

**FINAL**

**CAS**

**First-Year Faculty Appraisal Schedule for 2009-2010**

<b>September, 2009</b>		
Wednesday, September 23	1 <sup>st</sup> Year Faculty Evaluation Forms	Provost to Deans
Tuesday, September 29	1 <sup>st</sup> Year Faculty Evaluation Forms	Dean to Departments
<b>December</b>		
Friday, December 4	1 <sup>st</sup> Year Faculty Evaluation Forms	Departments to Dean's Office
<b>January, 2010</b>		
Friday, January 22	1 <sup>st</sup> Year Faculty Evaluation Forms	Deans to Provost
<b>February</b>		
Friday, February 19	1 <sup>st</sup> Year Reappointment/ Non-reappointment Letters	Provost to Faculty
<b>March</b>		
Monday, March 8	1 <sup>st</sup> Year Deadline for Receipt of Appeals (if any)	Faculty to PTOC
Friday, March 26	PTOC Recommendations (if any)	PTOC to Provost
<b>April</b>		
Friday, April 2	1 <sup>st</sup> Year Final Notification of Appeals (if any)	President to Faculty

**CAS**  
**Second-Year Faculty Appraisal Schedule for 2009-2010**

<b>September, 2009</b>		
Monday, September 14	2 <sup>nd</sup> Year Faculty Evaluation Forms	Provost to Deans
Wednesday, September 16	2 <sup>nd</sup> Year Faculty Evaluation Forms	Dean to Departments
<b>October</b>		
Thursday, October 15	2 <sup>nd</sup> Year Faculty Evaluation Forms	Departments to Dean's Office
<b>November</b>		
Tuesday, November 10	2 <sup>nd</sup> Year Faculty Evaluation Forms	Deans to Provost
Wednesday, November 18	2 <sup>nd</sup> Year Reappointment/ Non-reappointment Letters	Provost to Faculty
<b>December</b>		
Monday, December 7	2 <sup>nd</sup> Year Deadline for Receipt of Appeals (if any)	Faculty to PTOC
Friday, December 11	2 <sup>nd</sup> Year PTOC Recommendations (if any)	PTOC to Provost
Friday, December 18	Final Notification of Appeals (if any)	President to Faculty

**CAS**  
**3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Year Appraisal Schedule for 2009-2010**

<b>September, 2009</b>		
Wednesday, September 23	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year Faculty Evaluation Forms	Provost to Deans
Friday, September 25	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year Faculty Evaluation Forms	Dean to Departments
<b>January, 2010</b>		
Friday, January 8	3 <sup>rd</sup> Year Faculty Evaluation Forms	Departments to Dean
Friday, January 22	4 <sup>th</sup> , 5 <sup>th</sup> Year Faculty Evaluation Forms	Departments to Dean
<b>March</b>		
Monday, March 1	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year Faculty Evaluation Forms	Dean to Provost
Wednesday, March 31	*3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Year Reappointment/ Non-reappointment Letters	Provost to Faculty
<b>April</b>		
Wednesday, April 14	Deadline for receipt of appeals or withdrawals (if any)	Faculty to PTOC
Monday, April 26	PTOC Recommendations (if any)	PTOC to Provost
Friday, April 30	Final Notification of Appeals (if any)	President to Faculty

\*12 Months before expiration of appointment – AAUP guideline

**CAS**  
**Promotion and Tenure and Promotion Schedule for 2009-2010**

<b>September, 2009</b>		
Wednesday, September 23	P&T Faculty Evaluation Forms	Provost to Deans
Monday, September 28	P&T Faculty Evaluation Forms	Dean to Departments
<b>October</b>		
Wednesday, October 14	Recommendations & Dossiers	Departments to Dean
<b>December</b>		
Wednesday, December 2	POTC Recommendations	Committee to Dean
<b>January, 2010</b>		
Wednesday, January 6	P&T Appraisals & Promotion Applications	Dean to Provost
<b>February</b>		
Monday, February 8	*P&T & Promotion Notification Letters and Non-reappointment Letters	Provost to Faculty
Monday, February 15	P&T & Promotion Notification Letters (yes only)	President to Faculty
Monday, February 22	Deadline for Receipt of Appeals or Withdrawals (if any)	Faculty to PTOC
<b>March</b>		
Wednesday, March 3	PTOC Recommendations (if any)	PTOC to Provost
Friday, March 12	Final Notification of Appeals (if any)	President to Faculty
March/April	College faculty vote on PTOC representation	Deans to Provost

\*12 Months before expiration of appointment – AAUP guideline

**CAS**  
**Special Purpose Faculty Appraisal Schedule for 2009-2010**

<b>September, 2009</b>		
Wednesday, September 23	SPF Evaluation Forms	Provost to Deans
Tuesday, September 29	SPF Evaluation Forms	Dean to Departments
<b>December</b>		
Friday, December 4	SPF Evaluation Forms	Departments to Dean
<b>January, 2010</b>		
Friday, January 22	SPF Evaluation Forms	Deans to Provost
<b>Friday</b>		
Friday, February 19	SPF Reappointment/ Non-reappointment Letters	Deans to Faculty/Academic Affairs/Departments

**CAS**  
**Part-Time Temporary Faculty Appraisal Schedule for 2009-2010**

**FALL 2009**

<b>October</b>		
Friday, October 9	PTTF Appraisal Form: downloaded from Academic Affairs web page	<a href="http://www.indstate.edu/academicaffairs/temporary_faculty.htm">http://www.indstate.edu/academicaffairs/temporary_faculty.htm</a>
<b>November</b>		
Friday, November 6	PTTF Evaluations	Departments to Dean
<b>December</b>		
Tuesday, December 1	PTTF Notification Letters & Faculty Evaluation Forms	Deans to Faculty/Academic Affairs/Departments

**SPRING 2010**

<b>February</b>		
Friday, February 5	PTTF Appraisal Form: downloaded from Academic Affairs web page	<a href="http://www.indstate.edu/academicaffairs/temporary_faculty.htm">http://www.indstate.edu/academicaffairs/temporary_faculty.htm</a>
<b>March</b>		
Monday, March 8	PTTF Evaluations	Departments to Dean
<b>April</b>		
Monday, April 19	PTTF Notification Letters & Faculty Evaluations	Deans to Faculty/Academic Affairs/Departments

**CAS**  
**Faculty Leave of Absence Schedule for 2009-2010**

<b>September 2009</b>		
Tuesday, September 1	Notification of special needs or priorities affecting approval of sabbaticals	Chairs to Faculty
Tuesday, September 15	Faculty Notification of Intent to File for Sabbatical	Faculty to Chairs
Thursday, September 17	Faculty Notification of Intent to file for Sabbatical	Chairs to Dean's Office
<b>November</b>		
Thursday, November 5	Sabbatical Leave Applications	Faculty to Chairs
<b>January 2010</b>		
Sunday, January 10	Sabbatical Leave Applications	Chairs to Dean's Office
<b>February</b>		
Monday, February 1	Evaluated Leave Application	Deans to Provost
<b>March</b>		
Monday, March 1	Notification of Recommendation on Leave Applications	Provost to Faculty, Deans, Chairs, & ULOC
Wednesday, March 31	Leave Appeal Process Recommendation	ULOC to President
<b>April</b>		
Thursday, April 15	Final Decision on Leave Appeals	*President to appellant, Chair, Dean, ULOC, & Academic Affairs
May	Agenda including sabbaticals prepared for April Board of Trustees Meeting	Provost to BOT (No April Board)
March/April	Colleges vote on ULOC representation	Deans to Provost

\*Dates are determined by the Leaves Policy