

UNIVERSITY OF
ILLINOIS

SPRINGFIELD

UIS ACADEMIC PERSONNEL CALENDAR

AY 17-18

Version 8.1.17

Table of Contents

Table of Acronyms	3
Complete UIS Academic Personnel Calendar AY 17-18	4
 Personnel Process Calendars	
Sabbatical	12
Promotion – Tenure-Track Faculty	13
Promotion – Non-Tenure Track Faculty.....	14
Tenure	15
Post Tenure Review	16
Reappointment	17
Annual Performance Review	18
 Award Process Calendars	
UIS Faculty Awards.....	19
University Scholars Award.....	20
 Other Calendars	
Elections and Other Dates.....	21
Emeritus Nominations	22
Honorary Degrees	23

Table of Acronyms

BOT	Board of Trustees
CEC	College Executive Committee
CLPC	College Level Personnel Committee
CLC	Campus Level Committees (TRC, CPC, and CSAC)
CPC	Campus Promotions Committee
CSAC	Campus Sabbatical and Awards Committee
DPC	Department Personnel Committee
PTR	Post Tenure Review
TRC	Tenure Review Committee
USRP	University Scholars Review Panel
VCAA	Vice Chancellor for Academic Affairs

NOTE: All items are due by 5:00 p.m. on the established date.

Complete Calendar

DATE	ACTION
August 16	Academic year begins.
August 16	Presuming that honorary degree nominations and brief CV's were received by VCAA on or before June 1, 2017, Chancellor and President review Honorary Degree nominations and full dossiers and send comments to VCAA by this date for referral to CSAC.
August 22	VCAA notifies Deans and Campus Senate Chair of non-tenured faculty members who are not eligible to serve on personnel, governance, or institutional committees.
August 29	VCAA notifies UIS community of faculty scheduled for reappointment and tenure review by this date.
September 1	VCAA convenes CSAC, and forwards Honorary Degree nominations and full dossiers for the committee's consideration by this date.
September 1	Faculty having completed AY 16-17 sabbaticals submit a sabbatical report to the Department Chair by this date.
September 8	Department Chairs review and sign AY 16-17 sabbatical reports, and send to Deans by this date.
September 15	Deans review and sign AY 16-17 sabbatical reports, and send to VCAA by this date.
September 18	Faculty submit promotion application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae, and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).
September 18	Non-tenure track faculty submit promotion application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae, and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC) or Department Chair/Unit Head if no personnel committee exists.
September 18	Non-tenure track faculty who intend to apply for promotion in AY19-20 submit pre-promotion narrative and portfolio. Review materials submitted to the Faculty Files Custodian must include one copy of the narrative, current resume or curriculum vitae, and log of portfolio contents, as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC) or Department Chair/Unit Head if no personnel committee exists, and to the Dean.
September 19	Faculty submit sabbatical applications via online system, and send written notice (e-mail or memo) of application to VCAA and Deans, by this date.

- September 19** Department Chairs notify VCAA and Deans of faculty members and chairs serving on DPCs by this date.
- September 19** VCAA notifies Deans of faculty scheduled for Post Tenure Review (PTR) by this date.
- September 22** VCAA reviews and signs AY 16-17 sabbatical reports, and sends to Chancellor by this date.
- September 25** Faculty submit tenure application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).
- September 26** VCAA notifies Campus Senate Executive Committee of multi-year appointments by this date.
- September 26** Deans notify faculty and departments of faculty scheduled for PTR by this date.
- September 29** DPCs convene by this date to review UIS Academic Personnel Calendar for the year.
- October 1** Chancellor reviews and signs AY 16-17 sabbatical reports, and sends to the Personnel File by this date.
- October 1** CSAC submits Honorary Degree recommendations to Campus Senate Chair by this date.
- October 3** VCAA appoints representatives from PTR faculty pool to PTR committees, notifies faculty under post tenure review of representative appointments and Deans of appointments, and provides faculty under review with PTR faculty pool list, by this date.
- October 6** Department Chairs submit sabbatical recommendations to Deans via online system by this date.
- October 9** DPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- October 9** DPCs or Department/Chairs/Unit Heads submit non-tenure track pre-promotion evaluations/promotion recommendations to Deans/Dean-equivalents, and provide copies to candidates and Personnel Files, by this date.
- October 10** Colleges conduct student elections (if applicable) for CLPCs by this date.
- October 10** VCAA convenes CSAC by this date.
- October 10** Faculty under post tenure review select PTR Committee representatives from PTR faculty pool, and notify VCAA and Deans, by this date.
- October 13** Departments appoint department faculty representatives to PTR Committees, and notify VCAA, Deans, and faculty members under review, by this date.
- October 16** Promotion applicants submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.

