

# CONTINUATION/TENURE REVIEW ACTIVITY SCHEDULE FOURTH YEAR AND FIFTH YEAR PROBATIONARY SERVICE FALL 2023

Office of the Provost  
*(This schedule is subject to change or modification as necessary)*

**Reminder – System Policy states, “In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive review.”**

DEADLINE	ACTION
Before the end of Spring semester and no later than (NLT) June 5	Department Chair should notify tenure-track faculty members who are in their fourth and fifth year of probationary tenure-track status to begin preparing their E-Portfolio.
NLT August 25	Department Chair and Dean conduct elections of college/departmental continuation committees.
NLT August 28	Fourth- and fifth-year probationary faculty members submit their completed E-Portfolio to Blackboard course.
NLT August 29	Blackboard course opens for Department Continuation Committee review.
NLT September 7	Chair of Departmental Continuation Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member directly.
NLT September 8	Blackboard course opens for Department Chair review.
NLT September 15	Department Chair posts recommendations to Blackboard course and provides copy of recommendation to faculty member directly.
NLT September 18	Blackboard course opens for College Continuation Committee review.
NLT September 29	Chair of College Continuation Committee posts recommendations to the Blackboard course and provides copy of recommendation to faculty member outside of Blackboard.
NLT October 2	Blackboard course opens for College Dean reviews
NLT October 13	College Dean decides for or against continuation and post the decision in Blackboard course. College Dean notifies the faculty member and the Provost of the decision.
NLT October 16	Continuation Review Documents are moved to the Provost Office Blackboard course.
NLT November 13	Faculty who wish to appeal continuation decision must submit letter of appeal to Provost.
NLT November 14	Provost forwards appealed continuation E-Portfolios and recommendations to Faculty Appeals Advisory Committee, if applicable.

<b>DEADLINE</b>	<b>ACTION</b>
NLT November 21	Faculty Appeals Advisory Committee forwards appealed continuation E-Portfolios and recommendations to the Provost, if applicable.
NLT December 5	Faculty Appeals Hearing Committee and appealed probationary faculty member are notified of appeal hearing, if applicable.
NLT January 23, 2024	Appealed probationary faculty members submits evidentiary documents to Faculty Appeal Hearing Committee, if applicable.
NLT February 16	Faculty Appeals Hearing Committee will conduct hearing of appealed probationary faculty member, if applicable.
NLT February 23	Faculty Appeals Hearing Committee forwards appealed continuation documents and recommendation to the Provost, if applicable.
NLT March 4	Provost post decision to Blackboard course and provides copy of decision to faculty member.