



P&B Actions Guidelines for Full Time Faculty and CLTs

ACTION	POSITION	SUBMITTED BY CANDIDATE	SUBMITTED BY DEPARTMENT CHAIR OR SCHOOL DEAN	ACTION DEADLINES
Initial Appointment	Faculty and CLT			
		Upon letter of appointment, candidate completes application and onboarding process	CV and Department P&B votes submitted to the Secretary of the College P&B	By commencement for the Fall semester By the last day of fall classes for the Spring semester
First Reappointment	Faculty			Spring Action
		1. Reappointment action initiated by uploading letter to the president to the P&B website 2. Online CV updated 3. Action forwarded to chair	1. MOE uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	<u>Candidate Deadline:</u> Monday following the MLK holiday ¹ <u>Department Deadline:</u> The first Monday in February ¹
	CLT			Spring Action
		CLT evaluation completed with chairperson	Same actions as for faculty (CLT evaluation form uploaded, not MOE)	Same as for faculty
Second Reappointment	Faculty			Fall Action
		1. Reappointment action initiated by uploading letter to the president to the P&B website 2. Online CV updated 3. Action forwarded to chair	1. MOE uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	<u>Candidate Deadline:</u> Monday following the first day of classes ¹ <u>Department Deadline:</u> The third Monday in September ¹
	CLT			Fall Action
		CLT evaluation completed with chairperson	Same actions as for faculty (CLT evaluation form uploaded, not MOE)	Same as for faculty

Third Reappointment	Faculty			Fall Action
		1. Full Portfolio: Reappointment action started by uploading letter to the president, Publications and Scholarly Works (up to 5), Research Statement (for tenure track faculty), and materials for addendum, if desired, to the P&B website 2. Action forwarded to chair 3. Materials for OAA, if needed 4. Online CV updated	1. MOE, Classroom Observations and Conferences, Student Evaluations uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	<u>Candidate Deadline:</u> Monday following the first day of classes ¹ <u>Department Deadline:</u> The third Monday in September ¹
	CLT			Fall Action
		CLT evaluation completed with chairperson	Same actions as for faculty (CLT evaluation form uploaded, not MOE)	Same as for faculty
Fourth Reappointment	Faculty			Fall Action
		1. Reappointment action started by uploading letter to the president to the P&B website 2. Online CV updated 3. Action forwarded to chair	1. MOE uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B (Dean's Memorandum for tenure-track faculty only) ²	<u>Candidate Deadline:</u> Monday following the first day of classes ¹ <u>Department Deadline:</u> The third Monday in September ¹
	CLT			Fall Action
		CLT evaluation completed with chairperson	Same actions as for faculty (CLT evaluation form uploaded, not MOE)	Same as for faculty
Fifth Reappointment	Faculty			Fall Action
	Professorial Ranks	1. Reappointment action started by uploading letter to the president to the P&B website 2. Online CV updated 3. Action forwarded to chair	1. MOE uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	<u>Candidate Deadline:</u> Monday following the first day of classes ¹ <u>Department Deadline:</u> The third Monday in September ¹
	Instructor	The Instructor line obligates a faculty member to complete the terminal degree by the 5 th reappointment; if this is not achieved, an appeal is needed		
	Lecturer and Doctoral Lecturer with CCE	1. Full Portfolio: Reappointment action started by uploading letter to the president to the P&B website 2. Action forwarded to chair 3. Materials for OAA, if needed 4. Online CV updated	1. MOE, Classroom Observations and Conferences, Student Evaluations uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	