- October 16** Non-tenure track pre-promotion/promotion applicants submit comments to Deans/Dean-equivalents, if desired, in response to DPC or Department Chair/Unit Head evaluations/recommendations, and provide copies to Personnel Files, by this date.
- October 16** DPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- October 17** Deans convene CLPCs by this date.
- October 17** Deans notify VCAA of chairs, faculty members, and students (if applicable) serving on CLPCs by this date.
- October 17** Deans refer tenure-track DPC promotion recommendations to CLPCs by this date.
- October 19** Deans submit sabbatical recommendations to VCAA via online system by this date.
- October 20** VCAA submits sabbatical applications to CSAC Chair by this date.
- October 20** VCAA convenes CPC by this date.
- October 23** Tenure candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
- October 24** Deans refer DPC tenure recommendations to CLPCs by this date.
- October 27** Deans convene PTR Committees by this date.
- October 31** PTR Committees elect chairs, and notify VCAA, Deans, and faculty member under review, by this date.
- November 1** Campus Senate Chair sends Honorary Degree recommendations and full dossiers to Chancellor by this date.
- November 1** CLPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- November 1** VCAA convenes TRC by this date.
- November 2** PTR faculty members prepare materials to be considered, and forward them to PTR Committee Chairs, by this date.
- November 8** Promotion applicants submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- November 8** CLPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- November 10** CSAC Chair submits sabbatical recommendations to VCAA, and provides copies to sabbatical applicants, by this date.
- November 15** Chancellor sends confirmation of Honorary Degree recipients for **2018 Commencement** to VCAA by this date.

- November 15** Tenure candidates submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- December 1** VCAA submits sabbatical recommendations to Chancellor, and provides copies to sabbatical applicants, by this date, after having met with the CSAC to discuss and review any cases where the VCAA disagrees with the CSAC's recommendations.
- December 5** PTR Committees meet with faculty under review by this date.
- December 5** VCAA announces opening of nominations for UIS faculty awards and University Scholars Award by this date.
- December 6** VCAA submits Honorary Degree recommendations to Board of Trustees by this date, for recognition at **2018 Commencement**.
- December 8** Chancellor transmits sabbatical recommendations to online system, notifies sabbatical applicants, and provides copies to VCAA, Deans, CSAC Chair, DPC Chairs, and Personnel Files, by this date.
- December 8** Deans/Dean-equivalents provide pre-promotion evaluations to Department Chair/Unit Heads, candidates, and Personnel Files, by this date.
- December 8** Deans submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
- December 8** Deans/Dean-equivalents submit non-tenure track promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
- December 15** Promotion applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
- December 15** Non-tenure track promotion applicants submit comments to VCAA, if desired, in response to Deans'/Dean-equivalents' recommendations, and provide copies to Personnel Files, by this date.
- December 15** Deans submit tenure recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
- December 22** Tenure applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
- January 8** VCAA refers tenure-track promotion recommendations to CPC for applicants to the rank of professor by this date.
- January 8** VCAA refers Deans' tenure recommendations to TRC by this date.
- January 9** Faculty Files Custodian sends Fall 2017 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
- January 16** Reappointment candidates submit reappointment application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).

