

2022-2023 Faculty Actions Calendar
SUMMARY OF DEADLINES by action type

SABBATICAL APPLICATIONS ONLY (Faculty and Administrative ONLY. No Peer Review.)

OCTOBER

- MON 17** SABBATICALS, Intent to Apply, Faculty to Provost
- MON 24** SABBATICALS, Application and Eligibility, Provost to Faculty
- MON 31** SABBATICALS, Faculty Request to Chair

NOVEMBER

- MON 7** SABBATICALS, Chair to Dean
- MON 14** SABBATICALS, Dean to Provost

DECEMBER

- FRI 16** SABBATICALS, Faculty Notified, Board of Trustees decision

ARPT and EMERITI APPLICATIONS ONLY (Faculty, Peer Review Committee, Administrative)

DEADLINES: SCHOOL OF ARCHITECTURE PEER REVIEW COMMITTEE
PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

SEPTEMBER

- FRI 9** INTENT TO APPLY FACULTY to PRC CHAIR

- MON 19** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee
CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee
EMERITI STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION (in Rank), Faculty to Peer Review Committee

OCTOBER

- MON 3** REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

SCHOOL OF ARCHITECTURE SUBCOMMITTEE (5 weeks to review)
Subcommittee Recommendation to Peer Review Committee

NOVEMBER

- FRI 4** CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee
CHANGE OF STATUS (Visiting to Adjunct), Sub-Committee to Peer Review Committee
PROMOTION (in Rank), Sub-Committee to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review Committee
TENURE, Sub-Committee to Peer Review Committee

SUGGESTED DEADLINES: ALL PEER REVIEW COMMITTEES EXCEPT ARCHITECTURE
PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

INTENT TO APPLY FACULTY to PRC CHAIR

SEPTEMBER

- FRI 9** CCE for ADJUNCT FACULTY, Faculty to Peer Review Chair
CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Chair
EMERITI STATUS, Faculty Recommendations to Peer Review Chair
PROMOTION (in Rank), Faculty to Peer Review Chair
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Chair
TENURE, Faculty to Peer Review Chair

ALL OTHER SCHOOLS (5 weeks to apply)

OCTOBER

- FRI 14** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee
CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee
EMERITI STATUS, Faculty Recommendations to Peer Review Committee
PROMOTION (in Rank), Faculty to Peer Review Committee
REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee
TENURE, Faculty to Peer Review Committee

COURSE EVALUATIONS:

If required in ARPT Department Guidelines use Faculty Course Evaluations

REQUIRED DEADLINES

OCTOBER

MON 24 FACULTY COURSE EVALUATIONS: REQUEST

Faculty Course Evaluations, PRC Chair to UFCT Faculty Actions Administrator (Jason Vigneri Beane)
(request via google form)

MON 31 FACULTY COURSE EVALUATIONS: TRANSMITTAL

Faculty Course Evaluations, UFCT Faculty Actions Administrator to PRC Chair
(via secure google drive)

NOVEMBER

MON 7 FACULTY COURSE EVALUATIONS: NOTIFICATION OF ADDITION TO APPLICATION

Faculty Course Evaluations, PRC Chair to Faculty
(PRC Chair to Upload Course Evaluations to Faculty Application in Interfolio and notify faculty via Interfolio email)

ADMINISTRATIVE DEADLINES

(PRC LETTERS TO CHAIR, CHAIR, DEAN, PROVOST and FINAL BOT LETTERS)

for ARPT and EMERITI APPLICATIONS

DECEMBER

FRI 9 CCE for ADJUNCT FACULTY, Peer Review Committees to Chair
CHANGE OF STATUS (Visiting to Adjunct), Peer Review Committees to Chair
EMERITI STATUS, Faculty Recommendations to Chair
PROMOTION (in Rank), Peer Review Committees to Chair
REAPPOINTMENT (in 3rd and 5th Year), Peer Review Committees to Chair
TENURE, Peer Review Committees to Chair

JANUARY

FRI 27 (5 weeks to review + 2 holiday weeks)
CCE for ADJUNCT FACULTY, Chair to Dean
CHANGE OF STATUS (Visiting to Adjunct), Chair to Dean
EMERITI STATUS, Chair to Dean
PROMOTION (in Rank), Chair to Dean
REAPPOINTMENT (in 3rd and 5th year), Chair to Dean
TENURE, Chair to Dean

MARCH

FRI 3 (5 weeks to review)
CCE for ADJUNCT FACULTY, Dean to Provost
CHANGE OF STATUS, (Visiting to Adjunct), Dean to Provost
EMERITI STATUS, Dean to Provost
PROMOTION (in Rank), Dean to Provost
REAPPOINTMENT (in 3rd and 5th year), Dean to Provost
TENURE, Dean to Provost

APRIL

FRI 28 (7 weeks to review)
CCE for ADJUNCT FACULTY, Provost to Faculty
CHANGE OF STATUS (Visiting to Adjunct), Provost to Faculty
EMERITI STATUS, Provost to Faculty
PROMOTION (in Rank) (in Rank), Provost to Faculty
REAPPOINTMENT (in 3rd and 5th year), Provost to Faculty
TENURE, Provost to Faculty

MAY

FRI 12 CCE for ADJUNCT FACULTY, Faculty Notified BOT Decision
CHANGE OF STATUS (Visiting to Adjunct), Faculty Notified BOT Decision
EMERITI STATUS, Former Faculty Notified BOT Decision
PROMOTION (in Rank) (in Rank), Faculty Notified BOT Decision
REAPPOINTMENT (in 3rd and 5th year), Faculty Notified BOT Decision
TENURE, Faculty Notified BOT Decision