

PRELIMINARY TIMETABLE
FACULTY REVIEW DEADLINES
ACADEMIC YEAR 2023-2024

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 2023

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 September 1, 2023

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) recommendation | October 2, 2023 |
| b. | Regional Campus Faculty Council Chair recommendation | October 2, 2023 |
| c. | Regional Campus Dean recommendation | October 23, 2023 |
| d. | College Dean recommendation (if applicable) for 2nd YEAR | December 4, 2023 |
| e. | College Dean recommendation (if applicable) for 3rd, 4th & 5th YEARS | January 22, 2024 |

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

- | | | |
|----|------------------------------------------------------------------------------------------------------------------|------------------|
| a. | Academic Unit (Chair/Director) recommendation | October 23, 2023 |
| b. | College Dean recommendation (if applicable) for 2nd YEAR | December 4, 2023 |
| c. | College Dean recommendation (if applicable) for 3rd, 4th & 5th YEARS | January 22, 2024 |

¹ A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries. **Please note, however, that after the Certification of File Completeness is finished, Colleges without Departments or Schools and University Libraries follow College deadlines for reappointment, tenure and promotion processes.**

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 (formerly the Regional College) is also a college without departments or schools. **Please note, however, that after the Certification of File Completeness is finished, Colleges without Departments or Schools and University Libraries follow College deadlines for reappointment, tenure and promotion processes.**

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 23, 2023

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 1, 2023

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) recommendation | January 19, 2024 |
| b. | Regional Campus Faculty Council Chair recommendation | January 19, 2024 |
| c. | Regional Campus Dean recommendation | January 29, 2024 |
| d. | College Dean recommendation | February 19, 2024 |

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

- | | | |
|----|-----------------------------------------------|-------------------|
| a. | Academic Unit (Chair/Director) recommendation | January 19, 2024 |
| b. | College Dean recommendation | February 19, 2024 |

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

March 1, 2024

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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, 2023

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 September 1, 2023

External Reviewer Submission Deadline - Determined by the Academic Unit

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For faculty in the Regional Campuses:

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|----|------------------------------------------------------------|-------------------|
| a. | Academic Unit ² (Chair/Director) recommendation | October 2, 2023 |
| b. | Regional Campus Faculty Council Chair recommendation | October 2, 2023 |
| c. | Regional Campus Dean recommendation | October 23, 2023 |
| d. | College Dean recommendation (if applicable) | December 14, 2023 |

2. For faculty at the Kent Campus:

- | | | |
|----|-----------------------------------------------|-------------------|
| a. | Academic Unit (Chair/Director) recommendation | October 23, 2023 |
| b. | College Dean recommendation (if applicable) | December 14, 2023 |

3. Tenure decision (by President, if positive; by Provost, if negative) March 15, 2024

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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 2023

The deadline for self-nomination by faculty Spring 2023

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 September 1, 2023

External Reviewer Submission Deadline - Determined by the Academic Unit

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For faculty in the Regional Campuses:

- | | | |
|----|------------------------------------------------------------|-------------------|
| a. | Academic Unit ² (Chair/Director) recommendation | October 2, 2023 |
| b. | Regional Campus Faculty Council Chair recommendation | October 2, 2023 |
| c. | Regional Campus Dean recommendation | October 23, 2023 |
| d. | College Dean recommendation (if applicable) | December 14, 2023 |

2. For faculty at the Kent Campus:

- | | | |
|----|-----------------------------------------------|-------------------|
| a. | Academic Unit (Chair/Director) recommendation | October 23, 2023 |
| b. | College Dean recommendation (if applicable) | December 14, 2023 |

3. Promotion decision (by President if positive; by Provost, if negative) April 15, 2024

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