

Important Dates from the APSCUF FACULTY CBA

Date	Area of Responsibility	Article	Action to be taken
January 15	University President	Article 16.B.11	In the event the President or his/her designee rejects a recommendation of the University-wide promotion committee, that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than January 15 for mid-year promotions.
January 30	Department Evaluation Committee	Article 12.F.3.a.(1)	Fall Hires – the Dept. evaluation committee shall forward its written report and recommendations as described in Section C.1.c(1) for first year probationary non-tenured FACULTY by January 30
January 30	Management- University President	Article 14.A.4.a.(2)	Probationers appointed at the start of the academic year - Notice of renewal or non-renewal of second, third, and fourth year probationers will be sent by the President no later than January 30 of the second, third, or fourth year of probationary employment.
February 1	University President	Article 15.C.1	Each University President shall, by February 1 (for all faculty with January anniversary dates) send notice to all fifth year probationers with copies to the appropriate department chairpersons, notifying the fifth year probationers that he/she has until May 31 of that year to apply for Tenure.
February 1	University wide promotion committee	Article 16.B.6	The appropriate department committee and department chairperson shall submit the full list of applicants, together with a detailed recommendation in accordance with the University Statement on Promotion Policies and Procedures with respect to each applicant, in writing, to the University-wide promotion committee no later than February 1, with a copy of the list of applicants being forwarded to the appropriate Dean or other appropriate management personnel. In addition, all data and materials upon which the recommendation of the department committee is based shall be forwarded to the President or his/her designee by February 1.
February 1	Dean/Library Director	Article 16.B.7.a	The Dean/Library Director shall submit a detailed recommendation for promotion according to the agreed upon criteria to the University-wide promotion committee no later than February 1.
February 7	Department Chair	Article 12.F.3.b.(1)	Fall Hires – The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c(2) for first year probationary non-tenured FACULTY by February 7

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February 15	Department Committee/Department Chairperson	Article 15.E.2	The recommendation of the department committee and of the department chairperson shall be completed no later than February 15, and by that date, the department chairperson shall submit the full list provided by the department committee together with his/her recommendation, in writing, with respect to each applicant, to the university-wide tenure committee, and a copy of the full list shall be forwarded to the President.
February 15	Faculty Member	Article 16.B.7.a	The detailed recommendation for promotion shall be simultaneously provided to the FACULTY MEMBER, who may submit a written statement to the University-wide promotion committee addressing the dean's recommendation by February 15.
February 21	Provost	Article 16.B.7.b	Following the dean's recommendation, the Provost shall submit a recommendation to the University-wide promotion committee no later than February 21, with a copy to the FACULTY MEMBER.
February 28	Dean or appropriate manager	Article 12.F.3.c.(1)	The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations for first year probationary non-tenured FACULTY by February 28
March 1	Faculty Member	Article 16.B.7.b	The FACULTY MEMBER shall have opportunity to respond by March 1.
March 1	State Meet and Discuss	Article 24.D	The parties shall agree to a schedule for the payment of summer employment at State Meet and Discuss no later than March 1. The payment schedule so agreed to shall remain in effect unless changed by mutual consent at State Meet and Discuss.
March 1	Management	Article 29 F.1.a	The FACULTY MEMBER to be retrenched shall be given notice in accordance with the following: a. First-year probationary non-tenured FACUTLY MEMBER
March 15	University	Article 11.F.5	By March 15 of each year, each university will provide the local APSCUF President and the State APSCUF President with a list of the names of all temporary full-time and temporary part-time FACULTY MEMBERS be department employed at that University as of February 28 of that year
March 31	Faculty Member	Article 14.B	Any FACULTY MEMBER who does not intend to return for the following academic year shall notify the President at the earliest possible time, but not later than March 31 of the then current year.
April 1	Department Evaluation Committee	Article 12.F.4.a.(3)	Spring Hires – The Dept. Evaluation committee shall forward its report and written recommendations as described in Section C.1.c(1) all fifth year probationary non-tenured FACULTY by April 1.

