

APSU Calendar for Faculty Personnel Actions 2018-2019 (headings revised 05.18.2018)

Note that all actions are due by 4:30 p.m. on the date specified.

	A	B	C	D	E
Row Number	ACTION	1 st Year Faculty Retention for Year 2 (Faculty Hired Fall 2018)	2 nd Year Faculty Retention for Year 3 (Faculty Hired Fall 2017)	4 th Year Faculty Retention for Year 5 (Faculty Hired Fall 2015)	5 th Year Faculty Retention for Year 6 (Faculty Hired Fall 2014)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Fri 8/31/2018	Tues 5/15/2018	Fri 8/31/2018	Fri 8/31/2018
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Mon 1/07/2019 (4:30 p.m.)	Fri 9/07/2018 (4:30 p.m.)	Mon 1/07/2019 (4:30 p.m.)	Mon 1/07/2019 (4:30 p.m.)
4	E-Dossiers Available to the Chair and Department Committees for Review	Fri 1/11/2019	Tues 9/11/2018	Fri 1/11/2019	Fri 1/11/2019
5	Deadline for Department Committees' Signed Written Reports to Candidates	Fri 1/25/2019	Fri 9/21/2018	Fri 1/25/2019	Fri 1/25/2019
6	Deadline for Chairs' Signed Written Reports to Candidates	Fri 2/01/2019	Fri 9/28/2018	Fri 2/01/2019	Fri 2/01/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Chair Reports	Mon 2/04/2019	Wed 10/03/2018	Mon 2/04/2019	Mon 2/04/2019
8	E-Dossiers Available to Deans and College Committees for Review	Thurs 2/07/2019	Fri 10/05/2018	Thurs 2/07/2019	Thurs 2/07/2019
9	Deadline for College Committees' Signed Written Reports to Candidates	Monday 2/18/2019	Thurs 10/18/2018	Monday 2/18/2019	Monday 2/18/2019
10	Deadline for Deans' Signed Written Decision to Candidates	Tues 2/19/2019	Fri 10/19/2018	Tues 2/19/2019	Tues 2/19/2019
11	Deadline for Candidates to Appeal the Dean's Negative Decision to the University Tenure and Promotion Appeals Board	Mon 3/04/2019 (spring break)	Fri 11/02/2018	Mon 3/04/2019 (spring break)	Mon 3/04/2019 (spring break)
12	E-Dossiers Available for Review by the University Tenure and Promotion Appeals Board	Fri 3/08/2019 (spring break)	Tue 11/06/2018	Fri 3/08/2019 (spring break)	Fri 3/08/2019 (spring break)
13	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Dean's negative decision	Thurs 3/21/2019	Fri 11/16/2018	Thurs 3/21/2019	Thurs 3/21/2019
14	E-Dossiers Available for Provost Review If Candidate Has Appealed Dean's Negative Decision to the University Tenure and Promotion Appeals Board	Mon 3/25/2019	Tues 11/20/2018	Mon 3/25/2019	Mon 3/25/2019
15	Deadline for Provost's Signed Written Final Decision (regarding Appeal 14A) to Candidates	Fri 3/29/2019	Tues 12/04/2018	Fri 3/29/2019	Fri 3/29/2019

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock."

The University Tenure and Promotion Appeals Board is appointed by October 1, 2018.

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	F	G
Row Number	ACTION	3rd Year Faculty Retention for Year 4 (Faculty Hired Fall 2016)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Fri 8/31/2018
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Mon 1/07/2019 (4:30 p.m.)
4	E-Dossiers Available to Chair and Department Committees for Review	Fri 1/11/2019
5	Deadline for Department Committees' Signed Written Reports Provided to the Candidates	Fri 1/25/2019
6	Deadline for Chairs' Signed Written Reports Provided to the Candidates	Fri 2/01/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Chair Reports	Mon 2/04/2019
8	E-Dossiers Available for Deans and College Committees' Review	Thurs 2/07/2019
9	Deadline for College Committees' Signed Written Reports Provided to the Candidates	Monday 2/18/2019
10	Deadline for Deans' Signed Written Reports to be Provided to Candidates	Tues 2/19/2019
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Dean Reports	Mon 2/25/2019
12	E-Dossiers Available for Provost Review	Tues 2/26/2019
13	Deadline for Provost's Signed Written Decision Provided to the Candidates	Mon 3/04/2019
14	Deadline for Candidates to Appeal the Provost's Decisions to the University Tenure and Promotion Appeals Board	Tues 3/12/2019
15	E-Dossiers Available for Review by the University Tenure and Promotion Appeals Board	Wed 3/13/2019
16	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Provost's Decision	Tues 3/26/2019
17	E-Dossiers of Appeals Available for President's Review	Wed 3/27/2019
18	Deadline for President to Notify Candidates of Actions (if Provost Decision was Appealed via the University Tenure and Promotion Appeals Board)	Thurs 4/04/2019

