

UNIVERSITY REVIEW COMMITTEE
Friday, January 25, 2013
12 p.m., Hovey 401D

MINUTES

Members present: Cyndee Brown, Sam Catanzaro (ex officio), Phil Chidester, Chad Kahl, Nancy Lind, Domingo Joaquin, Ron Meier (via Skype from Minneapolis), David Rubin

Members not attending: none

Others present: Bruce Stoffel (recorder)

Chairperson Nancy Lind called the meeting to order at 12:04 p.m.

I. Approve minutes of September 20, 2012, meeting

Phil Chidester moved, Chad Kahl seconded approval of minutes of the September 20, 2012, meeting. The motion carried.

II. Update regarding ASPT V.B.1 and V.B.2 (salary increments):
Communication with faculty member and ASPT workshop

Sam Catanzaro reported that he communicated last fall with the faculty member who had raised concerns about salary increments the previous spring. Catanzaro said that he indicated to the faculty member that the University Review Committee had decided to address the broader issues of transparency, departmental flexibility, and faculty participation in formulating and implementing ASPT policies at an October 18, 2012, ASPT workshop. Catanzaro reported that he discussed the issue at the October 18 workshop, and the matter now seems resolved. Lind reported that she attended the workshop. She said the issue did not generate controversy there. Catanzaro thanked Lind for attending.

III. Discussion: Digital storage of confidential ASPT data and use of vendors

Catanzaro and Lind provided background regarding a request received on behalf of several faculty members from the English Department regarding use of digital reporting technologies for ASPT and faculty performance reports. (The document received from the faculty members is attached.)

Lind explained that that matter comes to the University Review Committee from Academic Senate. The matter has been raised by one department (English) and seems to concern the manner in which the faculty performance reporting policy is being implemented in that department.

Lind expressed concern about two passages of the document. While the document indicates that "Faculty sitting on a DFSC/SFSC during any particular year may not access FPR information for previous years," Lind said that the committees need to have access to cumulative records when considering promotion and tenure requests. Lind also questioned the statement in the document that "items entered for the purpose of ASPT/FPR evaluation must

never be generated for use outside the ASPT process.” Lind said that she does not understand what is meant by that statement. David Rubin asked if the Provost’s office might ask for the information. Catanzaro said that the Provost’s office would be interested only in cumulative data, not information specific to an individual faculty member. Catanzaro stated that systems like Digital Measures are good because they help departments easily generate cumulative reports.

Catanzaro suggested that ASPT Article I.D. regarding confidentiality of ASPT documents applies to the program evaluation process regardless whether documents are transmitted in paper, electronically, or through other means.

Lind suggested a possible reply to the Academic Senate: The University Review Committee does not view use of digital reporting technologies like Digital Measures as inherently violating the ASPT confidentiality policy, that the issue is implementation on the local level and should be handled by the department.

Chidester suggested that this is a technology issue. The technology used by the department for this purpose should keep data confidential. The committee should indicate to the department that it is up to them not to violate ASPT confidentiality policy.

David Rubin suggested that the technology used be configured so that narrative information is never made public. Chidester suggested segregating quantitative data from qualitative measures.

Domingo Joaquin said that procedures used by departments should following the spirit of ASPT regardless of technology used.

Cyndee Brown said that this seems to be a procedural issue rather than a policy issue and should be referred back to the department for discussion and resolution. Lind noted that the University Review Committee is mandated to consider both policy and procedure but questioned whether the committee should consider revising ASPT policies in response to an issue raised by just one department.

Committee members offered suggestions for wording a reply to the Academic Senate. Lind said that if committee members agree with the general sentiment of the draft reply, she would work with Catanzaro and Bruce Stoffel to edit the response.

Chidester asked if the statement should also address the suggestion by the faculty members that they be allowed to opt out of using digital reporting technologies if they determine that its use would increase rather than decrease the amount of time they spend reporting.

Ron Meier offered that the College of Applied Science and Technology uses a digital reporting system similar to Digital Measures. He said he is not sure how it came to be used but that there have been no problems with it. He wondered what would be in a performance narrative that would be so sensitive. He said that student workers enter data in his department. It is up to each faculty member to decide who should enter data.

Catanzaro said that health concerns would be one matter that might appear in a performance narrative that a faculty member would likely want to remain confidential. Another might be matters pertaining to faculty/student dynamics.

