

UNIVERSITY REVIEW COMMITTEE
Thursday, November 21, 2013
11 a.m., Hovey 401D
MINUTES

Members present: Angela Bonnell, Phil Chidester, Doris Houston, Domingo Joaquin, Sheryl Jenkins, Bill O'Donnell, David Rubin, James Wolf, and Sam Catanzaro (ex officio)

Members not attending: Temba Bassoppo-Mayo

I. Call to order

Chairperson David Rubin called the meeting to order at 11 a.m.

Members introduced themselves to James Wolf, recently elected University Review Committee member representing the College of Applied Science and Technology. As the College of Education representative has not attended three URC meetings, Sam Catanzaro will contact the College of Education to seek a new representative.

II. Approval of minutes from the October 24, 2013 meeting

Doris Houston moved, Sheryl Jenkins seconded approval of minutes from the October 24, 2013 meeting. The motion carried.

III. Discussion item: ASPT calendar for 2014-2015 (attached)

Chairperson Rubin suggested that the committee review the ASPT calendar for 2014-2015: By Category of Activity document by its various sections. Phil Chidester asked what type of revisions had been made to the calendars. Catanzaro responded that only dates had been changed; text in other columns has been copied directly from ASPT policy.

Chairperson Rubin asked for comments or questions from pages 1 and 2 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar for Promotion and Tenure. Bill O'Donnell moved, Chidester seconded approval of revisions in pages 1 and 2. The motion carried.

Chairperson Rubin asked for comments or questions from pages 3 and 4 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar of Performance Evaluation. Chairperson Rubin asked about the submission mechanism in the statement, "All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments." Catanzaro noted that the general term "file" incorporates electronic files and that general language is desirable over specific language, but that this may be an item to consider when the document is revised. Domingo Joaquin moved, James Wolf seconded approval of revisions in pages 3 and 4. The motion carried.

Chairperson Rubin asked for comments or questions from page 5 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar of Post-Tenure Review. Chairperson Rubin asked if there was a deadline to contact Shane McCreery in the Office of Equal Opportunity, Ethics, and Access. Catanzaro will check on this. Jenkins moved, Houston seconded approval of revisions in page 5. The motion carried.

Chairperson Rubin asked for comments or questions from page 6 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar for Reappointment. Chidester asked about the bottom two cells that are unlike the date definite entries found above in the table. Catanzaro noted that for those faculty with twelve-month contracts (like Milner Library faculty) this language conforms to different hiring dates that may occur. The twelve-month notification follows the American Association of University Professors (AAUP) recommendation on the matter. Chidester moved, Joaquin seconded approval of revisions in page 6. The motion carried.

Chairperson Rubin asked for comments or questions from page 7 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar for Reporting Requirements. There were no comments or questions. Wolf moved, Jenkins seconded approval of revisions from page 7. The motion carried.

Chairperson Rubin asked for comments or questions from page 8 of the ASPT calendar for 2014-2015: By Category of Activity, Calendar for ASPT Elections. There were no comments or questions. O'Donnell moved, Joaquin seconded approval of revisions from page 8. The motion carried.

Chairperson Rubin asked for comments or questions from the ASPT calendar for 2014-2015: Chronological, All Activities. There were no comments or questions. Wolf moved, Jenkins seconded approval of revisions for this document in its entirety. The motion carried.

IV. Discussion item: ASPT Policies five-year update; potential input from departments/schools

Catanzaro noted that every five years the Faculty Appointment Salary Promotion and Tenure Policies (ASPT) document is revised. The current document became effective January 1, 2012 with discussions and approval occurring in Academic Senate's Faculty Caucus over the period of the previous academic year (2010-2011).

Catanzaro suggested the committee begin reviewing the ASPT document to flag policies that could be clarified. He will compile important questions he has been asked in the last several years. This year's committee would then set up next year's committee as they prepare for revisions of the document which would become effective in 2017. Chidester suggested it would be helpful to learn what revisions had been made in the past. Catanzaro has those highlighted in a document and will share with the committee. Houston suggested committee members also contact departments and colleges for feedback. Catanzaro has already communicated this to the College Deans as well and suggested that a delegation of URC could meet with Council of Deans. He also noted that the committee will take concerns and questions into consideration but the committee would not be bound to make the suggested changes. The committee will begin this project in one of its first meetings in the spring semester.