- February 2** PTR Committee Chairs submit PTR Report to faculty under review by this date.
- February 2** Faculty submit nominations for UIS faculty awards, and University Scholars Award to VCAA by this date.
- February 6** DPCs submit assessment and reappointment recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- February 7** VCAA sends nominations for UIS faculty awards to CSAC Chair by this date.
- February 7** VCAA sends nominations for University Scholars Award to USRP Chair by this date.
- February 13** Reappointment candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
- February 14** Deans refer DPC reappointment recommendations to CLPCs by this date.
- February 16** CPC Chair submits promotion recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
- February 16** TRC submits reports with tenure recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
- February 22** Faculty submit Faculty Professional Performance Reports to Deans, and provide copies to Personnel Files, by this date.
- February 23** Promotion applicants submit comments to VCAA, if desired, in response to CPC recommendations, and provide copies to Personnel Files, by this date.
- February 23** PTR faculty notify PTR Committee Chairs in writing of acceptance or rejection of PTR Reports by this date.
- February 23** Tenure candidates submit comments to VCAA, if desired, in response to TRC recommendations, and provide copies to Personnel Files, by this date.
- February 28** PTR Committee Chairs submit accepted PTR reports and faculty responses to Department Chairs, Deans, VCAA, and Personnel Files, by this date.
- March 2** CSAC Chair submits recommendations for UIS faculty awards to Chancellor, with copy to VCAA, by this date.
- March 2** USRP Chair submits recommendation for University Scholars Award to Chancellor by this date.
- March 7** VCAA begins solicitation process to identify candidates for campus level committees (TRC, CPC, and CSAC) by this date.
- March 7** CLPCs submit reappointment reports with recommendations to Deans, and provide copies to candidates, Department Chairs, and Personnel Files, by this date.
- March 9** Chancellor notifies recipients of UIS faculty awards, and provides copies to the CSAC Chair, VCAA, and Personnel File, by this date.
- March 9** VCAA notifies nominees not selected for UIS faculty awards by this date.

- March 9** Department Chairs submit emeritus nominations with rationale, and separate brief bio, to Deans by this date.
- March 13** Faculty Files Custodian places nomination materials in the appropriate faculty members' Personnel Files following conclusion of selection process for UIS faculty awards.
- March 20** Deans submit emeritus recommendations, with department rationale and separate brief bio, to VCAA by this date.
- March 21** Reappointment candidates submit comments to Deans, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- March 22** VCAA submits Deans' emeritus recommendations, with department rationale and separate brief bio, to Chancellor by this date.
- March 23** VCAA submits tenure recommendations to Chancellor, and provides copies to candidates, Deans, Department Chairs, and Personnel Files, by this date, after having met with the TRC to discuss and review any cases where the VCAA disagrees with the TRC's recommendation.
- March 23** VCAA submits tenure-track promotion recommendations to Chancellor, and provides copies to Deans, CPC Chair, candidates, and Personnel Files, by this date, after having met with the CPC to discuss and review any cases where the VCAA disagrees with the CPC's recommendation.
- March 23** VCAA notifies non-tenure track promotion applicants of decisions, and provides copies to Deans/Dean-equivalents, Department/Chairs/Units Heads, and Personnel Files, by this date.
- March 23** PTR faculty who reject PTR reports must meet with PTR Committee Chair and Dean, and appeal via VCAA within 15 working days after giving notice of rejection, and no later than this date.
- March 26** VCAA forwards PTR appeals to the appropriate committee (CSAC or CEC) by this date. CSAC/CEC makes a determination within 20 working days after the filing deadline, but no later than April 20.
- March 30** Tenure candidates submit comments to Chancellor, if desired, in response to VCAA recommendations, and deliver copies to Deans and Personnel Files, by this date.
- March 30** Tenure-track promotion applicants submit comments to Chancellor, if desired, in response to VCAA recommendations, and deliver copies to Personnel Files, this date.
- April 1** VCAA sends emeritus bios for inclusion in Commencement program; and notifies Dean, Department Chair, and faculty member, by this date.
- April 4** VCAA initiates Campus Level Personnel Committee (CLC) election process for subsequent year.
- April 4** Deans initiate College Level Personnel Committee (CLPC) election process for subsequent year.

