committee	Department Chairs/ Equivalent Unit Directors	Deans	Univ. Tenure & Promotions Committee (UTPC) and Provost	Notification to Faculty Members
<b>Review of 1<sup>st</sup> and 2<sup>nd</sup> Year Probationary Faculty for Retention for 2<sup>nd</sup> and 3<sup>rd</sup> Probationary Years</b>	Last date for materials to be given to candidate prior to the closing of the WPAF: <sup>1</sup> <b>9/10/08</b>  WPAF Closes: <b>9/15/08</b>	Report due to candidate: <sup>2</sup> <b>9/30/08</b>  Report due to Department Chair/Unit Director: <b>10/10/08</b>	Report due to candidate: <sup>2</sup> <b>10/24/08</b>  Report due to College Dean/University Librarian: <b>11/3/08</b>	Report due to candidate: <sup>2</sup> <b>12/9/08</b>  Report due to Provost via Office of Faculty Affairs: <b>12/19/08</b>		Provost notifies faculty of: 1) Reappointment for 2009-10; or 2) Termination in June 2009 <b>2/15/09</b>
<b>Review for Tenure</b>	Last date for materials to be given to candidate prior to the closing of the WPAF: <sup>1</sup> <b>9/26/08</b>  WPAF Closes: <b>10/1/08</b>	Report due to candidate: <sup>2</sup> <b>10/20/08</b>  Report due to Department Chair/Unit Director: <b>10/30/08</b>	Report due to candidate: <sup>2</sup> <b>11/24/08</b>  Report due to College Dean/University Librarian: <b>12/4/08</b>	Report due to candidate: <sup>2</sup> <b>1/26/09</b> Report due to Provost via Office of Faculty Affairs: <b>2/5/09</b> Report due to <u>UTPC</u> via <u>Senate Office</u> : <b>2/5/09</b>	Provost's Report due to candidate: <sup>2</sup> <b>5/1/09</b>  Provost and UTPC Reports due to President: <b>5/11/09</b>	President notifies faculty of: 1) Tenure; Fall 2009 2) Another Probationary year for 2009-10; or 3) Terminal Year; 2009-2010 <b>6/1/09</b>
<b>Review for Promotion</b>	Last date for materials to be given to candidate prior to the closing of the WPAF: <sup>1</sup> <b>9/26/08</b>  WPAF Closes: <b>10/1/08</b>	Report due to candidate: <sup>2</sup> <b>10/20/08</b>  Report due to Department Chair/Unit Director: <b>10/30/08</b>	Report due to candidate: <sup>2</sup> <b>11/24/08</b>  Report due to College Dean/University Librarian: <b>12/4/08</b>	Report due to candidate: <sup>2</sup> <b>1/26/09</b> Report due to <u>Provost</u> via <u>Office of Faculty Affairs</u> : <b>2/5/09</b> Report due to <u>UTPC</u> via <u>Senate Office</u> : <b>2/5/09</b>	Provost and UTPC Reports due to candidate: <sup>2</sup> <b>5/1/09</b>  Provost and UTPC Reports due to President: <b>5/11/09</b>	President notifies faculty: <b>6/15/09</b>
<b>Review of 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year Probationary Faculty for Retention for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Probationary Year</b>	Last date for materials to be given to candidate prior to the closing of the WPAF: <sup>1</sup> <b>10/17/08</b>  WPAF Closes: <b>10/22/08</b>	Report due to candidate: <sup>2</sup> <b>11/14/08</b>  Report due to Department Chair/Unit Director: <b>11/24/08</b>	Report due to candidate: <sup>2</sup> <b>1/5/09</b>  Report due to College Dean/University Librarian: <b>1/15/09</b>	Report due to candidate: <sup>2</sup> <b>3/2/09</b>  Report due to Provost via Office of Faculty Affairs: <b>3/12/09</b>		Provost notifies faculty of: 1) Reappointment for 2009-10; or 2) Terminal year; 2009-2010 <b>6/1/09</b>

Note: The deadline time for each date is 5PM, Pacific time.

### Other Important RTP Deadlines:

Department Chairs send names and rank of RTP committee members, and any departmental policies, to Office of Faculty Affairs via Deans: **September 8, 2008**

Deans send names of faculty being considered for promotion and copies of letters/forms from those wishing **not** to be considered for promotion to Office of Faculty Affairs and the University Promotions Committee: **September 26, 2008**

<sup>1</sup> Faculty members must have access to materials from other individuals five (5) calendar days prior to placement in their WPAF and may add their own materials up to the closing date of the WPAF.

<sup>2</sup> Faculty members must have ten (10) calendar days to review report and submit response/rebuttal if desired.