

UNIVERSITY OF  
**ILLINOIS**  

---

**SPRINGFIELD**

*UIS ACADEMIC PERSONNEL CALENDAR*

*AY 18-19*

*Version 5.1.18*

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## 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

<i>DATE</i>	<i>ACTION</i>
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, 2018, Chancellor and President review Honorary Degree nominations and full dossiers and send comments to VCAA by this date for referral to CSAC.
August 23	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 31	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 17-18 sabbaticals submit a sabbatical report (paper version) to the Department Chair/Head by this date.
September 7	Department Chairs/Heads review and sign AY 17-18 sabbatical reports, and send to Deans by this date.
September 13	Department Chairs/Heads notify VCAA and Deans of faculty members and chairs serving on DPCs by this date.
September 14	Deans review and sign AY 17-18 sabbatical reports, and send to VCAA by this date.
September 14	DPCs convene by this date to review UIS Academic Personnel Calendar for the year.
September 17	Faculty submit promotion application narrative and portfolio by this date. 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) by this date.
September 17	Non-tenure track faculty submit promotion application narrative and portfolio by this date. 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, by this date.
September 17	Non-tenure track faculty who intend to apply for promotion in AY20-21 submit pre-promotion narrative and portfolio by this date. 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, by this date.
September 18	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 18	VCAA notifies Deans of faculty scheduled for Post Tenure Review (PTR) by this date.
September 21	VCAA reviews and signs AY 17-18 sabbatical reports, and sends to Chancellor by this date.

- September 24** 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 25** VCAA notifies Campus Senate Executive Committee of multi-year appointments by this date.
- September 25** Deans notify faculty and departments of faculty scheduled for PTR by this date.
- October 1** Chancellor reviews and signs AY 17-18 sabbatical reports, and sends to Personnel Files by this date.
- October 1** CSAC submits Honorary Degree recommendations to Campus Senate Chair by this date.
- October 2** 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 5** Department Chairs/Heads submit sabbatical recommendations to Deans via online system by this date.
- October 5** DPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- October 5** 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 9** VCAA convenes CSAC by this date.
- October 9** Faculty under post tenure review select PTR Committee representatives from PTR faculty pool, and notify VCAA and Deans, by this date.
- October 12** Departments appoint department faculty representatives to PTR Committees, and notify VCAA, Deans, and faculty members under review, by this date.
- October 15** Promotion applicants submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
- October 15** 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 15** DPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- October 16** Deans convene CLPCs by this date.
- October 16** Deans notify VCAA of chairs and faculty members serving on CLPCs by this date.
- October 16** Deans refer tenure-track DPC promotion recommendations to CLPCs by this date.
- October 17** Deans submit sabbatical recommendations to VCAA via online system by this date.
- October 18** VCAA submits sabbatical applications to CSAC Chair by this date.
- October 18** VCAA convenes CPC by this date.

- October 22** Tenure candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
- October 23** Deans refer DPC tenure recommendations to CLPCs by this date.
- October 26** Deans convene PTR Committees by this date.
- October 30** PTR Committees elect chairs, and notify VCAA, Deans, and faculty member under review, by this date.
- October 31** CLPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- November 1** Campus Senate Chair sends Honorary Degree recommendations and full dossiers to Chancellor by this date.
- November 1** VCAA convenes TRC by this date.
- November 1** PTR faculty members prepare materials to be considered, and forward them to PTR Committee Chairs, by this date.
- November 7** Promotion applicants submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- November 7** CLPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
- November 9** CSAC Chair submits sabbatical recommendations to VCAA, and provides copies to sabbatical applicants, by this date.
- November 14** Tenure candidates submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- November 15** Chancellor sends confirmation of Honorary Degree recipients for **2019 Commencement** to VCAA by this date.
- November 30** CSAC notifies campus faculty of those faculty members recommended for sabbaticals, by this date.
- November 30** 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 4** PTR Committees meet with faculty under review by this date.
- December 4** VCAA announces opening of nominations for UIS faculty awards and University Scholars Award by this date.
- December 5** VCAA submits Honorary Degree recommendations to Board of Trustees by this date, for recognition at **2019 Commencement**.
- December 7** 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 7** Deans/Dean-equivalents provide pre-promotion evaluations to Department Chair/Unit Heads, candidates, and Personnel Files, by this date.
- December 7** Deans submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.