Chad Kahl said that we need to be more generic with regard to technologies. Those raising this issue are confusing policy and process, he said.

Lind read ASPT Article VII.D., which allows DFSC/SFSC guidelines to require electronic submission of activities reports with the caveat that “items that are difficult or impossible to document electronically may be submitted directly.” She said that this passage makes it clear that guidelines may preclude faculty members from opting out of electronic submission. Committee members concurred.

Brown moved, Chidester seconded that the committee approve in principal the response drafted by the committee and that the committee charge Lind with editing the response and sending it to the Academic Senate. The motion carried.

Lind said that if the intent of the statement changes during the editing process, she will consult committee members again before sending the response to the Academic Senate.

Lind asked that the meeting minutes include the version of the statement as revised by Lind, working with Catanzaro and Stoffel. The revised statement is as follows.

The University Review Committee believes that ASPT Article I.D., on confidentiality, applies to any technology used in ASPT processes, including faculty performance reporting. All information and supporting narrative, while integral to the faculty evaluation process, should be submitted in a manner consistent with Article I.D. regardless of the technology used. The University Review Committee does not view use of digital reporting technologies, whether hosted by third party vendors or not, as inherently violating Article I.D. Indeed, the use of digital reporting technologies is encouraged by ASPT Policies and may be required by DFSC/SFSC guidelines consistent with Article VII.D. subject to the stated exception that “items difficult or impossible to document electronically may be submitted directly.” With regard to departments or schools using digital reporting technologies, the committee finds nothing in ASPT policies to prohibit a faculty member from entering his or her own faculty performance information rather than having someone else, such as a student worker, enter it on behalf of the faculty member. It would be the faculty members’ responsibility to inform the Chair when they want to enter their own data and to do so consistent with ASPT VII.D. that allows departments and schools to mandate the use of technology in preparing the ASPT report. More generally, the faculty may introduce language in the DFSC/SFSC guidelines prescribing procedures aimed at preserving confidentiality of the ASPT process, provided that such language is consistent with ASPT VII.D.

In sum, the concerns raised are interpreted by the URC to be local implementation issues, best handled at the department level, and do not violate (nor necessitate revision of) current ASPT policies.

IV. Action item: ASPT calendar, 2013-2014

Draft ASPT calendars for 2013-2014 have been included with the meeting packet (attached) and must be approved by the University Review Committee before they can be disseminated.

Lind said that the drafts will be considered by the committee at its next meeting, since members just received the drafts in the last day.

V. Other business

Lind reported that Meier has submitted an issue for discussion by the University Review Committee at its next meeting. Lind asked Meier to explain.

Meier said that faculty of the College of Applied Science and Technology who teach hybrid courses are evaluated by their students using the same teaching evaluation instrument used for evaluating face-to-face instruction (IDEA). Several faculty members in the college have asked if this is fair, since response rates for the online version of the instrument are generally lower than when implemented face-to-face. IDEA results for instruments administered online sometimes include the notation “not reliable” due to low response rates. Meier noted that the issue could effect a professor in his department who plans to request promotion to full professor next year.

Lind asked whether this matter is in the jurisdiction of the University Review Committee. She noted that ASPT policies require multiple methods of evaluating teaching, one of which must involve student feedback. Beyond that, how teaching is to be evaluated is a shared governance matter. ASPT does not dictate the tools used in teacher evaluation. That is a matter for department discussion.

Catanzaro concurred. He said that raising the issue for department faculty discussion would be appropriate.

Brown suggested contacting the Center for Teaching, Learning, and Technology for assistance with online teaching evaluation instruments. CTLT may already have one, she said.

Meier said that he likes the idea of going to CTLT for help with this. He will check with them to see what assistance they might be able to provide.

Brown moved adjournment. Meier seconded the motion. The motion carried. The meeting adjourned at 1 p.m.

Respectfully submitted,
Joaquin Domingo, Secretary
Bruce Stoffel, Recorder

NEXT MEETING: 12 p.m., Thursday, February 8, 2013, Hovey 401D (tentative)

ATTACHMENTS:

Document titled “For URC re Digital storage of Confidential ASPT data and use of vendors”
ASPT Calendar 2013-2014, by Category of Activity, DRAFT
ASPT Calendar 2013-2014, Chronological, All Activities, DRAFT

For URC re Digital storage of Confidential ASPT data and use of vendors

Reports for items entered for the purpose ASPT/FPR evaluation must never be generated for use outside of the ASPT process. Digital technologies must be segregated so that technologies used for evaluation are never used for public reporting. If there are links between the technologies, the faculty member must have sole and complete control over the transfer of information from ASPT-intended technologies to non-ASPT/reporting technologies.