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Promotions: If hired in Fall 2016, the 2018-2019 academic year is considered “third year”. The faculty member must have been hired Fall 2016 or prior years, in order to have satisfied the time requirement to seek promotion from Assistant Professor to Associate Professor. Other university and departmental criteria also apply. If hired in Fall 2017 or after, the faculty member is not yet eligible to seek promotion during the 2018-2019 academic year.*

	H	I
Row Number	ACTION	PROMOTION
1	Deadline for Written Statement of Intent*	Tues 06/01/2018
2	Faculty Begin to Update E-Dossiers	Tues 6/8/2018
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Fri 9/07/2018 (4:30 p.m.)
4	E-Dossiers Available for the Chairs and Department Committees’ Review	Tues 9/11/2018
5	Deadline for Department Committees’ Signed Written Reports to Candidates	Fri 9/21/2018
6	Deadline for Chairs’ Signed Written Reports to Candidates	Wed 9/26/2018
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Chair Reports	Wed 10/03/2018
8	E-Dossiers Available for Deans and College Committees for Review	Fri 10/05/2018
9	Deadline for College Committees’ Signed Written Reports to Candidates	Fri 10/19/2018
10	Deadline for Deans’ Signed Written Report to Candidates	Wed 10/24/2018
11	E-Dossiers Available for Provost’s Review	Thurs 10/25/2018
12	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Dean Reports	Wed 10/31/2018
13	Deadline for Provost’s Signed Written Recommendations to Candidates	Thurs 11/08/2018
14	Deadline for Candidates to Appeal the Provost’s Recommendations to the Tenure and Promotion Appeals Board	Thurs 11/15/2018
15	E-Dossiers Available for the Tenure and Promotion Appeals Board Review	Fri 11/16/2018
16	Deadline for Tenure and Promotion Appeals Board’s Recommendation regarding Provost’s Recommendation	Thurs 11/29/2018
17	E-Dossiers Available for President’s Review	Fri 11/30/2018
18	Deadline for President to Notify Candidates of Decision	Thurs 12/13/2018

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to “stop the clock.”

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	J	K
Row Number	ACTION	TENURE
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Fri 8/31/2018
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Mon 1/07/2019 (4:30 p.m.)
4	E-Dossiers Available for the Department Committees' Review	Fri 1/11/2019
5	Deadline for Department Committees' Signed Written Reports to Candidates	Fri 1/25/2019
6	Deadline for Chair's Signed Written Reports to Candidates	Fri 2/01/2019
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Chair Reports	Mon 2/04/2019
8	E-Dossiers Available to Deans and College Committees for Review	Thurs 2/07/2019
9	Deadline for College Committees' Signed Written Reports to Candidates	Monday 2/18/2019
10	Deadline for Deans' Signed Written Reports to Candidates	Tues 2/19/2019
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Dean Reports	Mon 2/25/2019
12	E-Dossiers Available for Provost's Review	Tues 2/26/2019
13	Deadline for Provost's Signed Written Decisions to Candidates	Mon 3/04/2019 (spring break)
14	Deadline for Candidates to Appeal the Provost's Recommendation to the Tenure and Promotion Appeals Board	Tues 3/12/2019
15	E-Dossiers Available for the Tenure and Promotion Appeals Board Review	Wed 3/13/2019
16	Deadline for Tenure and Promotion Appeals Board's Recommendation regarding Provost's Recommendation	Tues 3/26/2019
17	E-Dossiers Available for President's Review	Wed 3/27/2019
18	Deadline for President to Notify Candidates of Recommendation	Thurs 4/04/2019
19	Deadline for Candidates to Petition to Appeal the President's Negative Decision on Tenure to the APSU Board of Trustees	The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.
20	APSU Board of Trustees makes Tenure Decisions	Summer 2019

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