<b>December 7</b>	Deans/Dean-equivalents submit non-tenure track promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
<b>December 14</b>	Promotion applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
<b>December 14</b>	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.
<b>December 14</b>	Deans submit tenure recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
<b>December 21</b>	Tenure applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
<b>January 7</b>	VCAA refers tenure-track promotion recommendations to CPC for applicants to the rank of professor by this date.
<b>January 7</b>	VCAA refers Deans' tenure recommendations to TRC by this date.
<b>January 8</b>	Faculty Files Custodian sends Fall 2018 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
<b>January 15</b>	Reappointment candidates submit reappointment application narrative and portfolio, by this date. 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), by this date.
<b>February 1</b>	PTR Committee Chairs submit PTR Report to faculty under review by this date.
<b>February 1</b>	Faculty submit nominations for UIS faculty awards, and University Scholars Award to VCAA by this date.
<b>February 5</b>	DPCs submit assessment and reappointment recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>February 6</b>	VCAA sends nominations for UIS faculty awards to CSAC Chair by this date.
<b>February 6</b>	VCAA sends nominations for University Scholars Award to USRP by this date.
<b>February 12</b>	Reappointment candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
<b>February 13</b>	Deans refer DPC reappointment recommendations to CLPCs by this date.
<b>February 15</b>	CPC Chair submits promotion recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
<b>February 15</b>	TRC submits reports with tenure recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
<b>February 21</b>	Faculty submit Annual Performance Reports to Deans, and provide copies to Personnel Files, by this date.
<b>February 22</b>	Promotion applicants submit comments to VCAA, if desired, in response to CPC recommendations, and provide copies to Personnel Files, by this date.

- February 22** PTR faculty notify PTR Committee Chairs in writing of acceptance or rejection of PTR Reports by this date.
- February 22** Tenure candidates submit comments to VCAA, if desired, in response to TRC recommendations, and provide copies to Personnel Files, by this date.
- February 27** PTR Committee Chairs submit accepted PTR reports and faculty responses to Department Chairs/Heads, Deans, VCAA, and Personnel Files, by this date.
- March 1** TRC notifies campus faculty of those faculty members recommended for tenure, by this date.
- March 1** CPC notifies campus faculty of those tenure-system faculty members recommended for promotion, by this date.
- March 1** Faculty having completed Fall 2018 sabbaticals submit a sabbatical report to the Department Chair/Head via online system by this date.
- March 1** CSAC Chair submits recommendations for UIS faculty awards to Chancellor, with copy to VCAA, by this date.
- March 1** USRP Chair submits recommendation for University Scholars Award to Chancellor by this date.
- March 6** VCAA begins solicitation process to identify candidates for campus level committees (TRC, CPC, and CSAC) by this date.
- March 6** CLPCs submit reappointment reports with recommendations to Deans, and provide copies to candidates, Department Chairs/Heads, and Personnel Files, by this date.
- March 8** Department Chairs/Heads review and sign Fall 2018 sabbatical reports via online system and forward to Deans by this date.
- March 8** Chancellor notifies recipients of UIS faculty awards, and provides copies to the CSAC Chair, VCAA, and Personnel File, by this date.
- March 8** VCAA notifies nominees not selected for UIS faculty awards by this date.
- March 8** Department Chairs/Heads submit emeritus nominations with rationale, and separate brief bio, to Deans by this date.
- March 12** Faculty Files Custodian places nomination materials in the appropriate faculty members' Personnel Files following conclusion of selection process for UIS faculty awards.
- March 15** Deans review and sign Fall 2018 sabbatical reports via online system, and forward to VCAA by this date.
- March 19** Deans submit emeritus recommendations, with department rationale and separate brief bio, to VCAA by this date.
- March 20** Reappointment candidates submit comments to Deans, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
- March 21** VCAA submits Deans' emeritus recommendations, with department rationale and separate brief bio, to Chancellor by this date.
- March 22** VCAA reviews and signs Fall 2018 sabbatical reports via online system, and forwards to Chancellor by this date.



