**CALENDAR OF FACULTY REVIEW FOR TPR/PTR/EMERITUS, 2014-2015** (ver. 23 July 2014)

Key: APAA = Associate Provost for Academic Affairs DH=Department Head PO=Provost Office C=Chancellor

DCRC=Department Collegial Review Committee CCRC=College Collegial Review Committee UCRC=University Collegial Review Committee

| **Date** | **1st full time year at WCU** | | **1-3-5 Reappointment**  **(not 1st full time year at WCU)** | **2-4 Reappointment**  **&**  **Administrative Review**  **(not 1st full time year at WCU)** | **Tenure, Promotion**  **&**  **Emeritus requests** | **Post Tenure Review** |
| --- | --- | --- | --- | --- | --- | --- |
| **1st full time year at WCU**  **Application for 1-3-5** | **1st full time year at WCU**  **Dossier for 2-4** |
| **August 26** | APAA submits list of candidates to colleges for review | | | | | |
| **September 2** | Notification due to all candidates for administrative initiated review in the 1st, 3rd, and 5th year (not new to WCU)—requiring dossiers | | | | | |
| **September 5** | Dean verifies with Dept. Heads and submits confirmation and any questions to APAA. Candidate names/forms for administrative initiated review are also due | | | | | |
| **September 10** | APAA distributes final list to Colleges | | | | | |
| **October 1** |  |  | Applications due to DH for verification of files | Dossiers due to DH for verification of files | Dossiers due to DH for verification of files |  |
| **Oct. 3-23**  **(notification by Oct. 30)** |  |  | DCRC reviews files | DCRC reviews files | DCRC reviews files |  |
| **Oct. 7-23**  **(notification by Oct. 30)** |  |  |  | DH reviews files  (files due to Dean’s office by noon on  Oct. 23) |  |  |
| **Oct. 23-Nov. 12**  **(notification by Nov. 19)** |  |  |  | CCRC reviews files  \*all administrative reviews must be reviewed by CCRC |  |  |
| **Oct. 24-Nov. 4**  **(notification by Nov. 11)** |  |  | DH reviews files (files due to Dean’s office by noon on Nov. 4) |  | DH reviews files  (files due to Dean’s office by noon on Nov. 4) |  |
| **Nov. 4-13**  **(notification by Nov. 20)** |  |  | Dean reviews files (files due to PO by 5 p.m. on Nov. 13) |  |  |  |
| **Nov. 5-25**  **(notification by Dec. 5)** |  |  |  |  | CCRC reviews files |  |
| **Nov. 13-24**  **(notification by Dec. 4)** |  |  |  | Dean reviews files  (files due to PO by noon on Nov. 24) |  |  |
| **Nov. 14-25**  **(notification by Dec. 5)** |  |  | Provost reviews files |  |  |  |
| **Nov. 21-Dec. 5**  **(notification by Dec. 12)** |  |  |  |  | Dean reviews files  (files due to PO by noon on Dec. 5) |  |
| **Nov. 24-Dec. 8**  **(notification by Dec. 12)** |  |  |  | Provost reviews files |  |  |
| **Dec. 5-8** |  |  |  |  | Office of Provost file preparation for UCRC |  |
| **December 12** | Notification due to all candidates for administrative initiated review in the 1st, 3rd, and 5th year (new to WCU)—requiring dossiers | | | | | |
| **January 8** | DH statements due to candidate | DH statements due to candidate |  |  |  |  |
| **Jan. 12-Feb. 9 (notification by Feb. 16)** |  |  |  |  | UCRC reviews files |  |
| **January 26** | Applications due to DH for verification of file | Dossiers due to DH for verification of file |  |  |  | Candidate submits Annual Faculty Evaluations and CV to DH by noon. AA12 form is developed to include in the file. |
| **Jan. 28- Feb. 10**  **(DCRC & DH notification by Feb. 17)** | DCRC and DH reviews files | DCRC and DH reviews files |  |  |  | DCRC reviews files and makes recommendation to DH—recording action and listing members on the AA12. Files due to Dean’s office for information by noon on Feb. 10 |
| **January 30-Feb. 10**  **(notification by Feb. 17)** | DH reviews files (files due to Dean’s office by 5 p.m. on Feb. 10) | DH reviews files (files due to Dean’s office by 5 p.m. on Feb. 10) |  |  |  |  |
| **Jan. 30-Feb. 10 (notification by Feb. 16)** |  |  |  |  | Provost reviews files |  |
| **Feb. 9 & 10**  **(notification of UCRC and Provost recommendations by Feb. 16)** |  |  |  |  | UCRC meetings to decide T & P recommendations |  |
| **Feb. 11-20**  **(notification by Feb. 27)** | Dean reviews files (files due to PO by 5 p.m. Feb. 20) |  |  |  |  |  |
| **Feb. 11-Mar. 3**  **(notification by Mar. 17)** |  | CCRC reviews files |  |  |  |  |
| **Feb. 11-17**  **(files to Chancellor by noon on Feb. 11—notification by Feb. 24)** |  |  |  |  | Chancellor reviews files |  |
| **Feb. 13** |  |  |  |  |  | Dean submits PTR AA12s to Office of Provost along with College summary report of PTR (report form found on share drive in the COD folder) |
| **Feb. 23-Mar. 4**  **(notification by Mar. 18)** | Provost reviews files |  |  |  |  |  |
| **Mar. 4-Mar. 20**  **(notification by Mar. 27)** |  | Dean reviews files (files due to Provost Office by noon on Mar. 20) |  |  |  |  |
| **Mar. 5-6**  **BoT meeting (notification by Mar. 20)** |  |  |  |  | Candidates presented to Board of Trustees |  |
| **Mar. 20-31**  **(notification by March 31 for timely notice)** |  | Provost reviews files |  |  |  |  |