

CONTINUATION/TENURE REVIEW ACTIVITY SCHEDULE FOURTH YEAR AND FIFTH YEAR PROBATIONARY SERVICE FALL 2024

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) July 1 st	The 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 portfolio.
NLT August 26	Department Chair and Dean conduct elections of college/departmental continuation committees.
NLT September 23	Fourth- and fifth-year probationary faculty members submit their completed portfolios to Watermark.
NLT September 24	Watermark opens for Department Continuation Committee review.
NLT October 10	Chair of the Departmental Continuation Committee posts recommendations to Watermark and provides copies of recommendations to faculty members directly.
NLT October 11	Watermark opens for Department Chair review.
NLT October 18	The Department Chair posts recommendations to Watermark and provides copies of recommendations to faculty members directly.
NLT October 21	Watermark opens for College Continuation Committee review.
NLT October 31	Chair of the College Continuation Committee posts recommendations to Watermark and provides copies of recommendations to faculty members outside of Watermark.
NLT November 1	Watermark opens for College Dean reviews.
NLT November 15	The College Dean decides for or against continuation and posts the decision in Watermark. The College Dean notifies the faculty member and the Provost of the decision.
NLT November 18	Continuation Review Documents are moved to the Provost Office in Watermark.
NLT December 17	Faculty who wish to appeal the continuation decision must submit a letter of appeal to the Provost.
NLT December 18	Provost forwards the appealed continuation portfolio and recommendations to the Faculty Appeals Advisory Committee, if applicable.

DEADLINE	ACTION
NLT January 27, 2025	The Faculty Appeals Advisory Committee forwards the appealed continuation portfolio and recommendations to the Provost, if applicable.
NLT January 28	Faculty Appeals Hearing Committee and appealed probationary faculty members are notified of the appeal hearing, if applicable.
NLT February 25	Appealed probationary faculty members submit evidentiary documents to the Faculty Appeal Hearing Committee, if applicable.
NLT March 28	Faculty Appeals Hearing Committee will conduct a hearing of the appealed probationary faculty member, if applicable.
NLT April 4	Faculty Appeals Hearing Committee forwards appealed continuation documents and recommendations to the Provost, if applicable.
NLT April 14	Provost posts the decision to Watermark and provides a copy of the decision to the faculty member.