- March 22** VCAA submits tenure recommendations to Chancellor, and provides copies to candidates, Deans, Department Chairs/Heads, 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 22** 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 22** 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 22** 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 25** 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 18.
- March 29** 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 29** Tenure-track promotion applicants submit comments to Chancellor, if desired, in response to VCAA recommendations, and deliver copies to Personnel Files, this date.
- March 30** Chancellor reviews and signs Fall 2018 sabbatical reports via online system.
- April 1** Faculty Files Custodian prints sabbatical reports from online system and adds to Personnel Files, by this date.
- April 1** VCAA sends emeritus bios for inclusion in Commencement program; and notifies Dean, Department Chair/Head, and faculty member, by this date.
- April 3** VCAA initiates Campus Level Personnel Committee (CLC) election process for subsequent year.
- April 3** Deans initiate College Level Personnel Committee (CLPC) election process for subsequent year.
- April 10** Deans submit reappointment recommendations to VCAA, and provide copies to candidates, Department Chairs/Heads, and Personnel Files, by this date.
- April 12** Chancellor sends promotion recommendations to applicants, and provides copies to VCAA, Deans, CPC Chair, and Personnel Files, by this date.
- April 12** Chancellor sends tenure recommendations to applicants, and provides copies to VCAA, Deans, TRC Chair, and Personnel Files, by this date.
- April 17** 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 18** 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.

<b>May 1</b>	VCAA notifies reappointment candidates of recommendations; provides copies to Deans, CLPC Chairs, Department Chairs/Heads, and Personnel Files, by this date.
<b>May 10</b>	PTR faculty appeal CSAC determinations to VCAA, if desired, by this date.
<b>May 14</b>	Deans forward written performance evaluations and faculty salary recommendations to VCAA, and provide copies to Personnel Files, by this date.
<b>May 15</b>	Faculty having completed AY 17-18 sabbaticals make a presentation to campus colleagues by this date.
<b>May 15</b>	Academic year ends.
<b>June 1</b>	Deans and Department Chairs/Heads submit Honorary Degree nominations and brief CVs to VCAA by this date for recognition at <b>2020 Commencement</b> .
<b>June 1</b>	VCAA sends Chancellor's promotion and tenure decisions to BOT by this date.
<b>June 7</b>	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.
<b>June 18</b>	Faculty Files Custodian sends Spring 2019 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
<b>July 15</b>	VCAA sends Honorary Degree nominations and full dossiers for recognition at 2020 Commencement to Chancellor, by this date.
<b>Summer</b>	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 18-19*****For faculty having completed AY 17-18 sabbaticals***

<b><i>DATE</i></b>	<b><i>ACTION</i></b>
<b>September 1</b>	Faculty submit a sabbatical report (paper version) to the Department Chair/Head by this date.
<b>September 7</b>	Department Chairs/Heads review and sign sabbatical reports, and send to Deans by this date.
<b>September 14</b>	Deans review and sign sabbatical reports, and send to VCAA by this date.
<b>September 21</b>	VCAA reviews and signs sabbatical reports, and sends to Chancellor by this date.
<b>October 1</b>	Chancellor reviews and signs sabbatical reports, and sends to Personnel Files by this date.
<b>May 15</b>	Faculty make a presentation to campus colleagues by this date.

***For faculty having completed Fall 2018 sabbaticals***

<b>March 1</b>	Faculty submit a sabbatical report to the Department Chair/Head via online system by this date.
<b>March 8</b>	Department Chairs/Heads review and sign sabbatical reports via online system, and forward to Deans by this date.
<b>March 15</b>	Deans review and sign sabbatical reports via online system, and forward to VCAA by this date.
<b>March 22</b>	VCAA reviews and signs sabbatical reports via online system, and forwards to Chancellor by this date.
<b>March 30</b>	Chancellor reviews and signs sabbatical reports via online system by this date.
<b>April 1</b>	Faculty Files Custodian prints sabbatical reports from online system and adds to Personnel Files by this date.
<b>May 15, 2020</b>	Faculty make a presentation to campus colleagues by this date.

**SABBATICAL APPLICATION CALENDAR****AY 18-19***For faculty submitting applications for AY 19-20 sabbatical leave*

<b>DATE</b>	<b>ACTION</b>
<b>September 18</b>	Faculty submit sabbatical applications via online system, and send written notice (e-mail or memo) of application to VCAA and Deans, by this date.
<b>October 5</b>	Department Chairs/Heads submit sabbatical recommendations to Deans via online system by this date.
<b>October 9</b>	VCAA convenes CSAC by this date.
<b>October 17</b>	Deans submit sabbatical recommendations to VCAA via online system by this date.
<b>October 18</b>	VCAA submits sabbatical applications to CSAC Chair by this date.
<b>November 9</b>	CSAC Chair submits sabbatical recommendations to VCAA, and provides copies to sabbatical applicants, by this date.
<b>November 30</b>	CSAC notifies campus faculty of those faculty members recommended for sabbaticals, by this date.
<b>November 30</b>	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.
<b>December 7</b>	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.