Graduate students, other student workers, staff, and faculty not sitting on the DFSC/CFSC during any particular year may not enter FPR information into faculty's profiles

Faculty sitting on a DFSC/CFSC during any particular year may not access FPR information for previous years

There must be options at all levels of the process for individual faculty and departments to refuse use of digital technologies during the ASPT process that they feel could put their own personnel information online or on servers in ways that could potentially put them at risk for "going viral"; likewise, there must be options for faculty to protect their relationship with students by refusing to put student or student-faculty relationship data online or on servers.

Additionally, faculty must be able to refuse use of digital technologies that they determine will increase rather than decrease the amount of time spent reporting scholarship/teaching/service rather than performing those core duties

There must be options within the ASPT process for narrative and contextualizing information and file uploading; digital technologies may not be used to reduce annual productivity reports to objectifying "measures" and mere raw data or "product"

Digital technologies should be tested for usability and efficiency prior to wide-spread use and departments should not adopt a particular technology if it will increase time spent in reporting activities compared to existing technologies already in use

ASPT Calendar 2013-2014
By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

CALENDAR FOR PROMOTION & TENURE

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Friday, November 1, 2013	November 1	Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to Monday, December 16, 2013	Prior to December 15	DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 working days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC/SFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting of the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.
Monday, December 16, 2013	December 15	DFSC/SFSC recommendations for promotion and tenure must be reported to the candidates and to the CFSC.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, February 3, 2014	February 1	CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.D.
Monday, March 3, 2014	March 1	CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
Monday, March 17, 2014	March 15	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee (FRC).
Friday, March 21, 2014	March 21	Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates.
Tuesday, April 15, 2014	April 15	The FRC must complete its review of promotion and tenure appeals and report to the President, candidate, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Article XIII.F.3.
Wednesday, April 30, 2014	April 30	Provost's decision for appealed cases must be reported to the President, candidates, DFSC/SFSC and CFSC.
Thursday, May 15, 2014	May 15	Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

CALENDAR FOR PERFORMANCE EVALUATION REVIEW

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, January 6, 2014	January 5	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
Monday, February 3, 2014	February 1	DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC and provide opportunity, if requested, for the faculty members to meet with the committee to discuss these recommendations. If the faculty member wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the faculty member must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B.
Monday, February 17, 2014	February 15	DFSC/SFSC must transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
Monday, March 3, 2014	March 1	Faculty members must file with the CFSC* any appeal of the DFSC/SFSC performance-evaluation recommendation. (* FRC in the absence of a DFSC/SFSC)
Monday, March 31, 2014	March 31	All appeals to the CFSC* of performance-evaluation recommendations must be completed and CFSC* decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Article XIII.H. (* FRC in the absence of a DFSC/SFSC)

CALENDAR FOR CUMULATIVE POST-TENURE REVIEW

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, January 6, 2014	January 5	All faculty members scheduled for cumulative post-tenure review must submit their materials.
Monday, February 17, 2014	February 15	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
Tuesday, February 25, 2014	February 25	Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response and/or remediation plan.
Monday, March 10, 2014	March 8	DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
Monday, March 24, 2014	March 22	A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days. Appeals will be held under the provisions of Article XIII.I.
Tuesday, April 15, 2014	April 15	Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.

CALENDAR FOR REAPPOINTMENT

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, February 3, 2014	February 1	Provost issues notification of non-reappointment by February 1 to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination.
Monday, March 3, 2014	March 1	Provost's notification of non-reappointment must be given by March 1 to candidate in the first year of service, notifying candidate that last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
Thursday, May 15, 2014	At least 12 months before the termination of an appointment after two (2) or more years of service	Provost notifies third and subsequent year faculty members who will not be reappointed, 12 months before the termination of the appointment, that the candidate's last employment date is May 15 of the following year. If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period.

CALENDAR FOR REPORTING REQUIREMENTS

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Thursday, May 1, 2014	May 1	Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (Article IV.D.). Also, each CFSC shall submit an annual written report to the URC and the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see XIII.I.9).
Thursday, May 1, 2014	May 1	The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
Thursday, May 1, 2014	May 1	The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (see Article III.F).

