

**Schedule of Deadlines and Notifications for Tenured and Tenure-Track Faculty:
Appointment, Promotion, and Tenure Decisions***

- September 1* Last day for chairpersons (or directors) to inform each faculty member (including new faculty) in writing of the annual review schedule, criteria, procedures, requirements, and instruments for the current year (including a copy of this schedule). Use Memo A, in Academic Policy 1405.10A.
- Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered. (Note: Individuals under terminal contract may not be considered for promotion and/or tenure.)
- September 15* Last day for faculty members to request nomination for promotion and/or tenure, if not scheduled for consideration.
- September 15* Last day for chairpersons (or directors) to inform each new nine-month faculty member in writing of the criteria, procedures, and instruments that are to be used in assessing his or her work for the current year, including a copy of this schedule **OR** no later than 30 days after beginning employment in connection with a first appointment whenever employment begins. **[As this material will have been made available to new faculty members on September 1 along with the materials provided to all faculty, only new faculty members beginning employment at other times of the year need receive notification.]**
- Between
November 1* Unit committee sends to candidates for promotion and/or tenure a copy of its
and recommendation and statement of rationale.
November 30* Unit tenured faculty sends to candidates for promotion and/or tenure a copy of its recommendation and numerically recorded vote.
- Chairperson of unit informs the faculty member in writing of his or her recommendation and the rationale.
- Chairpersons of units provide deans with nominations for promotion and/or tenure and appointment to university or distinguished professor.

* With regard to employees of the Division of Agriculture to which this document applies, this document shall be interpreted consistent with the June 26, 2008 letter of President B. Alan Sugg to Bumpers College Faculty, Staff and Administration which specifies the involvement of the Vice President for Agriculture and the Associate Vice President for Agriculture in processes concerning tenure, promotion, post-tenure review and off-campus duty assignments.

- November 20 Last day for notice of non-reappointment to 9-month faculty in the second year of service [180 days before appointment ceases on May 9 or six months in advance of scheduled date of terminal appointment]**
- December 22* Last day for deans (or directors) to forward to provost nominations for promotion and/or tenure and appointment to university and distinguished professor. (The dean will have reported his or her recommendations and statements of rationale to the candidates for promotion and their chairpersons prior to forwarding them to the provost.).
- January 21* Last day for provost to communicate recommendations (and rationale for negative recommendations) regarding promotion and/or tenure to candidates, chairpersons, and deans and to communicate recommendations regarding appointment to university or distinguished professor.
- February 4* Last day for candidate with negative promotion and/or tenure recommendation from provost to submit in writing to the provost a request for review by the Appointment, Promotion and Tenure Committee.
- February 5* Last day for the complete file of materials to be submitted to the chairperson of the Appointment, Promotion, and Tenure Committee on behalf of candidates requesting a review. [The Evaluative Criteria document specifies February 7, but February 5 is the last working day (Friday) before Sunday, February 7.]
- February 20 Last day for notice of non-reappointment to 9-month faculty in the probationary period in the first year of service [90 days before the employment ceases on May 9 or three months in advance of scheduled date of appointment termination]**
- March 1* Last day for Appointment, Promotion, and Tenure Committee to provide the chancellor with a written statement of its recommendation and rationale with copies to the provost, the candidate and the candidate's dean and chairperson.
- March 30* Last day for annual review of each faculty member.
- May 7 Last day for notice of non-reappointment to 9-month faculty who are entitled to 12-months' notice before the end of a terminal contract (Friday before appointment period ends on Sunday, May 9).**
- Last day for each faculty member to be informed in writing of his/her workload assignment and evaluation criteria for the next academic year (last day of appointment period for spring semester).*
- June 30 Last day for notice of non-reappointment to 12-month faculty who are entitled to 12-months' notice before the end of a terminal contract [or 12 months before the end of a terminal contract beginning on some other date]**

*Dates or times specified in *Evaluative Criteria* online at
<http://www.uark.edu/admin/vcacesey/vcaa/policies.html>

**Dates from the *Evaluative Criteria* defining the period within which deadlines will be established by college, school, or library (“between November 1 and November 30”) for forwarding of materials from unit to dean.

*** See Board of Trustees policy 405.1, IV, B.

7/15/09