

## ASPT Calendar 2012-2013

### Sorted Chronologically

*posted @ [http://provost.illinoisstate.edu/ten\\_fac\\_employment/index.shtml](http://provost.illinoisstate.edu/ten_fac_employment/index.shtml)*

*If on any date the University is officially closed, the action scheduled for that date MUST be completed on the next working day after the closing. Article and section references are to Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies, Last revised and approved May 2011, Effective January 1, 2012.*

DATE	ACTION
November 1, 2012	<b>Promotion &amp; Tenure:</b> Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15, 2012 (due Monday, December 17, 2012)	<b>Promotion &amp; Tenure:</b> DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 working days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC/SFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.
December 15, 2012 (due Monday, December 17, 2012)	<b>Promotion &amp; Tenure:</b> DFSC/SFSC recommendations for promotion and tenure must be reported to the candidate and to the CFSC.
January 5, 2013 (due Monday, January 7, 2013)	<b>Performance Evaluation Review:</b> All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
January 5, 2013 (due Monday, January 7, 2013)	<b>Cumulative Post-Tenure Review:</b> All faculty members scheduled for cumulative post-tenure review must submit their materials.
February 1, 2013	<b>Promotion &amp; Tenure:</b> CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.D.
February 1, 2013	<b>Reappointment:</b> Provost issues notification of non-reappointment by February 1, 2013, to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15, 2013, or, if the appointment terminates during an academic year, at least six months in advance of its termination.

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February 1, 2013	<p><b><u>Performance Evaluation Review:</u></b> DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC and provide opportunity, if requested, for the faculty members to meet with the committee to discuss these recommendations. If the faculty member wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the faculty member must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.B.</p>
February 15, 2013	<p><b><u>Performance Evaluation Review:</u></b> DFSC/SFSC must transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.</p>
February 15, 2013	<p><b><u>Cumulative Post-Tenure Review:</u></b> The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.</p>
February 25, 2013	<p><b><u>Cumulative Post-Tenure Review:</u></b> Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response, and/or remediation plan.</p>
March 1, 2013	<p><b><u>Promotion &amp; Tenure:</u></b> CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.</p>
March 1, 2013	<p><b><u>Reappointment:</u></b> Provost's notification of non-reappointment must be given by March 1, 2013, to candidate in the first year of service, notifying candidate that last employment date is May 15, 2013, or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.</p>
March 1, 2013	<p><b><u>Performance Evaluation Review:</u></b> Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.</p>
March 8, 2013	<p><b><u>Cumulative Post-Tenure Review:</u></b> DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.</p>
March 15, 2013	<p><b><u>Promotion &amp; Tenure:</u></b> In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee (FRC).</p>
March 21, 2013	<p><b><u>Promotion &amp; Tenure:</u></b> Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.</p>

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March 22, 2013	<b>Cumulative Post-Tenure Review:</b> A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days. Appeals will be held under the provisions of Section XIII.I.
March 31, 2013 (due Monday, April 1, 2013)	<b>Performance Evaluation Review:</b> All appeals to the CFSC of performance-evaluation recommendations must be completed and CFSC decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Section XIII.H.
April 15, 2013	<b>Promotion &amp; Tenure:</b> The FRC must complete its review of promotion and tenure appeals and report to the President, candidate, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under the provisions of Section XIII.F.3.
April 15, 2013	<b>Cumulative Post-Tenure Review:</b> Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.
April 15, 2013	<b>ASPT elections for 2013-2014 Academic Year:</b> Members to the University Review Committee, Faculty Review Committee and College Faculty Status Committee must have been elected.
April 30, 2013	<b>Promotion &amp; Tenure:</b> Provost's decision for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.
May 1, 2013	<b>Reporting Requirements (CFSC):</b> Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (Section IV.D.). Also, each CFSC shall submit an annual written report to the URC and to the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see XIII.I.9).
May 1, 2013	<b>Reporting Requirements (CFSC):</b> The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
May 1, 2013	<b>ASPT elections for 2013-2014 Academic Year:</b> Members to the Department/School Faculty Status Committee must have been elected.
May 1, 2013	<b>Reporting Requirements (FRC):</b> The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (Section III.F).
May 15, 2013	<b>Promotion &amp; Tenure:</b> Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

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May 15, 2013	<p><b><u>Reappointment:</u></b> Provost notifies third and subsequent year faculty members who will not be reappointed, 12 months before the termination of the appointment, that the candidate's last employment date is May 15, 2014. If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period.</p>
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