

Appointment Type	PDP	PDR	Evaluation Period
Fixed Term < 75%, Adjunct Faculty, Assistant Coaches < 75%	None	None	None
Fixed Term >= 75%, Head Coaches, Assistant Coaches >= 75%, Probationary Faculty >= 50%	Annually	Annually	Annual
Tenured and Non-Tenure Track below rank of Full Professor	Every Two Years	Oral report to immediate supervisor in year one (1). PDR in year two (2).	Every two (2) years thereafter
Tenured and Non-Tenure Track Full Professor	Every Four Years	Summary report in year two (2). PDR in year four (4).	Every four (4) years thereafter

Academic Year (2024 – 2025)	PDP	PDR
On or before the first week of duty days for the academic year August 20 –Sept 18 First year faculty must turn their report in by the end of Spring semester of the first year.		The faculty member shall prepare a report and send it to the Dean, together with the appropriate documentation describing progress made in respect to achieving their objectives as specified in their professional development plan. A copy of the report along with appropriate documentation shall be sent to the department members through the department chairperson.
Between August 20 and October 4		Departments will provide written comments on the report to assist the faculty member in their professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate Dean, their administrative designee, or other appropriate supervisor. The faculty member may make changes in their report based on faculty comments.
Between August 20 and October 4	Faculty member consults with immediate supervisor and prepares the professional development plan for the next period.	Faculty member meets with the dean to discuss achievements made during the current evaluation period.
On or before October 14	Faculty member provides a copy of the plan to the dean and to the department members via the Chair of the department.	A written summary of the Dean’s assessment of the faculty member’s accomplishments in respect to the faculty member’s plan, as they relate to the criteria, together with suggestions to guide future professional development activities, and any upcoming application for tenure and/or promotion, shall then be sent to the faculty member and placed in the faculty member’s official personnel file.

On or before October 28	Written comments from department members are encouraged and must be shared with the faculty member along with comments to the Dean if the Dean requests a determination of how the plan relates to the department's goals and objectives.	The faculty member may respond to the dean's and department's comments. These comments along with the faculty member's responses are placed in the faculty member's official personnel file. In the case of nonrenewal of a 1 st year faculty member, this must be done by November 1st .
On or before November 15	The Dean provides written comments to the faculty member along with comments on the goals and objectives that came from other faculty members.	
On or before November 26	Faculty member responds to the comments from the dean.	
Academic Year (2024 – 2025)	Promotion and Tenure	
August 20 through August 23	Departments shall establish a departmental calendar that will meet the tenure and promotion contractual deadline of January 31, 2025.	
October 14 through November 1	Faculty member picks up tenure/promotion application materials from the dean's office and sign for them. The act of signing will be considered notification in writing of your intent to apply for promotion . We recommend that faculty notify their department of their intent to apply for promotion to allow time in the schedule for a complete department review.	
January 31	Deadline for faculty to submit application for promotion and/or tenure with all required forms, documents, and supporting recommendations and documents to department.	
February 3 through February 14	Department, chair, and individual department members submit tenure/promotion recommendations to dean/immediate supervisor. The faculty member under review must also be given copies of all recommendations that are sent to the dean/immediate supervisor.	
February 18	Deadline for candidate for tenure/promotion to submit to the dean/immediate supervisor written responses to the department, chair, and individual recommendations.	
March 10	Dean/Immediate supervisor notifies the candidate in writing* of proposed tenure/promotion recommendation.	
March 17 Spring Break 3-7	Candidate responds to preliminary tenure/promotion recommendation of dean/immediate supervisor.	

March 24	Candidate submits written response to Dean's/immediate supervisor's tenure/promotion recommendation to the Provost.
April 17	Provost notifies candidate in writing of proposed tenure/promotion recommendation.
*May 1	Optional meeting with Provost concerning the tenure /promotion recommendation must be completed.
*May 1	Provost forwards promotion / tenure recommendation along with any written responses from the candidate to the president. The candidate may respond in writing to the tenure recommendation. These comments are attached to the tenure recommendation of the Provost when the recommendation is sent to the President.
May 10	Optional meetings with president must be complete. All candidates for promotion have the option of meeting with the president. Candidates for tenure have the option of meeting with the president if you have received a recommendation for denial of tenure from the department, chair, dean/immediate supervisor, or the provost. Candidates may choose to be accompanied by an Association Representative.
June 15	President delivers tenure/promotion recommendation to candidate in writing via either hand delivered or first-class mail. If the President denies promotion the candidate may request and shall be furnished, written indication of deficiencies and guidance concerning action to overcome such deficiencies.
June 16, 2025, through January 15*, 2026	Candidates who were turned down for tenure have the option of meeting with the president.
On or before February 5, 2026	Any change in the tenure decision shall be communicated to the faculty member in writing within (fifteen) 15 days of meeting with the president.

If the contractual deadline falls on a Saturday, Sunday or holiday the deadline is extended until the following Monday or the following day proceeding the holiday.