*\*Note: Sabbatical applications submitted by faculty whose tenure applications are pending will not be sent forward for the VCAA/Provost's review until completion of the campus tenure review process. Sabbatical applications for faculty recommended for tenure by the Chancellor will be sent forward for the remaining approvals.*

**PROMOTION CALENDAR: TENURE-TRACK FACULTY****AY 18-19**

<b>DATE</b>	<b>ACTION</b>
<b>September 17</b>	Faculty submit promotion application narrative and portfolio by this date. 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) by this date.
<b>October 5</b>	DPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>October 15</b>	Promotion applicants submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
<b>October 16</b>	Deans refer DPC promotion recommendations to CLPCs by this date.
<b>October 18</b>	VCAA convenes CPC by this date.
<b>October 31</b>	CLPCs submit promotion recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>November 7</b>	Promotion applicants submit comments to VCAA, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
<b>December 7</b>	Deans submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
<b>December 14</b>	Promotion applicants submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
<b>January 7</b>	VCAA refers promotion recommendations to CPC for applicants to the rank of professor by this date.
<b>February 15</b>	CPC Chair submits promotion recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
<b>February 22</b>	Promotion applicants submit comments to VCAA, if desired, in response to CPC recommendations, and provide copies to Personnel Files, by this date.
<b>March 1</b>	CPC notifies campus faculty of those tenure-system faculty members recommended for promotion, by this date.
<b>March 22</b>	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.
<b>March 29</b>	Promotion applicants submit comments to Chancellor, if desired, in response to VCAA recommendations, and provide copies to Personnel Files, by this date.
<b>April 12</b>	Chancellor sends promotion recommendations to applicants, and provides copies to VCAA, Deans, CPC Chair, and Personnel Files, by this date.
<b>June 1</b>	VCAA sends Chancellor's promotion decisions to BOT by this date.

**PROMOTION CALENDAR: NON-TENURE TRACK FACULTY****AY 18-19**

<b><i>DATE</i></b>	<b><i>ACTION</i></b>
<b>September 17</b>	Non-tenure track faculty submit promotion application narrative and portfolio by this date. 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, by this date.
<b>September 17</b>	Non-tenure track faculty who intend to apply for promotion in AY20-21 submit pre-promotion narrative and portfolio by this date. 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, by this date.
<b>October 5</b>	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.
<b>October 15</b>	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.
<b>December 7</b>	Deans/Dean-equivalents provide pre-promotion evaluations to Department Chair/Unit Heads, candidates, and Personnel Files, by this date.
<b>December 7</b>	Deans/Dean-equivalents submit promotion recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
<b>December 14</b>	Promotion applicants submit comments to VCAA, if desired, in response to Deans'/Dean-equivalents' recommendations, and provide copies to Personnel Files, by this date.
<b>March 22</b>	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 18-19**

<b><i>DATE</i></b>	<b><i>ACTION</i></b>
<b>August 31</b>	VCAA notifies UIS community of faculty scheduled for tenure review by this date.
<b>September 24</b>	Faculty submit tenure application narrative and portfolio by this date. 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) by this date.
<b>October 15</b>	DPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>October 22</b>	Tenure candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
<b>October 23</b>	Deans refer DPC tenure recommendations to CLPCs by this date.
<b>November 1</b>	VCAA convenes TRC by this date.
<b>November 7</b>	CLPCs submit tenure recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>November 14</b>	Tenure candidates submit comments to VCAA, if desired, in response to CLPC, recommendations, and provide copies to Personnel Files, by this date.
<b>December 14</b>	Deans submit tenure recommendations to VCAA, and provide copies to candidates and Personnel Files, by this date.
<b>December 21</b>	Tenure candidates submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Personnel Files, by this date.
<b>January 7</b>	VCAA refers Deans' tenure recommendations to TRC by this date.
<b>February 15</b>	TRC submits reports with tenure recommendations to VCAA, and provides copies to candidates and Personnel Files, by this date.
<b>February 22</b>	Tenure candidates submit comments to VCAA, if desired, in response to TRC recommendations, and provide copies to Personnel Files, by this date.
<b>March 1</b>	TRC notifies campus faculty of those faculty members recommended for tenure, by this date.
<b>March 22</b>	VCAA submits tenure recommendations to Chancellor, and provides copies to candidates, Deans, Department Chairs/Heads, 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.
<b>March 29</b>	Tenure candidates submit comments to Chancellor, if desired, in response to VCAA recommendations, and provide copies to Deans and Personnel Files, by this date.
<b>April 12</b>	Chancellor sends tenure recommendations to applicants, and provides copies to VCAA, Deans, TRC Chair, and Personnel Files, by this date.
<b>June 1</b>	VCAA sends Chancellor's tenure decisions to BOT by this date.

