

## APPENDIX I ACADEMIC CALENDAR

- June 1 All faculty who will be reviewed by the RTP Committee the following academic year will be notified of eligibility.
- September 15 All materials relating to candidate's application for promotion and/or tenure must be received by the division representative.
- October 1 All faculty will be notified of their status (rank and step).
- October 15 All peer and division chairperson forms for tenure and promotion must be turned into the division representative.
- December 1 Decisions on promotion and tenure will be forwarded from the Rank, Tenure, and Promotion Committee to the dean of Seaver College.
- December 15 Recommendations from the deans and the Rank, Tenure, and Promotion Committee are forwarded to the provost.
- January 15 Portfolios for five-year and pre-tenure reviews must be received by the division representative. Portfolios for any reappointment considerations, including named chairs and Distinguished Professors, must be received by the division representative.
- February 15 All peer and division chairperson forms for five-year, pre-tenure, and reappointment reviews must be turned into the division representative.
- April 15 Decisions and evaluations on five-year, pre-tenure, and reappointment reviews will be forwarded from the RTP committee to the dean of Seaver College.