- April 11** Deans submit reappointment recommendations to VCAA, and provide copies to candidates, Department Chairs, and Personnel Files, by this date.
- April 13** Chancellor sends promotion recommendations to applicants, and provides copies to VCAA, Deans, CPC Chair, and Personnel Files, by this date.
- April 13** Chancellor sends tenure recommendations to applicants, and provides copies to VCAA, Deans, TRC Chair, and Personnel Files, by this date.
- April 18** Reappointment candidates submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Deans and Personnel Files, by this date.
- April 20** CSAC or CEC Chair notifies PTR faculty members of Committee's determination regarding appeals, and provides copies of determination to PTR Committee Chair and VCAA, by this date.
- May 1** VCAA publishes UIS Academic Personnel Calendar by this date.
- May 1** VCAA notifies faculty of summer appointments by this date.
- May 1** VCAA notifies UIS community of new membership for various campus-level personnel committees by this date.
- May 2** VCAA notifies reappointment candidates of recommendations; provides copies to Deans, CLPC Chairs, Department Chairs, and Personnel Files, by this date.
- May 11** PTR faculty appeal CSAC determinations to VCAA, if desired, by this date.
- May 15** Deans forward written performance evaluations and faculty salary recommendations to VCAA, and provide copies to Personnel Files, by this date.
- May 15** Faculty having completed AY 16-17 sabbaticals make a presentation to colleagues by this date.
- May 15** Academic year ends.
- June 1** Deans and Department Chairs submit Honorary Degree nominations and brief CVs to VCAA by this date for recognition at **2018 Commencement**.
- June 1** VCAA sends Chancellor's promotion and tenure decisions to BOT by this date.
- June 8** VCAA decides PTR appeals, notifies faculty members under review, and sends copies of decisions to CSAC Chair, PTR Committee Chairs, Deans, and Personnel Files, by this date.
- June 19** Faculty Files Custodian sends Spring 2018 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
- July 15** VCAA sends Honorary Degree nominations and full dossiers to Chancellor by this date.
- Summer** VCAA makes final decision on salary recommendations when the University's operating budget is finalized and notifies Deans. Deans notify faculty members of recommended salary increases.

Emeritus recommendation materials will be placed in Personnel File upon notification of BOT approval.

SABBATICAL REPORT CALENDAR**AY 17-18*****For faculty having completed AY 16-17 sabbaticals***

DATE	ACTION
September 1	Faculty submit a sabbatical report to the Department Chair by this date.
September 8	Department Chairs review and sign sabbatical reports, and send to Deans by this date.
September 15	Deans review and sign sabbatical reports, and send to VCAA by this date.
September 22	VCAA reviews and signs sabbatical reports, and sends to Chancellor by this date.
October 1	Chancellor reviews and signs sabbatical reports, and sends to the Personnel File by this date.
May 15	Faculty make a presentation to colleagues by this date.

SABBATICAL APPLICATION CALENDAR**AY 17-18*****For faculty submitting applications for AY 18-19 sabbatical leave***

DATE	ACTION
September 19	Faculty submit sabbatical applications via online system, and send written notice (e-mail or memo) of application to VCAA and Deans, by this date.
October 6	Department Chairs submit sabbatical recommendations to Deans via online system by this date.
October 10	VCAA convenes CSAC by this date.
October 19	Deans submit sabbatical recommendations to VCAA via online system by this date.
October 20	VCAA submits sabbatical applications to CSAC Chair by this date.
November 10	CSAC Chair submits sabbatical recommendations to VCAA, and provides copies to sabbatical applicants, by this date.
December 1	VCAA submits sabbatical recommendations to Chancellor, and provides copies to sabbatical applicants, by this date, after having met with the CSAC to discuss and review any cases where the VCAA disagrees with the CSAC's recommendations.
December 8	Chancellor transmits sabbatical recommendations to online system, notifies sabbatical applicants, and provides copies to the VCAA, Deans, CSAC Chair, DPC Chairs, and Personnel Files, by this date.

PROMOTION CALENDAR: TENURE-TRACK FACULTY**AY 17-18**

DATE	ACTION
September 18	Faculty submit promotion application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).
October 9	DPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
October 16	Promotion applicants submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
October 17	Deans refer DPC promotion recommendations to CLPCs by this date.
October 20	VCAA convenes CPC by this date.
November 1	CLPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
November 8	Promotion applicants submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
December 8	Deans submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
December 15	Promotion applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
January 8	VCAA refers promotion recommendations to CPC for applicants to the rank of professor by this date.
February 16	CPC Chair submits promotion recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
February 23	Promotion applicants submit comments to VCAA, if desired, in response to CPC recommendations, and provide copies to Personnel Files, by this date.
March 23	VCAA submits promotion recommendations to Chancellor, and provides copies to Deans, CPC Chair, candidates, and Personnel Files, by this date, after having met with the CPC to discuss and review any cases where the VCAA disagrees with the CPC's recommendation.
March 30	Promotion applicants submit comments to Chancellor, if desired, in response to VCAA recommendations, and provide copies to Personnel Files, by this date.
April 13	Chancellor sends promotion recommendations to applicants, and provides copies to VCAA, Deans, CPC Chair, and Personnel Files, by this date.
June 1	VCAA sends Chancellor's promotion decisions to BOT by this date.