**POST-TENURE REVIEW CALENDAR****AY 18-19**

<i>DATE</i>	<i>ACTION</i>
September 18	VCAA notifies Deans of faculty scheduled for Post Tenure Review (PTR) by this date.
September 25	Deans notify faculty and departments of faculty scheduled for PTR by this date.
October 2	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 9	Faculty under post tenure review select PTR Committee representative from PTR faculty pool, and notify VCAA and Deans, by this date.
October 12	Departments appoint department faculty representatives to PTR Committees, and notify VCAA, Deans, and faculty members under review, by this date.
October 26	Deans convene PTR Committees by this date.
October 30	PTR Committees elect chairs, and notify Deans, VCAA, and faculty members under review, by this date.
November 1	PTR faculty members prepare materials to be considered, and forward them to PTR Committee Chairs, by this date.
December 4	PTR Committees meet with faculty under review by this date.
February 1	PTR Committee Chairs submit PTR Report to faculty under review by this date.
February 22	PTR faculty notify PTR Committee Chairs in writing of acceptance or rejection of PTR Reports by this date.
February 27	PTR Committee Chairs submit accepted PTR reports and faculty responses to Department Chairs/Heads, Deans, VCAA, and Personnel Files, by this date.
March 22	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 25	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 18.
April 18	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 10	PTR faculty appeal CSAC determinations to VCAA, if desired, by this date.
June 7	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 18-19**

<i>DATE</i>	<i>ACTION</i>
<b>August 31</b>	VCAA notifies UIS community of faculty scheduled for reappointment review by this date.
<b>January 15</b>	Reappointment candidates submit reappointment application narrative and portfolio by this date 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) by this date.
<b>February 5</b>	DPCs submit assessment and reappointment recommendations to Deans, and provide copies to candidates and Personnel Files, by this date.
<b>February 12</b>	Reappointment candidates submit comments to Deans, if desired, in response to DPC recommendations, and provide copies to Personnel Files, by this date.
<b>February 13</b>	Deans refer DPC reappointment recommendations to CLPCs by this date.
<b>March 6</b>	CLPCs submit reappointment reports with recommendations to Deans, and provide copies to candidates, Department Chairs/Heads, and Personnel Files, by this date.
<b>March 20</b>	Reappointment candidates submit comments to Deans, if desired, in response to CLPC recommendations, and provide copies to Personnel Files, by this date.
<b>April 10</b>	Deans submit reappointment recommendations to VCAA, and provide copies to candidates, Department Chairs/Heads, and Personnel Files, by this date.
<b>April 17</b>	Reappointment candidates submit comments to VCAA, if desired, in response to Deans' recommendations, and provide copies to Deans and Personnel Files, by this date.
<b>May 1</b>	VCAA notifies reappointment candidates of recommendations, and provides copies to Deans, CLPC Chairs, Department Chairs/Heads, and Personnel Files, by this date.

**ANNUAL PERFORMANCE REVIEW CALENDAR****AY 18-19**

<i>DATE</i>	<i>ACTION</i>
February 21	Faculty submit Annual 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 18-19**

<b><i>DATE</i></b>	<b><i>ACTION</i></b>
<b>December 4</b>	VCAA announces opening of nominations for UIS faculty awards by this date.
<b>February 1</b>	Faculty submit nominations for UIS faculty awards to VCAA by this date.
<b>February 6</b>	VCAA sends nominations for UIS faculty awards to CSAC Chair by this date.
<b>March 1</b>	CSAC Chair submits recommendations for UIS faculty awards to Chancellor, with copy to VCAA, by this date.
<b>March 8</b>	Chancellor notifies recipients of UIS faculty awards, and provides copies to CSAC Chair, VCAA, and Personnel Files, by this date.
<b>March 8</b>	VCAA notifies nominees not selected for UIS faculty awards by this date.
<b>March 12</b>	Faculty Files Custodian places nomination materials in the appropriate faculty members' Personnel Files following conclusion of UIS faculty awards selection process.
<b>Spring</b>	Recipients of UIS faculty awards recognized at Faculty Honors Reception.

