# 2009/2010 Tenure Track Retention/Tenure/Promotion Timetable (*NOTE: Timetable indicates **current** year's status)*

| **Timeline for FULL REVIEW FILES** | 2nd Year in Tenure Track Position* | 4th & 6th Probationary Year (See below for further explanations***) | Tenured Faculty Promotion |
|---|---|---|---|
| | First Full Review**** | Full Review**** | Full Review**** |
| Portfolio to Dept. Chair | **9/15/2009 thru 9/28/2009** | **10/1/2009** | **10/1/2009** |
| Portfolio declared complete-Chair Evaluates Portfolio | **9/30/2009** | **10/5/2009** | **10/5/2009** |
| Forward portfolio to DPC | **10/07/2009** | **10/12/2009** | **10/12/2009** |
| DPC recommendation and evaluation AND Chair Evaluation to Faculty | **10/16/2009** | **10/26/2009** | **10/26/2009** |
| Chair recommendation to Faculty | **10/26/2009** | **11/6/2009** | **11/6/2009** |
| Portfolio forwarded to Dean | **11/05/2009** | **11/18/2009** | **11/18/2009** |
| Dean recommendation/evaluation to faculty | **11/19/2009** | **12/14/2009** | **12/14/2009** |
| Portfolio forwarded to FAR for evaluation by the FPC (if required) and VPAA** | **12/1/2009** | **1/11/2010** | **1/11/2010** |
| FPC (if required) recommendation/evaluation to faculty | **12/15/2009** | **3/22/2010** | **3/22/2010** |
| VPAA recommendation/statement to faculty** | **01/21/2010** | **4/19/2010** | **4/19/2010** |
| Portfolio forwarded to President | **02/09/2010** | **5/3/2010** | **5/3/2010** |
| President's Decision to faculty | **2/26/2010** | **6/1/2010** | **6/15/2010** |

| **Timeline for ABBREVIATED REVIEW FILES** 3rd Probationary Year (Without Service Credit) And 5th Probationary Year (Regardless of Service Credit) | |
|---|---|
| | Abbreviated Review (Review File)**** |
| Vita and SOQs to Dept. Chair | **10/1/2009** |
| File declared complete--Chair Evaluates Review File | **10/5/2009** |
| Forward Review File to DPC | **10/12/2009** |
| DPC statement to Faculty | **10/26/2009** |
| Chair statement to Faculty | **11/6/2009** |
| Review File forwarded to Dean | **11/18/2009** |
| Dean statement to Faculty | **12/7/2009** |
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| Review File to FAR | **2/11/2010** |
| President's Decision to Faculty | **3/15/2010** |

* **Regardless of Service Credit, all probationary faculty in their second year in the tenure track position shall be subject to this timeline.**
** **Academic Related Counselor portfolios are not evaluated by the VPAA.**
*** **Faculty that would normally be subject to an abbreviated review but have requested *early action* or have received a decision from the President that they shall be subject to a full review**
**** **If a day falls on a furlough day, proceed to next business day.**

In accordance with Sections 13.5 and 14.5 of the Unit 3 (Faculty) Collective Bargaining Agreement (CBA), the above timelines for the evaluation of probationary faculty and for the promotion process are established. Section 15.4 of the CBA mandates compliance with this schedule.