PROMOTION CALENDAR: NON-TENURE TRACK FACULTY**AY 17-18**

DATE	ACTION
September 18	Non-tenure track faculty submit promotion application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC) or Department Chair/Unit Head if no personnel committee exists.
September 18	Non-tenure track faculty who intend to apply for promotion in AY19-20 submit pre-promotion narrative and portfolio. Review materials submitted to the Faculty Files Custodian must include one copy of the narrative, current resume or curriculum vitae, and log of portfolio contents, as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC) or Department Chair/Unit Head if no personnel committee exists, and to the Dean.
October 9	DPCs or Department Chairs/Unit Heads submit pre-promotion evaluations/promotion recommendations to Deans/Dean-equivalents, and provide copies to candidates and Personnel Files, by this date.
October 16	Pre-promotion/Promotion applicants submit comments to Deans/Dean-equivalents, if desired, in response to DPC or Department Chair/Unit Head evaluations/recommendations, and provide copies to Personnel Files, by this date.
December 8	Deans/Dean-equivalents provide pre-promotion evaluations to Department Chair/Unit Heads, candidates, and Personnel Files, by this date.
December 8	Deans/Dean-equivalents submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
December 15	Promotion applicants submit comments to VCAA, if desired, in response to Deans'/Dean-equivalents' recommendations, and provide copies to Personnel Files, by this date.
March 23	VCAA notifies promotion applicants of decisions, and provides copies to Deans/Dean-equivalents, Department/Chairs/Units Heads, and Personnel Files, by this date.

TENURE CALENDAR**AY 17-18**

DATE	ACTION
August 29	VCAA notifies UIS community of faculty scheduled for tenure review by this date.
September 25	Faculty submit tenure application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).
October 16	DPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
October 23	Tenure candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
October 24	Deans refer DPC tenure recommendations to CLPCs by this date.
November 1	VCAA convenes TRC by this date.
November 8	CLPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
November 15	Tenure candidates submit comments to VCAA, if desired, in response to CLPC, recommendations, and provide copies to Personnel Files, by this date.
December 15	Deans submit tenure recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
December 22	Tenure candidates submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
January 8	VCAA refers Deans' tenure recommendations to TRC by this date.
February 16	TRC submits reports with tenure recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
February 23	Tenure candidates submit comments to VCAA, if desired, in response to TRC recommendations, and provide copies to Personnel Files, by this date.
March 23	VCAA submits tenure recommendations to Chancellor, and provides copies to candidates, Deans, Department Chairs, and Personnel Files, by this date, after having met with the TRC to discuss and review any cases where the VCAA disagrees with the TRC's recommendation.
March 30	Tenure candidates submit comments to Chancellor, if desired, in response to VCAA recommendations, and provide copies to Deans and Personnel Files, by this date.
April 13	Chancellor sends tenure recommendations to applicants, and provides copies to VCAA, Deans, TRC Chair, and Personnel Files, by this date.
June 1	VCAA sends Chancellor's tenure decisions to BOT by this date.

