

**Schedule of Deadlines and Notifications for Tenured and Tenure-Track Faculty:  
Appointment, Promotion, and Tenure Decisions<sup>1</sup>**

(Please note: Where annual deadline falls on a weekend, the deadline would be the preceding Friday)

- May 1                      Last day for chair/head to inform each faculty member in writing of the annual review schedule, criteria, workload assignment, procedures, requirements, and instruments for the upcoming academic year (including a copy of this schedule). [Use Memo in Academic Policy 1405.10A.]  
And  
Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered (faculty in their 6<sup>th</sup> year).
- May 5                      Last day for faculty members to request nomination for promotion and/or tenure or appointment to university and/or distinguished professor in Fall-- if not scheduled for consideration.
- May 10                     Last day for Departmental Personnel Committee/Chair/Head and candidate to work together to identify reviewers and initiate external peer review selection process.
- May 13                     Last day for notice of non-reappointment to 9-month faculty who are entitled to 12-months' notice before the end of a terminal contract.\*\*\*  
And  
Last day for each faculty member to be informed in writing of his/her workload assignment and evaluation criteria for the next academic year (last day of appointment period for spring semester).\*
- June 30                    Last day for notice of non-reappointment to 12-month faculty who are entitled to 12-months' notice before the end of a terminal contract [or 12 months before the end of a terminal contract beginning on some other date].\*\*\*
- August 10                Last day for faculty candidate for tenure and/or promotion to submit complete dossier for on-line review system—dossiers for review can be emailed (or jump drives/CDs shipped) to external peer reviewers and internal (departmental and college) committees will use university on-line system.

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<sup>1</sup> For Division of Agriculture employees whom this document applies, this will be interpreted consistent with the June 26, 2008 letter to Bumpers College Faculty, Staff and Administration, which identifies the inclusion of the Vice President for Agriculture and the Associate Vice President for Agriculture in processes concerning tenure, promotion, post-tenure review and off-campus duty assignments.

September 15*	Last day for chairpersons (or directors) to inform each <u>new</u> nine-month faculty member in writing of the criteria, workload assignment, procedures, and instruments that are to be used in assessing his or her work for the current year, including a copy of this schedule <b>OR</b> no later than 30 days after beginning employment in connection with a first appointment whenever employment begins.
October 1	Last day for candidate to be provided with a redacted copy of external review letters prior to unit committee review.
October 8	Deadline for candidate to respond in writing to any substantive issues raised in external review letters.
Between October 22** and November 20**	<ul style="list-style-type: none"><li>a) Unit committee sends to candidates for promotion and/or tenure a copy of its recommendation and statement of rationale.</li><li>b) Unit tenured faculty sends to candidates for promotion and/or tenure a copy of its recommendation and numerically recorded vote.</li><li>c) Chairperson of unit informs the faculty member in writing of his or her recommendation and the rationale.</li><li>d) Chairpersons of units provide deans with nominations for promotion and/or tenure and appointment to university or distinguished professor.</li></ul>
November 12	Last day for notice of non-reappointment to 9-month faculty in the second year of service [180 days before appointment ceases on May 12 or six months in advance of scheduled date of terminal appointment].***
December 10*	Last day for deans (or directors) to forward to provost nominations for promotion and/or tenure and appointment to university and distinguished professor. (The dean will have reported his or her recommendations and statements of rationale to the candidates for promotion and their chairpersons prior to forwarding them to the provost.).
January 28*	Last day for provost to communicate recommendations (and rationale for negative recommendations) regarding promotion and/or tenure to candidates, chairpersons, and deans and to communicate recommendations regarding appointment to university or distinguished professor.
February 12	Last day for notice of non-reappointment to 9-month faculty in the

probationary period in the first year of service [90 days before the employment ceases on May 12 or three months in advance of scheduled date of appointment termination].\*\*\*

- February 14\* Last day for candidate with negative promotion and/or tenure recommendation from provost to submit in writing to the provost a request for review by the Appointment, Promotion and Tenure Committee.
- February 16\* Last day for the complete file of materials to be submitted to the chairperson of the Appointment, Promotion, and Tenure Committee on behalf of candidates requesting a review.
- March 4 Last day for Appointment, Promotion, and Tenure Committee to provide the chancellor with a written statement of its recommendation and rationale with copies to the provost, the candidate and the candidate's dean and chairperson.
- March 30\* Last day for annual review of each faculty member.
- April 15 List of faculty who receive non-reappointment (years 1-4), pre-tenure faculty, and faculty who are given negative recommendations for promotion, tenure, or appointment to university or distinguished professor due from deans to provost. See Academic Policy 1405.10G.

\*Dates or times specified in *Evaluative Criteria* online at <http://provost.uark.edu/140511.pdf>

\*\*Dates from the *Evaluative Criteria* defining the period within which deadlines will be established by college, school, or library ("between October 22 and November 20") for forwarding of materials from unit to dean.

\*\*\* See Board of Trustees policy 405.1, IV, B.

7/15/2014