**UNIVERSITY SCHOLARS AWARD****AY 18-19**

<i>DATE</i>	<i>ACTION</i>
December 4	VCAA announces opening of nominations for University Scholars Award by this date.
February 1	Faculty submit nominations for University Scholars Award to VCAA by this date.
February 6	VCAA sends nominations for University Scholars Award to USRP by this date.
March 1	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 2019	Recipient of University Scholars Award recognized at Faculty Scholarship Recognition event.

**ELECTIONS AND OTHER DATES****AY 18-19**

<i>DATE</i>	<i>ACTION</i>
<b>August 16</b>	Academic year begins.
<b>August 23</b>	VCAA notifies Deans and Campus Senate Chair of non-tenured faculty members who are not eligible to serve on personnel, governance, or institutional committees.
<b>September 13</b>	Departments Chairs/Heads notify VCAA and Deans of faculty members and chairs serving on DPCs by this date.
<b>September 14</b>	DPCs convene by this date to review UIS Academic Personnel Calendar for the year.
<b>September 25</b>	VCAA notifies Campus Senate Executive Committee of multi-year appointments by this date.
<b>October 16</b>	Deans convene CLPCs by this date.
<b>October 16</b>	Deans notify VCAA of chairs and faculty members serving on CLPCs, by this date.
<b>January 8</b>	Faculty Files Custodian sends Fall 2018 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.
<b>March 6</b>	VCAA begins solicitation process to identify candidates for campus level committees (TRC, CPC, and CSAC) by this date.
<b>April 3</b>	VCAA initiates Campus Level Personnel Committee (CLC) election process for subsequent year by this date.
<b>April 3</b>	Deans initiate College Level Personnel Committee (CLPC) election process for subsequent year by this date.
<b>May 1</b>	VCAA publishes UIS Academic Personnel Calendar by this date.
<b>May 1</b>	VCAA notifies faculty of summer appointments by this date.
<b>May 1</b>	VCAA notifies UIS community of new membership for various campus-level personnel committees by this date.
<b>May 15</b>	Academic year ends.
<b>June 18</b>	Faculty Files Custodian sends Spring 2019 evaluation summary link to faculty, and includes summaries in Personnel Files, by this date.

**EMERITUS NOMINATIONS\*****AY 18-19**

<b><i>DATE</i></b>	<b><i>ACTION</i></b>
<b>March 8</b>	Department Chairs/Heads submit emeritus nominations with rationale, and separate brief bio, to Deans by this date.
<b>March 19</b>	Deans submit emeritus recommendations, with department rationale and separate brief bio, to VCAA by this date.
<b>March 21</b>	VCAA submits Deans' emeritus recommendations, with department rationale and separate brief bio, to Chancellor by this date.
<b>April 1</b>	VCAA sends emeritus bios for inclusion in Commencement program; and notifies Dean, Department Chair/Head, 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 2019 Commencement program. Nominations received after the dates above, if approved, will be included in the following year's Commencement program.*

## HONORARY DEGREES

AY 18-19

The nomination process began on June 1, 2018 for recognition at 2019 Commencement

The nomination process begins on June 1, 2019 for recognition at 2020 Commencement

*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, 2019 will be included in the 2019 Commencement program. Nominations approved by the Board of Trustees after February 1, 2019 will be included in the following year's Commencement program.*

<b>DATE</b>	<b>ACTION</b>
<b>August 16</b>	Presuming that honorary degree nominations and brief CV's were received by VCAA on or before June 1, 2018, Chancellor and President review Honorary Degree nominations and full dossiers and send comments to VCAA by this date for referral to CSAC.
<b>September 1</b>	VCAA convenes CSAC, and forwards Honorary Degree nominations and full dossiers for the committee's consideration by this date.
<b>October 1</b>	CSAC submits Honorary Degree recommendations to Campus Senate Chair by this date.
<b>November 1</b>	Campus Senate Chair sends Honorary Degree recommendations and full dossiers to Chancellor by this date.
<b>November 15</b>	Chancellor sends confirmation of Honorary Degree recipients for <b>2019 Commencement</b> to VCAA by this date.
<b>December 6</b>	VCAA submits Honorary Degree recommendations to Board of Trustees by this date, for recognition at <b>2019 Commencement</b> .
-----	<i>Nomination process begins here</i>
<b>June 1</b>	Deans and Department Chairs/Heads submit Honorary Degree nominations and brief CVs to VCAA by this date for recognition at <b>2020 Commencement</b> .
<b>July 15</b>	VCAA sends Honorary Degree nominations and full dossiers for recognition at <b>2020 Commencement</b> to Chancellor by this date.