

PRELIMINARY TIMETABLE
FACULTY REVIEW DEADLINES
ACADEMIC YEAR 2024-2025

REAPPOINTMENT REVIEW
Second, Third, Fourth, and Fifth Year

The tentative deadlines for notification of candidates for uploading materials to candidates' files on FlashFolio and for uploading administrative recommendations are as follows:

The Unit Administrator¹ notifies candidates standing for reappointment review and updates each faculty member's personnel action in FlashFolio before the end of Spring 2024

The deadline for candidates to upload their files to FlashFolio for reappointment review and for the Unit Administrator and candidate to complete the **Certification of File Completeness** is no later than August 30, 2024

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For probationary tenure-track faculty at the Regional Campuses:

- | | |
|--|--------------------|
| a. Academic Unit ² (Chair/Director/College Dean ¹) recommendation | September 30, 2024 |
| b. Regional Campus Faculty Council Chair recommendation | September 30, 2024 |
| c. Regional Campus Dean recommendation | October 21, 2024 |
| d. College Dean colleges with departments/schools recommendation
for 2nd YEAR | December 2, 2024 |
| e. College Dean colleges with departments/schools recommendation
for 3rd, 4th & 5th YEARS | January 21, 2025 |

2. For probationary tenure-track faculty at the Kent Campus:

- | | |
|---|------------------|
| a. Academic Unit ² (Chair/Director/College Dean ¹) recommendation | October 21, 2024 |
| b. College Dean recommendation colleges with departments/schools
for 2nd YEAR | December 2, 2024 |
| c. College Dean recommendation colleges with department/schools
for 3rd, 4th & 5th YEARS | January 20, 2025 |

¹ A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries.

² A Kent Campus "Academic Unit" is the department, school, college without departments or schools (i.e., Architecture and Environmental Design, Nursing, Aeronautics and Engineering, Public Health) and University Libraries. For regional campuses, the College of Applied and Technical Sciences is also a college without departments or schools.

REAPPOINTMENT REVIEW

First Year

The Unit Administrator¹ notifies candidates standing for reappointment review and updates each faculty member's personnel action in FlashFolio by

October 21, 2024

The deadline for candidates to upload their files to FlashFolio for reappointment review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than

December 6, 2024

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For probationary tenure-track faculty at the Regional Campuses:

- | | | |
|----|---|-------------------|
| a. | Academic Unit ² (Chair/Director/College Dean ¹) recommendation | January 24, 2025 |
| b. | Regional Campus Faculty Council Chair recommendation | January 24, 2025 |
| c. | Regional Campus Dean recommendation | February 3, 2025 |
| d. | College Dean recommendation colleges with departments/schools | February 24, 2025 |

2. For probationary tenure-track faculty at the Kent Campus:

- | | | |
|----|---|-------------------|
| a. | Academic Unit ² (Chair/Director/College Dean ¹) recommendation | January 24, 2025 |
| b. | College Dean recommendation colleges with departments/schools | February 24, 2025 |

3. Notification of faculty in the first year who are not to be reappointed

March 1, 2025

¹A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries.

² A Kent Campus "Academic Unit" is the department, school, college without departments or schools (i.e., Architecture and Environmental Design, Nursing, Aeronautics and Engineering, Public Health) and University Libraries. For regional campuses, the College of Applied and Technical Sciences is also a college without departments or schools.

TENURE REVIEW

The Unit Administrator¹ notifies candidates standing for tenure review, updates each faculty member's personnel action in FlashFolio, and requests the names of external reviewers from the candidate before the end of Spring, 2024

The deadline for candidates to upload their files to FlashFolio for tenure review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than August 30, 2024

External Reviewer Submission Deadline - Determined by the Academic Unit September 16, 2024

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For faculty in the Regional Campuses:

- a. Academic Unit² (Chair/Director/College Dean¹) recommendation September 30, 2024
- b. Regional Campus Faculty Council Chair recommendation September 30, 2024
- c. Regional Campus Dean recommendation October 21, 2024
- d. College Dean colleges with departments/schools recommendation December 11, 2024

2. For faculty at the Kent Campus:

- a. Academic Unit² (Chair/Director/College Dean¹) recommendation October 21, 2024
- b. College Dean colleges with departments/schools recommendation December 11, 2024

3. Tenure decision (by President, if positive; by Provost, if negative) March 15, 2025

¹ A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries

²A Kent Campus "Academic Unit" is the department, school, college without departments or schools (i.e., Architecture and Environmental Design, Nursing, Aeronautics and Engineering, Public Health) and University Libraries. For regional campuses, the College of Applied and Technical Sciences is also a college without departments or schools.

PROMOTION REVIEW

The Unit Administrator¹ notifies candidates standing for promotion review, updates faculty member's personnel action in FlashFolio, and requests the names of external reviewers from the candidate before the end of Spring 2024

The deadline for self-nomination by faculty Spring 2024

The deadline for candidates to upload their files to FlashFolio for promotion review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than August 30, 2024

External Reviewer Submission Deadline – Determined by the Academic Unit September 16, 2024

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For faculty in the Regional Campuses:

- a. Academic Unit² (Chair/Director/College Dean¹) recommendation September 30, 2024
- b. Regional Campus Faculty Council Chair recommendation September 30, 2024
- c. Regional Campus Dean recommendation October 21, 2024
- d. College Dean colleges with departments/schools recommendation December 11, 2024

2. For faculty at the Kent Campus:

- a. Academic Unit¹ (Chair/Director/College Dean²) recommendation October 21, 2024
- b. College Dean recommendation colleges with departments/schools December 11, 2024

3. Promotion decision (by President if positive; by Provost, if negative) April 15, 2025

¹A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries.

²A Kent Campus "Academic Unit" is the department, school, college without departments or schools (i.e., Architecture and Environmental Design, Nursing, Aeronautics and Engineering, Public Health) and University Libraries. For regional campuses, the College of Applied and Technical Sciences is also a college without departments or schools.