	CLT with CCE	CLT evaluation completed with chairperson	<ol style="list-style-type: none"> 1. CLT Evaluation uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B 	<p>Fall Action</p> <p><u>Candidate Deadline:</u> Monday following the first day of classes¹</p> <p><u>Department Deadline:</u> The third Monday in September¹</p>
Sixth Reappointment	Faculty			Fall Action
		<ol style="list-style-type: none"> 1. Reappointment action started by uploading letter to the president to the P&B website 2. Online CV updated 3. Action forwarded to chair 	<ol style="list-style-type: none"> 1. MOE uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B 	<p><u>Candidate Deadline:</u> Monday following the first day of classes¹</p> <p><u>Department Deadline:</u> The third Monday in September¹</p>
Seventh Reappointment	Faculty			Fall Action
	Tenure	<ol style="list-style-type: none"> 1. Full Portfolio: Reappointment action started by uploading letter to the president, Publications and Scholarly Works (up to 5), Research Statement (for tenure track faculty), and materials for addendum, if desired, to the P&B website 2. Action forwarded to chair 3. Materials for OAA, if needed 4. Online CV updated 	<ol style="list-style-type: none"> 1. MOE, Classroom Observations and Conferences, Student Evaluations uploaded to the P&B website 2. Three external peer evaluations uploaded to the P&B website³ 3. Department P&B meets 4. Votes recorded on the P&B website 5. Action memo submitted to the Secretary of the College P&B 	<p><u>Candidate Deadline:</u> Monday following the first day of classes¹</p> <p><u>Department Deadline:</u> The third Monday in September¹</p>
	Non Tenure-Track positions (i.e., Clinical Professor, Distinguished Professor, etc.)	Position terminates		
Promotions	Assistant to	Associate		
		<ol style="list-style-type: none"> 1. Full Portfolio: Reappointment action started by uploading letter to the president, Publications and Scholarly Works (up to 5), Research Statement (for tenure track faculty), and materials for addendum, if desired, to the P&B website 2. Action forwarded to chair 3. Materials for OAA, if needed 4. Online CV updated 	<ol style="list-style-type: none"> 1. MOE, Classroom Observations and Conferences, Student Evaluations uploaded to the P&B website 2. Three external peer evaluations uploaded to the P&B website^{3 4} 3. Department P&B meets 4. Votes recorded on the P&B website 5. Action memo submitted to the Secretary of the College P&B⁵ 	<p>Fall</p> <p><u>Candidate Deadline:</u> Monday following the first day of classes¹</p> <p><u>Department Deadline:</u> The third Monday in September¹</p>

Promotions	Associate to	Full		
		1. Full Portfolio: Reappointment action started by uploading letter to the president, Publications and Scholarly Works (up to 5), Research Statement (for tenure track faculty), and materials for addendum, if desired, to the P&B website 2. Action forwarded to chair 3. Materials for OAA, if needed 4. Online CV updated	1. MOE, Classroom Observations and Conferences, Student Evaluations uploaded to the P&B website 2. Three external peer evaluations uploaded to the P&B website ^{3 4} 3. Department P&B meets 4. Votes recorded on the P&B website 5. Action memo submitted to the Secretary of the College P&B ^{5 6}	Spring <u>Candidate Deadline:</u> Monday following the MLK holiday ¹ <u>Chair or Dean Deadline:</u> The first Monday in February ¹
Reclassification	CLT			
		CLT evaluation completed with chairperson after consultation with HR to determine eligibility	1. CLT Evaluation and reclassification justification uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	Spring <u>Candidate Deadline:</u> Monday following the MLK holiday ¹ <u>Chair or Dean Deadline:</u> The first Monday in February ¹
Fellowship Leave	Faculty			
		Leave application completed with chairperson after consultation with HR to determine eligibility	1. Fellowship Leave application uploaded to the P&B website 2. Department P&B meets 3. Votes recorded on the P&B website 4. Action memo submitted to the Secretary of the College P&B	Spring <u>Candidate Deadline:</u> Monday following the MLK holiday ¹ <u>Chair or Dean Deadline:</u> The first Monday in February ¹

N.B.

1. Specific dates will be provided as part of the annual P&B calendar
2. The Dean's Memorandum is prepared during the Spring semester of a tenure-track faculty's third year of service
3. Candidates seeking tenure and/or promotion require three external letters of evaluation; if a candidate is seeking tenure and promotion simultaneously the same letters can be used for both, but must address each action
4. If a candidate is applying for promotion at the same time as tenure, the same set of materials is used, but these are two separate actions; materials must be uploaded for each action
5. When a Department Chair applies for promotion from Assistant to Associate or Associate to Full, all actions are handled by the School Dean
6. Completed application goes directly to College P&B Committee