Important Dates from the APSCUF FACULTY CBA

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April 1	Department Evaluation Committee	Article 12.G.1	Department evaluation committee reports shall be forwarded as described in Section C.1.c.(1) of this Article by April 1.
April 1	Management-University President	Article 14.A.4a.(1)	Probationers appointed at the start of the academic year - No later than April 1, first year probationers will be notified, in writing, by the President of renewal or non-renewal.
April 1	University-wide tenure committee	Article 15.E.3	The University-wide tenure committee, which shall consist of tenured FACULTY MEMBERS, shall review all tenure applications and recommendations received pursuant to this article and shall, by April 1 submit its recommendations together with the data upon which those recommendations are based, to the President or his/her designee.
April 8	Department Chair	Article 12.F.4.b.(3)	Spring Hires – The Dept. chairperson shall forward his/her report and written recommendations as described in Section C.1.c(2) all fifth year probationary non-tenured FACULTY by April 8.
April 8	Department Chairperson	Article 12.G.1	Department chairperson’s reports shall be forwarded as described in Section C.1.c.(2) of this Article by April 8.
April 15	Dean or appropriate manager	Article 12.F.4.c(3)	Spring Hires - The Dean or appropriate manager will provided the FACULTY MEMBER with his/her report and written recommendations all fifth year probationary non-tenured FACULTY by April 15.
April 15	Dean or appropriate manager	Article 12.G.1	Each tenured FACULTY MEMBER shall receive a performance review evaluation from his/her Dean or appropriate manager as provided in Section C. of this Article no later than May 15 of his/her fifth year of appointment as a tenured FACULTY MEMBER and again no later than May 15 of every fifth year thereafter.
April 15	Department Chair	Article 6 B.2	Elections shall be concluded no later than April 15 th
April 15	Promotion Committee	Article 16.B.8	The University-wide promotion committee shall review all applications received from the departments. The University-wide promotion committee shall then forward the full list, together with its recommendations that are in accord with the University Statement on Promotion Policies and Procedures as to each applicant to the President or his/her designee not later than April 15.
April 15	University President	Article 45.H.3	During the first 5 yrs of service -RPT Faculty - Notice of non-renewal shall be provided, in writing, by the President or his/her designee no later than April 15. Non-renewals shall be effective at the end of the academic year in which the non-renewal notice is given.

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Date	Area of Responsibility	Article	Action to be taken
April 15	University President	Article 45.I.4	After five years of consecutive service – RPT Faculty - Notice of non-renewal shall be provided, in writing, by the President or his/her designee no later than April 15. Non-renewals shall be effective at the end of the academic year in which the non-renewal notice is given.
May 1	Department Chairs	Article 6.B.2	Newly Elected Chairs shall take office
May 1	Faculty Member	Article 14.A.2	A probationary non-tenured FACULTY MEMBER in his/her fifth year of probationary employment may apply for tenure by May 1 for FACULTY MEMBERS with a January anniversary date.
May 1	Faculty Member	Article 15.C.1	By May 1 (for FACULTY MEMBERS with January Anniversary dates) of the fifth year of probationary period, a FACULTY MEMBER may apply for tenure.
May 1	University President	Article 24.A	Summer contracts shall be offered no later than May 1. A summer contract may be either a firm contract or a contingency contract at the discretion of the President. If a firm contract is offered by May 1 and accepted by the FACULTY MEMBER by May 15, it shall be mutually binding. If a contingency contract is offered by May 1 and accepted by the FACULTY MEMBER by May 15, the following conditions shall apply- see Article 24-
May 15	Faculty Member	Article 24.A	Summer contract - accepted by the FACULTY MEMBER by May 15, it shall be mutually binding. If a contingency contract is offered by May 1 and accepted by the FACULTY MEMBER by May 15, the following conditions shall apply- see Article 24-
May 31	University President	Article 15.C.1	By May 31 of the fifth year of probationary employment, the President shall either grant tenure to the probationer of the probationer's sixth year of employment shall be a terminal year of employment.
May 31	University President	Article 15.E.5	The President shall notify in writing each eligible FACULTY MEMBER, who applied for tenure in accordance with the above, of either the positive or the negative decision made with the respect to granting of tenure. The President shall make his/her decision by May 31.
July 15	University President	Article 16.B.11	In the event the President or his/her designee rejects a recommendation of the University-wide promotion committee, that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than July 15.
September 23	Department Evaluation Committee	Article 12.F.4.a.(1)	Spring Hires – The Dept. Evaluation committee shall forward its report and written recommendations as described in Section C.1.c(1) all first year probationary non-tenured FACULTY by September 23

