

UNIVERSITY REVIEW COMMITTEE

Friday, February 8, 2013
12 p.m., Hovey 401D

MINUTES

Members present: Sam Catanzaro (ex officio), Phil Chidester, Nancy Lind, Domingo Joaquin, David Rubin

Members not attending: Cyndee Brown, Chad Kahl, Ron Meier

Others present: Susan Kalter, Associate Professor, Department of English, and Secretary, Academic Senate; Bruce Stoffel (recorder)

Chairperson Nancy Lind called the meeting to order at 12:03 p.m.

I. Approval of minutes from January 25, 2013 meeting

Domingo Joaquin moved, David Rubin seconded approval of minutes of the January 25, 2013 meeting. The motion carried.

II. Digital storage of confidential ASPT data and use of vendors

Persons present introduced themselves.

Chairperson Lind updated the committee on the memorandum she sent to Dan Holland and Susan Kalter on behalf of the committee regarding digital storage of confidential ASPT data (see the attached memorandum dated January 28, 2013). Lind reported that Susan Kalter subsequently contacted her with questions regarding the memorandum. Lind invited Kalter to attend a URC meeting to discuss the matter with the group.

Lind also noted that she received a related email from Kalter which included a message sent by Jan Susina of the English Department to interim department chairperson Jim Skibo expressing concerns about use of digital reporting technologies (see attached email dated February 5, 2013).

Kalter then addressed the committee.

Kalter explained that, in the English Department, annual evaluation papers submitted to DFSC include a faculty productivity report, an optional narrative intended to contextualize productivity data and teaching evaluations, and a vita. Digital Measures was introduced in her department last year, although faculty has not formally voted to adopt it.

Kalter asked the committee whether information in the annual performance evaluation submission, including the faculty productivity report entered into Digital Measures, is confidential. Kalter explained that this issue was raised in her department last year when student workers were provided annual evaluation papers of faculty in the department and asked to enter pertinent information into Digital Measures. This was done without prior approval from faculty members. Kalter said that this action seems to have violated ASPT Article I.D. regarding confidentiality.

Kalter referred to the passage in the January 28, 2013, memorandum stating that “It would be the faculty members’ responsibility to inform the Chair when they want to enter their own data.” Kalter said she believes it should be the Chair’s responsibility to notify faculty members if confidential information is being released to anyone, including student workers or graduate assistants.

Citing the passage in the January 28, 2013, memorandum that “items difficult or impossible to document electronically may be submitted directly,” Kalter asked if this includes something a faculty member does not want anyone other than a DFSC member to see because the faculty member considers it sensitive and private. If so, can URC direct DFSCs to protect individual faculty members when and if their departments decide to adopt Digital Measures, she asked.

Kalter said that use of faculty productivity data for generation of aggregate reports may be in violation of Article I.D. Kalter said that faculty members in the English Department did not know that their faculty productivity reports were being used in this manner by the University, otherwise they may have objected.

Kalter said that, from her perspective as an Academic Senator, the interest of the University is involved. She explained that her concern is to correct the situation so, in the future, University policies protect both faculty and the University.

In response to Kalter, the committee made some observations.

Lind explained that the committee does not believe that use of Digital Measures violates Article I.D. just as the traditional process of submitting performance evaluation documents in hard copy does not. She noted that the University has always used faculty productivity report data to compile aggregate reports that do not identify specific individuals, such as counts of faculty publications by department.

Phil Chidester clarified that Digital Measures is used only for faculty productivity reports. Because there is no place in Digital Measures for the optional narrative, it is submitted separately.

Sam Catanzaro cited two issues. First, in entering data into Digital Measures, student workers were given both confidential and public information. Confidential material should have been withheld from student workers, he said. Second, information entered by faculty into Digital Measures is not confidential information. It can be found through other public sources.

Rubin said that having student workers enter performance evaluation information into Digital Measures happened last year in other departments including his own.

Asked by Joaquin what would constitute an ideal reporting system in her department, Kalter responded that it would involve two reports, one to DFSC of information that would be kept confidential and one to the department with information for use in compiling its reports. The two submissions could happen at the same time, but it would be clear to faculty members which information would be kept confidential and which would be used for reporting. Faculty members in her department are not likely to approve use of Digital Measures, she said.

Kalter left the meeting at this point.

Committee members continued their discussion of the issues Kalter raised in her remarks.

Lind noted that Digital Measures is intended for aggregate reporting only. Chidester suggested that the issue might be resolved if faculty members could be assured that individuals would never be identified in the aggregate reports. He suggested clarifying with faculty that promotion and tenure documents are not entered into Digital Measures and are always kept confidential and that contents of faculty productivity reports are otherwise available publicly through other sources.

Catanzaro recommended that departments consider implications of opting out of digital reporting technologies. Opting out could put a department at a disadvantage relative to other departments, in terms of funding, for example.

Lind said that this issue would be an action item for the committee at its next meeting. She asked committee members to think further about this matter in light of the conversation at this meeting and consider whether the committee should revise its January 28, 2013 memorandum. Lind asked Catanzaro to further investigate ASPT policies for guidance with this issue.

III. Action item: ASPT calendar, 2013-2014

Rubin moved, Joaquin seconded approval of ASPT calendars for 2013-2014 as distributed with the agenda for this meeting (see attached). The motion carried.

IV. Other business

Lind announced that she and Catanzaro have been fielding ASPT questions from several colleges, consulting with the Faculty Review Committee chairperson and the Academic Senate chairperson in these matters. Catanzaro explained that immediate responses to the questions were needed, as time constraints were involved.

V. Adjournment

Chidester moved, Rubin seconded to adjourn the meeting. 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 22, 2013, Hovey 401D (tentative)

ATTACHMENTS:

Memorandum sent by Chairperson Lind to Dan Holland and Susan Kalter on behalf of URC,
dated January 28, 2013
Email from Susan Kalter to Chairperson Lind, dated February 5, 2013
ASPT Calendar 2013-2014, by Category of Activity, DRAFT
ASPT Calendar 2013-2014, Chronological, All Activities, DRAFT

UNIVERSITY REVIEW COMMITTEE

MEMORANDUM

TO: Dan Holland, Chair, Academic Senate
Susan Kalter, Academic Senator

FROM: Nancy S. Lind, University Review Committee Chair

DATE: January 28, 2013

The University Review Committee met on January 25, 2013 to address the issues raised by the Academic Senate regarding the use of “Digital Measures” as an electronic reporting mechanism for ASPT purposes.

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.

c: Cynthia James

The following attachment has been redacted from the version of this document posted on the University Review Committee Minutes website.

Email from Susan Kalter to Chairperson Lind, dated February 5, 2013

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.

CALENDAR FOR PROMOTION & TENURE (<i>continued</i>)		
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*.

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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*.

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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*.

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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*.

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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*.

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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.

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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.
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

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		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.

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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).
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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.