

PRELIMINARY TIMETABLE
FACULTY REVIEW DEADLINES
ACADEMIC YEAR 2018-2019

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 faculty member's personnel action in FlashFolio before the end of Spring, 2018

Deadline for candidates to upload their files to FlashFolio for reappointment review and for Unit Administrator and candidate to complete Certification of File Completeness no later than August 31, 2018

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

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

- | | | |
|----|---|------------------|
| a. | Academic unit ² recommendation | October 1, 2018 |
| b. | Regional campus FC chair recommendation | October 1, 2018 |
| c. | Regional campus recommendation | October 22, 2018 |
| d. | College recommendation (if applicable) for 2nd YEAR | December 5, 2018 |
| e. | College recommendation (if applicable) for 3rd, 4th & 5th YEARS | January 14, 2019 |

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

- | | | |
|----|---|------------------|
| a. | Academic unit recommendation | October 22, 2018 |
| b. | College recommendation (if applicable) for 2nd YEAR | December 5, 2018 |
| c. | College recommendation (if applicable) for 3rd, 4th & 5th YEARS | January 14, 2019 |

¹ A "unit administrator" is the department chair, school director, dean of colleges without departments or schools, dean of University Libraries or regional campus dean, as applicable.

² A Kent Campus "academic unit" is the department, school or college without departments or schools (i.e., Architecture, Nursing, Aeronautics and Engineering, University Libraries). For regional campuses, the Regional College will also function as a college without departments or schools for reappointment, tenure and promotion.

REAPPOINTMENT REVIEW First Year

The unit administrator notifies candidates standing for reappointment review and updates faculty member's personnel action in FlashFolio by October 29, 2018

Deadline for candidates to upload their files to FlashFolio for reappointment review and for Unit Administrator and candidate to complete Certification of File Completeness no later than November 30, 2018

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

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

- | | | |
|----|---|-------------------|
| a. | Academic unit | January 14, 2019 |
| b. | Regional campus FC chair recommendation | January 14, 2019 |
| c. | Regional campus recommendation | January 28, 2019 |
| d. | College recommendation | February 11, 2019 |

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

- | | | |
|----|------------------------|-------------------|
| a. | Academic unit | January 14, 2019 |
| b. | College recommendation | February 11, 2019 |

3. Notification of faculty in the first year who are not to be reappointed March 1, 2019

TENURE REVIEW

The unit administrator notifies candidates standing for tenure review, and updates faculty member's personnel action in FlashFolio and requests the names of external reviewers from the candidate before the end of Spring 2018

The deadline for candidates to upload their files to FlashFolio for tenure review and for Unit Administrator and candidate to complete Certification of File Completeness no later than August 31, 2018

External Reviewer Deadline - Determined by College

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For faculty in the Regional Campuses:

- | | | |
|----|---|-------------------|
| a. | Academic unit recommendation | October 1, 2018 |
| b. | Regional campus FC chair recommendation | October 1, 2018 |
| c. | Regional campus recommendation | October 22, 2018 |
| d. | College recommendation (if applicable) | December 17, 2018 |

2. For faculty at the Kent Campus:

- | | | |
|----|--|-------------------|
| a. | Academic unit recommendation | October 22, 2018 |
| b. | College recommendation (if applicable) | December 17, 2018 |

3. Tenure decision (by President, if positive; by Provost, if negative) March 15, 2019

PROMOTION REVIEW

The unit administrator notifies the 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 2018
The deadline for self-nomination by faculty	Spring 2018
The deadline for candidates to upload their files to FlashFolio for promotion review and for Unit Administrator and candidate to complete Certification of File Completeness no later than	August 31, 2018
External Reviewer Deadline - Determined by College	

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. **For faculty in the Regional Campuses:**
 - a. Academic unit recommendation October 1, 2018
 - b. Regional campus FC chair recommendation October 1, 2018
 - c. Regional campus recommendation October 22, 2018
 - d. College recommendation (if applicable) December 17, 2018

2. **For faculty at the Kent Campus:**
 - a. Academic unit recommendation October 22, 2018
 - b. College recommendation (if applicable) December 17, 2018

3. **Promotion decision** (by President if positive; by Provost, if negative) April 15, 2019