

Faculty Affairs Timelines for Departments for Calendar Year 2022	
February & March, 2022	PPG Updates and APT Promotion and Tenure Workshops
	Tuesday, March 1 – Chairs Receive PPG Faculty Effort Reporting Forms
	Wednesday, March 23, 11:30 a.m. to 1:00 p.m. – Promotion and Tenure Workshop
	Wednesday, March 30, 5:00 p.m. to 6:30 p.m. – Promotion and Tenure Workshop
March 1 to March 31, 2022	Annual Reappointments - Community-Based and ProMedica Practitioners Roster Review
	1) Rosters will be distributed to Dept Chairs to review for reappointments or terminations. 2) Reappointments: Dept Admins to prepare letters and bring to Faculty Affairs for the Dean's signature - a copy is kept for the personnel file: original returned to dept admins to send out. 3) Terminations: Dept Admins prepare letters/ chairs sign and send a copy to Faculty Affairs for the personnel file.
March 22, 2022 & September 12, 2022	Emeritus Requests
	Dept Chairs can send emeritus status requests to Faculty Affairs twice a year. 1) spring requests due by March 22 2) fall requests due by Sept 13.
March 31, 2022 & September 31, 2022	Non-Renewal Requests UT Salaried Faculty
	Please contact Faculty Affairs regarding non-renewal requests for UT salaried faculty 1) by March 31 for faculty employed > 3 years (One-year non-renewal notice required) 2) by Sept 30 for faculty employed < 3 years. (Six months non-renewal notice required)
April 1, 2022	Promotion Process starts for AY 2022 Cycle
	Dept Chairs begin the promotion and/or tenure process which starts Fall Semester 2022 1) Chairs send an updated list of the department APT membership to Faculty Affairs 2) Chairs send the list of faculty applying for promotion and/or tenure Fall 2022 to Faculty Affairs 3) External letters for those on tenure eligible tracks <i>MUST</i> indicate whether promotion and/or tenure would be granted at the writer's institution. Please allow at least three to four months for these letters to come back. NB: the college APT process will <i>not</i> start without these letters.
May 1 through August 16, 2022	Annual Reappointments - UT Salaried Faculty Contracts for FY 2023
	All contracts will be distributed to faculty members with copies to Dept Chairs. These must be returned by July 1 as the contract expires June 30. For faculty who fail to return a signed contract, the Office of Faculty Affairs will send a reminder to the faculty, chair, Dean by Aug 1st with terminations occurring Aug 16 if the signed contracts are not returned.
September 6, 2022	Review Process
	1) Annual reviews to be completed for all faculty and uploaded in Faculty 180 by Sept 6 covering the period 7/1/2022 to 6/30/2022
	2) Pre-promotion reviews for tenure-eligible faculty at the rank of assistant professor having completed three years of employment are due to the Dept APT Committee by Sept 6, then to the chair for review by Oct 1. Completed reviews due to Faculty Affairs by Oct 15.
	3) Dept APT completes the Post-Tenure review process (Oct 29 - Nov 30) and then submits to the chair to review. These are due to the college APT by Jan 4.
September 19, 2022	Sabbatical Requests
	Chairs to submit any Sabbatical/Faculty Improvement Leaves to Faculty Affairs by Sept 19: these are reviewed by the Dean then sent to the University Sabbatical Committee for review by Oct 4.