V. Other business

There was no other business.

VI. Adjournment

Rubin adjourned the meeting at approximately 11:30 a.m.

Prepared by:

Angela Bonnell, Secretary

Attachments:

ASPT Calendar 2014-2015: By Category of Activity

ASPT Calendar 2014-2015: Chronological, All Activities

ASPT Calendar 2014-2015: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

CALENDAR FOR PROMOTION AND TENURE
<p>This calendar for 2014-2015 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2014-2015" column of this calendar have been modified to comply with that provision where necessary.</p>

Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, November 3, 2014	November 1	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 Monday, December 15, 2014	Prior to December 15	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 of the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.
Monday, December 15, 2014	December 15	DFSC/SFSC recommendations for promotion and tenure must be reported to the candidates and to the CFSC.

ASPT Calendar 2014-2015: By Category of Activity
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CALENDAR FOR PROMOTION AND TENURE (continued)		
Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, February 2, 2015	February 1	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.
Monday, March 2, 2015	March 1	CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
Monday, March 16, 2015	March 15	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).
Monday, March 23, 2015	March 21	Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates.
Wednesday, April 15, 2015	April 15	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 provisions of Article XIII.F.3.
Thursday, April 30, 2015	April 30	Provost's decision for appealed cases must be reported to the President, candidates, DFSC/SFSC and CFSC.
Friday, May 15, 2015	May 15	Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

ASPT Calendar 2014-2015: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

CALENDAR FOR PERFORMANCE EVALUATION

This calendar for 2014-2015 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2014-2015" column of this calendar have been modified to comply with that provision where necessary.

Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, January 5, 2015	January 5	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
Monday, February 2, 2015	February 1	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 five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B.
Monday, February 16, 2015	February 15	DFSC/SFSC must transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.

ASPT Calendar 2014-2015: By Category of Activity
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CALENDAR FOR PERFORMANCE EVALUATION (<i>continued</i>)		
Monday, March 2, 2015	March 1	Faculty members must file with the CFSC* any appeal of the DFSC/SFSC performance-evaluation recommendation. (* FRC in the absence of a DFSC/SFSC)
Tuesday, March 31, 2015	March 31	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 Article XIII.H. (* FRC in the absence of a DFSC/SFSC)

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CALENDAR FOR CUMULATIVE POST-TENURE REVIEW
<p>This calendar for 2014-2015 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2014-2015" column of this calendar have been modified to comply with that provision where necessary.</p>

Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, January 5, 2015	January 5	All faculty members scheduled for cumulative post-tenure review must submit their materials.
Monday, February 16, 2015	February 15	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
Wednesday, February 25, 2015	February 25	Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response and/or remediation plan.
Monday, March 9, 2015	March 8	DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
Monday, March 23, 2015	March 22	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 Article XIII.I.
Wednesday, April 15, 2015	April 15	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.

ASPT Calendar 2014-2015: By Category of Activity
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CALENDAR FOR REAPPOINTMENT
<p>This calendar for 2014-2015 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2014-2015" column of this calendar have been modified to comply with that provision where necessary.</p>

Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, February 2, 2015	February 1	Provost issues notification of non-reappointment by February 1 to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination.
Monday, March 2, 2015	March 1	Provost's notification of non-reappointment must be given by March 1 to candidate in the first year of service, notifying candidate that last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
Friday, May 15, 2015	At least 12 months before the termination of an appointment after two (2) or more years of service	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 of the following year. 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.

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CALENDAR FOR REPORTING REQUIREMENTS
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Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Friday, May 1, 2015	May 1	Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (Article IV.D.). Also, each CFSC shall submit an annual written report to the URC and the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see XIII.I.9).
Friday, May 1, 2015	May 1	The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
Friday, May 1, 2015	May 1	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 (see Article III.F).