POST-TENURE REVIEW CALENDAR**AY 17-18**

DATE	ACTION
September 19	VCAA notifies Deans of faculty scheduled for Post Tenure Review (PTR) by this date.
September 26	Deans notify faculty and departments of faculty scheduled for PTR by this date.
October 3	VCAA appoints representatives from PTR faculty pool to PTR Committees, notifies faculty under post tenure review of representative appointments and Deans of appointments, and provides faculty under review with PTR faculty pool list, by this date.
October 10	Faculty under post tenure review select PTR Committee representative from PTR faculty pool, and notify VCAA and Deans, by this date.
October 13	Departments appoint department faculty representatives to PTR Committees, and notify VCAA, Deans, and faculty members under review, by this date.
October 27	Deans convene PTR Committees by this date.
October 31	PTR Committees elect chairs, and notify Deans & VCAA, by this date.
November 2	PTR faculty members prepare materials to be considered, and forward them to PTR Committee Chairs, by this date.
December 5	PTR Committees meet with faculty under review by this date.
February 2	PTR Committee Chairs submit PTR Report to faculty under review by this date.
February 23	PTR faculty notify PTR Committee Chairs in writing of acceptance or rejection of PTR Reports by this date.
February 28	PTR Committee Chairs submit accepted PTR reports and faculty responses to Department Chairs, Deans, VCAA, and Personnel Files, by this date.
March 23	PTR Faculty who reject PTR reports must meet with PTR Committee Chair and Dean, and appeal via VCAA within 15 working days after giving notice of rejection, and no later than this date.
March 26	VCAA forwards PTR appeals to appropriate committee (CSAC or CEC) by this date. CSAC/CEC makes a determination within 20 working days after filing deadline, but no later than April 20.
April 20	CSAC or CEC Chair notifies PTR faculty members of Committee's determination regarding appeals, and provides copies of determination to PTR Committee Chair and VCAA, by this date.
May 11	PTR faculty appeal CSAC determinations to VCAA, if desired, by this date.
June 8	VCAA decides PTR appeals, notifies faculty members under review, and sends copies of decisions to CSAC Chair, PTR Committee Chairs, Deans, and Personnel Files, by this date.

REAPPOINTMENT CALENDAR**AY 17-18**

DATE	ACTION
August 29	VCAA notifies UIS community of faculty scheduled for reappointment review by this date.
January 16	Reappointment candidates submit reappointment application narrative and portfolio. Application submitted to the Faculty Files Custodian must include one copy of the narrative, curriculum vitae and log of portfolio contents; as well as portfolio. A copy of the narrative must also be submitted to the Department Personnel Committee (DPC).
February 6	DPCs submit assessment and reappointment recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
February 13	Reappointment candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
February 14	Deans refer DPC reappointment recommendations to CLPCs by this date.
March 7	CLPCs submit reappointment reports with recommendations to Deans, and provide copies to candidates, Department Chairs, and Personnel Files, by this date.
March 21	Reappointment candidates submit comments to Deans, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
April 11	Deans submit reappointment recommendations to VCAA, and provide copies to candidates, Department Chairs, and Personnel Files, by this date.
April 18	Reappointment candidates submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Deans and Personnel Files, by this date.
May 2	VCAA notifies reappointment candidates of recommendations, and provides copies to Deans, CLPC Chairs, Department Chairs, and Personnel Files, by this date.

ANNUAL PERFORMANCE REVIEW CALENDAR**AY 17-18**

<i>DATE</i>	<i>ACTION</i>
February 22	Faculty submit Faculty Professional Performance Reports to Deans, and provide copies to Personnel Files, by this date.
May 15	Deans forward written performance evaluations and faculty salary recommendations to VCAA, and provide copies to Personnel Files, by this date.
Summer	VCAA makes final decision on salary recommendations when the University's operating budget is finalized and notifies Deans. Deans notify faculty members of recommended salary increases.

UIS FACULTY AWARDS**AY 17-18**

<i>DATE</i>	<i>ACTION</i>
December 5	VCAA announces opening of nominations for UIS faculty awards by this date.
February 2	Faculty submit nominations for UIS faculty awards to VCAA by this date.
February 7	VCAA sends nominations for UIS faculty awards to CSAC Chair by this date.
March 2	CSAC Chair submits recommendations for UIS faculty awards to Chancellor, with copy to VCAA, by this date.
March 9	Chancellor notifies recipients of UIS faculty awards, and provides copies to CSAC Chair, VCAA, and Personnel Files, by this date.
March 9	VCAA notifies nominees not selected for UIS faculty awards by this date.
March 13	Faculty Files Custodian places nomination materials in the appropriate faculty members' Personnel Files following conclusion of UIS faculty awards selection process.
Spring	Recipients of UIS faculty awards recognized at Faculty Honors Reception.

