

2017-2018 CALENDAR FOR UI FACULTY

Position Descriptions, Performance Evaluations, 3rd Year Reviews,
Promotion, Tenure and Salary Determinations

DATE	ACTION	FSH
<u>2017</u>		
August	Promotion – Tenure review procedures begin at the departmental level	3560,3520
August	Senior Administrators notified of Periodic Review and timeline	3320
August	Administrators within colleges notified by college of Periodic Review and timeline	3320
September	Position Descriptions for Calendar Year 2018 developed by faculty member and unit administrator	3050
October	Sabbatical Applications due for Academic Year 2018-19	3720
October	Promotion and Tenure recommendations/packets due in deans' offices	3560,3520
November 1	Position Descriptions for Calendar Year 2018 due in the deans' offices	3050
November 13	Provost's Office notifies direct reports of annual self-evaluation and upward feedback opportunity & provides supplemental information for annual evaluations of faculty including annual evaluation of assistant/associate deans and dept. or intra-unit administrators (Form 2)	3320
November 17	Promotion and tenure recommendations/packets due in the Provost's Office	3560,3520
December	Distinguished Professor nomination process commences	1565
December 12	Promotion packet distribution to the University Level Committee begins	
<u>2018</u>		
January	Performance evaluation process begins for Calendar Year 2017 Update Form 3260B if engaged in consulting for compensation Complete Form 6240 included with evaluation forms	3320
January	Evaluations of assistant/associate deans and dept. or intra-unit administrators due in the deans' offices (Form 2)	
January 5	Annual Self-evaluation of Provost's direct reports due in the Provost's Office	3320
January 5	Periodic Review of Sr. Administrators (committee report) due in the Provost's Office	3320
January 5	Position descriptions for Calendar Year 2018 due in the Provost's Office	3050

DATE	ACTION	FSH
January 9	Provost's Office notifies faculty of annual evaluation of academic deans (Form 2) and Upward Feedback of Provost's Direct Reports	3320
January 22	Form 2 & Upward Feedback of Provost's Direct Reports due in the Provost's Office	3320
February	3 rd year reviews for tenure track faculty due in the Provost's Office between 24 & 36 months of employment, typically now. If not already submitted or in process contact Provost's Office	3520
February	Affiliate and Adjunct faculty roster sent to colleges for appointment verification	1565
February 3-4	Provost convenes the University-Level Promotions Review Committee	3560
February 2	Annual Performance Evaluations due in the deans' offices	3320
February 2	Periodic Review of Administrators within college (committee report) due in the Dean's Office	
February 26	Annual Performance Evaluations due in the Provost's Office	3320
February 26	Periodic Review of Administrators within college (committee report) due in the Provost's Office	3320 D-4
February 26	Distinguished Professor recommendations from committee due to the Provost's Office	
March	President's decisions for promotion and tenure reported to the employee, unit administrator(s), and dean	
March	Sabbatical Applications due for Academic Year 2019-20	3720
April	President's decisions for promotion and tenure reported to the Board of Regents/Executive Director	
April	President's decisions for distinguished professor announced	
April 16	Recommendations for Summer 2018 appointments due in the Provost Office	3120
April/May	Salary recommendations for new fiscal year developed following salary policy. Salary recommendations reported to Regents. The employee is notified of action and the Salary Agreement form is forwarded to the employee for signature	
June 4	Deadline for returning signed salary agreements	3420