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<p>CALENDAR FOR ASPT ELECTIONS (for 2015-2016 Academic Year)</p>
<p>This calendar for 2014-2015 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2014-2015" column of this calendar have been modified to comply with that provision where necessary.</p>

Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Wednesday, April 15, 2015	April 15	Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected.
Friday, May 1, 2015	May 1	Members of the Department/School Faculty Status Committee must have been elected.

ASPT Calendar 2014-2015: Chronological, All Activities

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Monday, November 3, 2014	November 1	Promotion and Tenure: 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 Monday, December 15, 2014	Prior to December 15	Promotion and Tenure: 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 of the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.
Monday, December 15, 2014	December 15	Promotion and Tenure: DFSC/SFSC recommendations for promotion and tenure must be reported to the candidates and to the CFSC.
Monday, January 5, 2015	January 5	Performance Evaluation: All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.

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Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, January 5, 2015	January 5	<u>Cumulative Post-Tenure Review</u> : All faculty members scheduled for cumulative post-tenure review must submit their materials.
Monday, February 2, 2015	February 1	<u>Promotion and Tenure</u> : 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.
Monday, February 2, 2015	February 1	<u>Reappointment</u> : Provost issues notification of non-reappointment by February 1 to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination.
Monday, February 2, 2015	February 1	<u>Performance Evaluation</u> : 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 five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B.
Monday, February 16, 2015	February 15	<u>Performance Evaluation</u> : DFSC/SFSC must transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
Monday, February 16, 2015	February 15	<u>Cumulative Post-Tenure Review</u> : The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.

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Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Wednesday, February 25, 2015	February 25	<u>Cumulative Post-Tenure Review:</u> Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response and/or remediation plan.
Monday, March 2, 2015	March 1	<u>Promotion and Tenure:</u> CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
Monday, March 2, 2015	March 1	<u>Reappointment:</u> Provost's notification of non-reappointment must be given by March 1 to candidate in the first year of service, notifying candidate that last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
Monday, March 2, 2015	March 1	<u>Performance Evaluation:</u> Faculty members must file with the CFSC* any appeal of the DFSC/SFSC performance-evaluation recommendation. (* FRC in the absence of a DFSC/SFSC)
Monday, March 9, 2015	March 8	<u>Cumulative Post-Tenure Review:</u> DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
Monday, March 16, 2015	March 15	<u>Promotion and Tenure:</u> 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).
Monday, March 23, 2015	March 21	<u>Promotion and Tenure:</u> Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates.
Monday, March 23, 2015	March 22	<u>Cumulative Post-Tenure Review:</u> 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 Article XIII.I.

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Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Tuesday, March 31, 2015	March 31	Performance Evaluation: 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 Article XIII.H. (* FRC in the absence of a DFSC/SFSC)
Wednesday, April 15, 2015	April 15	Promotion and Tenure: The FRC must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Article XIII.F.3.
Wednesday, April 15, 2015	April 15	Cumulative Post-Tenure Review: 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.
Wednesday, April 15, 2015	April 15	ASPT Elections: Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected.
Thursday, April 30, 2015	April 30	Promotion and Tenure: Provost's decision for appealed cases must be reported to the President, candidates, DFSC/SFSC and CFSC.
Friday, May 1, 2015	May 1	Reporting Requirements (CFSC): Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (Article IV.D.). Also, each CFSC shall submit an annual written report to the URC and the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see Article XIII.I.9).
Friday, May 1, 2015	May 1	Reporting Requirements (CFSC): The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
Friday, May 1, 2015	May 1	ASPT Elections: Members of the Department/School Faculty Status Committee must have been elected.

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Date for 2014-2015	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Friday, May 1, 2015	May 1	<u>Reporting Requirements (FRC):</u> 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 (see Article III.F).
Friday, May 15, 2015	May 15	<u>Promotion and Tenure:</u> Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.
Friday, May 15, 2015	At least 12 months before the termination of an appointment after two (2) or more years of service	<u>Reappointment:</u> 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 of the following year. 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.