

PRELIMINARY TIMETABLE
FACULTY REVIEW DEADLINES
ACADEMIC YEAR 2019-2020

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, 2019

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, 2019

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

- 1. For probationary tenure-track faculty at the Regional Campuses:**
 - a. Academic Unit² (Chair/Director) recommendation September 30, 2019
 - b. Regional Campus Faculty Council Chair recommendation September 30, 2019
 - c. Regional Campus Dean recommendation October 21, 2019
 - d. College recommendation (if applicable) **for 2nd YEAR** December 6, 2019
 - e. College Dean recommendation (if applicable) **for 3rd, 4th & 5th YEARS** January 21, 2020
- 2. For probationary tenure-track faculty at the Kent Campus:**
 - a. Academic Unit (Chair/Director) recommendation October 21, 2019
 - b. College Dean recommendation (if applicable) **for 2nd YEAR** December 6, 2019
 - c. College Dean recommendation (if applicable) **for 3rd, 4th & 5th YEARS** January 21, 2020

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 28, 2019

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 2, 2019

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

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

- a. Academic Unit² (Chair/Director) recommendation January 14, 2020
- b. Regional Campus Faculty Council Chair recommendation January 14, 2020
- c. Regional Campus Dean recommendation January 27, 2020
- d. College Dean recommendation February 10, 2020

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

- a. Academic Unit (Chair/Director) recommendation January 14, 2020
- b. College Dean recommendation February 10, 2020

3. Notification of faculty in the first year who are not to be reappointed March 1, 2020

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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 2019

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, 2019

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 | September 30, 2019 |
| | Regional Campus Faculty Council Chair recommendation | September 30, 2019 |
| b. | Regional Campus Dean recommendation | October 21, 2019 |
| | College Dean recommendation (if applicable) | December 16, 2019 |

2. For faculty at the Kent Campus:

- | | | |
|----|---|-------------------|
| a. | Academic Unit (Chair/Director) recommendation | October 21, 2019 |
| b. | College Dean recommendation (if applicable) | December 16, 2019 |

3. Tenure decision (by President, if positive; by Provost, if negative) March 15, 2020

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PROMOTION REVIEW

The Unit Administrator ¹ 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 2019
The deadline for self-nomination by faculty	Spring 2019
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, 2019
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 Unit² (Chair/Director) recommendation September 30, 2019
 - b. Regional Campus Faculty Council Chair recommendation September 30, 2019
 - c. Regional Campus Dean recommendation October 21, 2019
 - d. College Dean recommendation (if applicable) December 16, 2019

2. **For faculty at the Kent Campus:**
 - a. Academic Unit (Chair/Director) recommendation October 21, 2019
 - b. College Dean recommendation (if applicable) December 16, 2019

3. **Promotion decision** (by President if positive; by Provost, if negative) April 15, 2020

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