

## **APPENDIX I. FIXED-TERM FACULTY REVIEW CALENDAR\***

June 1	All fixed-term faculty who will be reviewed by the Fixed-Term Faculty Review Committee the following academic year will be notified of eligibility.
October 1	All fixed-term faculty will be notified of their status (rank and step).
November 1	All materials relating to candidate's application for promotion must be received by the division representative.
November 15	All materials relating to a candidate's application for midterm advancement review must be submitted to the candidate's divisional dean.
December 1	All peer and divisional dean forms for promotion must be turned into the division representative.
January 15	Divisional deans will submit a recommendation to the dean of Seaver College regarding a candidate's midterm review.
February 1	Decisions on promotion will be forwarded from the Fixed-Term Faculty Review Committee to the dean of Seaver College.
March 1	Dean of Seaver College will inform fixed-term faculty of his or her decision regarding both promotion and midterm reviews.

\* This calendar is subject to change if the deadline falls on a weekend. In such an instance, the deadline will be the following Monday.