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Date	Area of Responsibility	Article	Action to be taken
September 30	Department Chairperson	Article 12.F.4.b.(1)	Spring Hires – The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c(2) for first year probationary non-tenured FACULTY by September 30
October 1	University President	Article 15.C.1	Each University President shall, by October 1 send notice to all fifth year probationers with copies to the appropriate department chairpersons, notifying the fifth year probationers that he/she has until December 31 of that year to apply for Tenure.
October 1	Department Committee/Department Chairperson	Article 15.E.2	The recommendation of the department committee and of the department chairperson shall be completed no later than October 1 (for FACULTY MEMBERS with January anniversary dates), and by that date, the department chairperson shall submit the full list provided by the department committee together with his/her recommendation, in writing, with respect to each applicant, to the university-wide tenure committee, and a copy of the full list shall be forwarded to the President.
October 30	Dean or appropriate manager	Article 12.F.4.c(1)	Spring Hires - The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations – first year probationary non-tenured FACULTY by October 30
October 30	Management	Article 29 F.1.d	The FACULTY MEMBER to be retrenched shall be given notice in accordance with the following: d. Tenured FACUTLY MEMBERS
November 1	Department Evaluation Committee	Article 12.F.3.a.(2)	Fall Hires – the Dept. evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) for second, third, fourth and fifth year probationary non-tenured FACULTY by November 1.
November 1	Department Evaluation Committee	Article 12.F.4.a.(2)	Spring Hires – The Dept. Evaluation committee shall forward its report and written recommendations as described in Section C.1.c(1) all second, third, and fourth year probationary non-tenured FACULTY by November 1.
November 1	Department Evaluation Committee	Article 12.H.2a.	The evaluation for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY MEMBERS described in Section C. of this Article – department evaluation committee reports by November 1.
November 1	University-wide tenure committee	Article 15.E.3	The University-wide tenure committee, which shall consist of tenured FACULTY MEMBERS, shall review all tenure applications and recommendations received pursuant to this article and shall, by November 1 (for FACULTY MEMBERS with January anniversary dates) submit its recommendations together with the data upon which those recommendations are based, to the President or his/her designee.

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Date	Area of Responsibility	Article	Action to be taken
November 1	Faculty Member	Article 16.B.3	Any FACULTY MEMBER with the required minimum qualifications may submit an application for promotion, together with written substantiation of the above-mentioned criteria, not later than November 1.
November 8	Department Chair	Article 12.F.3.b(2)	Fall Hires – The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c(2) for second, third, fourth, and fifth year probationary non-tenured FACULTY by November 8.
November 8	Department Chair	Article 12.F.4.b(2)	Spring Hires- The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c(2) for second, third, and fourth year probationary non-tenured FACULTY by November 8.
November 8	Department Chairperson	Article 12.H.2b	The evaluation for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY MEMBERS described in Section C. of this Article – department chairperson reports by November 8.
November 15	University	Article 11.F.3	By November 15 of each year, each university will provide the local APSCUF President and the State APSCUF President with a list of the names of all regular full-time and regular part-time FACULTY MEMBERS by department employed at that University as of October 31 of that year.
November 15	University	Article 11.F.4	By November 15 of each year, each university will provide the local APSCUF President and the State APSCUF President with a list of the names of all temporary full-time and temporary part-time FACULTY MEMBERS by department employed at that University as of October 31 of that year.
November 15	Management – University President	Article 14.A.4.b.(1)	Probationers appointed at mid-year (January) – For probationers in their first year of probationary employment, notice of renewal or non-renewal for mid-year appointees shall be sent by the President no later than November 15 of their first year of probationary employment, and such non-renewal shall be effective at the end of that semester.
November 30	Dean or appropriate manager	Article 12.F.4.c(2)	Spring Hires - The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations – second, third and fourth year probationary non-tenured FACULTY by November 30.
November 30	Dean or appropriate manager	Article 12.H.2c	The evaluation for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY MEMBERS described in Section C. of this Article – performance review by Dean or appropriate manager by November 30.

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Date	Area of Responsibility	Article	Action to be taken
December 1	Management	Article 29 F.1.c	The FACULTY MEMBER to be retrenched shall be given notice in accordance with the following: c. Probationary non-tenured FACUTLY MEMBERS beyond the second year
December 15	Dean or appropriate manager	Article 12.F.3.c.(2)	The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations for second, third, fourth, and fifth year probationary non-tenured FACULTY by December 15.
December 15	Management- University President	Article 14.A.b.(2)	Probationers appointed at mid-year – For probationers in their second, third, and fourth year of probationary employment, notice of renewal or non-renewal for mid-year appointees shall be sent by the President no later than December 15 of the second, third, or fourth year of probationary employment.
December 15	Management	Article 29 F.1.b	The FACULTY MEMBER to be retrenched shall be given notice in accordance with the following: b. Second-year probationary non-tenured FACUTLY MEMBERS
December 31	Faculty Member	Article 14 A.2	A probationary non-tenured FACULTY MEMBER in his/her fifth year of probationary employment may apply for tenure by December 31.
December 31	Faculty Member	Article 15.C.1	By December 31 of the fifth year of the probationary period, a FACULTY MEMBER may apply for tenure.
December 31	University President	Article 15.C.1	By December 31 (for FACULTY MEMBERS with a January anniversary date) of the fifth year of probationary employment, the President shall either grant tenure to the probationer or the probationer's sixth year of employment shall be a terminal year of employment
December 31	University President	Article 15.E.5	The President shall notify in writing each eligible FACULTY MEMBER, who applied for tenure in accordance with the above, of either the positive or the negative decision made with the respect to granting of tenure. The President shall make his/her decision by December 31 (for FACULTY MEMBERS with January anniversary dates.)