UNIVERSITY SCHOLARS AWARD**AY 17-18**

DATE	ACTION
December 5	VCAA announces opening of nominations for University Scholars Award by this date.
February 2	Faculty submit nominations for University Scholars Award to VCAA by this date.
February 7	VCAA sends nominations for University Scholars Award to USRP by this date.
March 2	USRP Chair submits recommendation for University Scholars Award to Chancellor by this date.
Spring	Chancellor sends recommendation for University Scholars Award to VPAA.
Spring	VCAA notifies nominees not selected for University Scholars Award.
Summer	VPAA notifies recipient of University Scholars Award.
Fall 2018	Recipient of University Scholars Award recognized at Faculty Scholarship Recognition Luncheon.

ELECTIONS AND OTHER DATES**AY 17-18**

DATE	ACTION
August 16	Academic year begins.
August 22	VCAA notifies Deans and Campus Senate Chair of non-tenured faculty members who are not eligible to serve on personnel, governance, or institutional committees.
September 19	Departments Chairs notify VCAA and Deans of faculty members and chairs serving on DPCs by this date.
September 26	VCAA notifies Campus Senate Executive Committee of multi-year appointments by this date.
September 29	DPCs convene by this date to review UIS Academic Personnel Calendar for the year.
October 10	Colleges conduct student elections (if applicable) for CLPCs by this date.
October 17	Deans convene CLPCs by this date.
October 17	Deans notify VCAA of chairs, faculty members, and students (if applicable) serving on CLPCs, by this date.
January 9	Faculty Files Custodian sends Fall 2017 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
March 7	VCAA begins solicitation process to identify candidates for campus level committees (TRC, CPC, and CSAC) by this date.
April 4	VCAA initiates Campus Level Personnel Committee (CLC) election process for subsequent year by this date.
April 4	Deans initiate College Level Personnel Committee (CLPC) election process for subsequent year by this date.
May 1	VCAA publishes UIS Academic Personnel Calendar by this date.
May 1	VCAA notifies faculty of summer appointments by this date.
May 1	VCAA notifies UIS community of new membership for various campus-level personnel committees by this date.
May 15	Academic year ends.
June 19	Faculty Files Custodian sends Spring 2018 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.

EMERITUS NOMINATIONS***AY 17-18**

DATE	ACTION
March 9	Department Chairs submit emeritus nominations with rationale, and separate brief bio, to Deans by this date.
March 20	Deans submit emeritus recommendations, with department rationale and separate brief bio, to VCAA by this date.
March 22	VCAA submits Deans' emeritus recommendations, with department rationale and separate brief bio, to Chancellor by this date.
April 1	VCAA sends emeritus bios for inclusion in Commencement program; and notifies Dean, Department Chair, and faculty member, by this date. Emeritus recommendation materials will be placed in Personnel File upon notification of BOT approval.

**Nominations for emeritus status may be submitted at any time during the academic year; however, only those nominations submitted and approved by no later than the dates above will be included in the 2018 Commencement program. Nominations received after the dates above, if approved, will be included in the following year's Commencement program.*

HONORARY DEGREES**AY 17-18**

Please note that the nomination process begins on June 1, as indicated below.

Departments may submit nominations for Honorary Degrees at any time; however, only those nominations submitted and approved by the Board of Trustees no later than February 1 will be included in the 2018 Commencement program. Nominations approved by the Board of Trustees after February 1 will be included in the following year's Commencement program.

DATE	ACTION
August 16	Presuming that honorary degree nominations and brief CV's were received by VCAA on or before June 1, 2017, Chancellor and President review Honorary Degree nominations and full dossiers and send comments to VCAA by this date for referral to CSAC.
September 1	VCAA convenes CSAC, and forwards Honorary Degree nominations and full dossiers for the committee's consideration by this date.
October 1	CSAC submits Honorary Degree recommendations to Campus Senate Chair by this date.
November 1	Campus Senate Chair sends Honorary Degree recommendations and full dossiers to Chancellor by this date.
November 15	Chancellor sends confirmation of Honorary Degree recipients for 2018 Commencement to VCAA by this date.
December 6	VCAA submits Honorary Degree recommendations to Board of Trustees by this date, for recognition at 2018 Commencement .
June 1	Deans and Department Chairs submit Honorary Degree nominations and brief CVs to VCAA by this date for recognition at 2018 Commencement .
July 15	VCAA sends Honorary Degree nominations and full dossiers to Chancellor by this date.

Nomination
process
begins here