**CALENDAR FOR ASPT ELECTIONS
(for 2014-2015 Academic Year)**

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Tuesday, April 15, 2014	April 15	Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected.
Thursday, May 1, 2014	May 1	Members of the Department/School Faculty Status Committee must have been elected.

ASPT Calendar 2013-2014
Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

This calendar for 2013-2014 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, approved May 2011, effective January 1, 2012, and amended on December 19, 2011, and August 14, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that If the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2013-2014" column of this calendar have been modified to comply with that provision where necessary.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Friday, November 1, 2013	November 1	Promotion & Tenure: Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to Monday, December 16, 2013	Prior to December 15	Promotion & Tenure: DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 working days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC/SFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting of the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.
Monday, December 16, 2013	December 15	Promotion & Tenure: DFSC/SFSC recommendations for promotion and tenure must be reported to the candidates and to the CFSC.
Monday, January 6, 2014	January 5	Performance Evaluation Review: All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
Monday, January 6, 2014	January 5	Cumulative Post-Tenure Review: All faculty members scheduled for cumulative post-tenure review must submit their materials.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, February 3, 2014	February 1	Promotion & Tenure: CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.D.
Monday, February 3, 2014	February 1	Reappointment: Provost issues notification of non-reappointment by February 1 to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination.
Monday, February 3, 2014	February 1	Performance Evaluation Review: DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC and provide opportunity, if requested, for the faculty members to meet with the committee to discuss these recommendations. If the faculty member wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the faculty member must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B.
Monday, February 17, 2014	February 15	Performance Evaluation Review: DFSC/SFSC must transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
Monday, February 17, 2014	February 15	Cumulative Post-Tenure Review: The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
Tuesday, February 25, 2014	February 25	Cumulative Post-Tenure Review: Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response and/or remediation plan.
Monday, March 3, 2014	March 1	Promotion & Tenure: CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
Monday, March 3, 2014	March 1	Reappointment: Provost's notification of non-reappointment must be given by March 1 to candidate in the first year of service, notifying candidate that last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Monday, March 3, 2014	March 1	Performance Evaluation Review: Faculty members must file with the CFSC* any appeal of the DFSC/SFSC performance-evaluation recommendation. (* FRC in the absence of a DFSC/SFSC)
Monday, March 10, 2014	March 8	Cumulative Post-Tenure Review: DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
Monday, March 17, 2014	March 15	Promotion & Tenure: In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee (FRC).
Friday, March 21, 2014	March 21	Promotion & Tenure: Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates.
Monday, March 24, 2014	March 22	Cumulative Post-Tenure Review: A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days. Appeals will be held under the provisions of Article XIII.I.
Monday, March 31, 2014	March 31	Performance Evaluation Review: All appeals to the CFSC* of performance-evaluation recommendations must be completed and CFSC* decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Article XIII.H. (* FRC in the absence of a DFSC/SFSC)
Tuesday, April 15, 2014	April 15	Promotion & Tenure: The FRC must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Article XIII.F.3.
Tuesday, April 15, 2014	April 15	Cumulative Post-Tenure Review: Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.
Tuesday, April 15, 2014	April 15	ASPT Elections: Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected.
Wednesday April 30, 2014	April 30	Promotion & Tenure: Provost's decision for appealed cases must be reported to the President, candidates, DFSC/SFSC and CFSC.

Date for 2013-2014	Date per ASPT Policies, Appendix 1	Action per ASPT Policies
Thursday, May 1, 2014	May 1	Reporting Requirements (CFSC): Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (Article IV.D.). Also, each CFSC shall submit an annual written report to the URC and the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see Article XIII.I.9).
Thursday, May 1, 2014	May 1	Reporting Requirements (CFSC): The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
Thursday, May 1, 2014	May 1	ASPT Elections: Members of the Department/School Faculty Status Committee must have been elected.
Thursday, May 1, 2014	May 1	Reporting Requirements (FRC): The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (see Article III.F).
Thursday, May 15, 2014	May 15	Promotion & Tenure: Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.
Thursday, May 15, 2014	At least 12 months before the termination of an appointment after two (2) or more years of service	Reappointment: Provost notifies third and subsequent year faculty members who will not be reappointed, 12 months before the termination of the appointment, that the candidate's last employment date is May 15 of the following year. If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period.