OFFICE OF THE VICE PROVOST
FOR
ACADEMIC AFFAIRS and DEAN OF THE FACULTIES

A Reference Calendar for Chairs, 2007-2008

Events and Deadlines

FIRST SEMESTER

Sept. 14  Seminar for all departmental chairs in the Frangipani Room of the Indiana Memorial Union from 9:00 a.m. to 1:00 p.m. Lunch will be served from noon to 1:00 p.m. in the Frangipani at the IMU.

Sept. 16  New Faculty Orientation Picnic at the DeVault Alumni Center (Provost/DOF), from 4:00 p.m. to 7:00 p.m. (dinner served about 5:30 p.m.).

Sept. 17  Faculty members notify chair of intention to apply for sabbatical.

Sept. 27  Sonneborn Lecture by Claude Baker in Auer Hall (4:00-5:00 p.m.), Reception will follow in the Musical Arts Center Lobby (5:00-6:00 p.m.).

Sept. 28  Newly Promoted and Tenured Faculty Reception at Woodburn House at 7:00 p.m.

Sept.-Oct.  Promotion and tenure dossiers due to school. Tenure dossiers constitute the reappointment/non-reappointment recommendations for faculty in the sixth year of service for eighth-year reappointment. The deadlines depend upon the individual schools and vary considerably; the schools in turn transmit the dossiers to the Vice Provost’s Office by November 1 (tenure) and December 2 (promotion).

Early Oct.  Third year reappointment/non-reappointment recommendations for faculty, clinical faculty, and lecturers on an annual year appointment in their second year of service due in Vice Provost’s Office. (A list of appointees requiring reappointment decisions will be sent to chairs.)

Early Oct.  Associate Instructor Training Program reports due to school deans.

Oct. 1  Applications for sabbatical leave due to chairperson; chairperson should act on the application and then forward to the Vice Provost for Academic Affairs and Dean of the Faculties and to the dean of their school by October 15; the schools in turn transmit their recommendations to the Vice Provost’s office by November 15.
SECOND SEMESTER

Early Jan.  Second year reappointment/non-reappointment recommendations for faculty, clinical faculty, and lecturers on an annual year appointment in their first year of service due in Vice Provost’s Office. (A list of appointees requiring reappointment decisions will be sent to chairs.)

Jan. 7  Research Rank Nominations and Promotions: Nominee’s complete dossier due in the Vice Provost’s Office no later than Monday, January 7, 2008, for actions to be effective July 2008.

Jan. 7  Faculty Summary Reports due to chair.

March 1  Fourth year through seventh year reappointment/non-reappointment recommendations for faculty, clinical faculty, and lecturers in their second through fifth year of service due in Vice Provost’s Office. (A list of appointees requiring reappointment decisions will be sent to chairs.)

Early April  Offers to student academic appointees for forthcoming academic year should be confirmed and announced to students.

Early April  Annual reviews are due for all full-time, non-tenured faculty and all tenured faculty members who have not yet achieved full rank. (A list of appointees requiring action will be sent to chairs.)

Early May  Any requests for exceptions to maximum allowed summer stipend should be sent to the Vice Provost and the Dean of the Faculties office.

May 1  Electronic copies of departmental policies due in Vice Provosts’s office: *(The following should be created as five individual documents.)*

- unit criteria and procedures for promotion and tenure
- all documents explaining or interpreting promotion and tenure criteria
- salary-setting criteria and procedures
- teaching evaluation policies and procedures
- departmental rights and regulations for non-tenure-track faculty