PHARMACY
ARPT TIMETABLE 2012-2013

I. REAPPOINTMENT DEADLINES

1st YEAR PROBATIONARY FACULTY

Jan. 7: Faculty member sends reappointment file to Division Director.
No later than Jan. 21: Division Director provides his/her recommendations and files to FRC.
By Feb. 4: FRC provides its recommendations and files to Dean.
Feb. 11: Dean submits recommendations and files to VPAA as follows:

- For candidates with **positive** recommendations, Dean submits to VPAA completed personnel summary plus recommendations *only*.
- For candidates with **negative** recommendations, Dean submits to VPAA full personnel file and all supporting documents.

By March 1: VPAA sends notice of termination to 1st year faculty to take effect August 31st of the first year of employment.

2nd YEAR PROBATIONARY FACULTY

October 15: Faculty member sends reappointment file to Division Director.
Oct. 29: Division Director provides its recommendation and file to FRC.
Nov. 14: FRC provides its recommendations and files to Dean.
Nov. 21: Dean submits recommendations and files to VPAA as follows:

- For candidates with **positive** recommendations, Dean submits to VPAA completed personnel summary plus recommendations *only*.
- For candidates with **negative** recommendations, Dean submits to VPAA full personnel file and all supporting documents.

By Dec. 15: **VPAA sends notice of termination to 2nd year faculty to take effect August 31st of the second year of employment.**

3rd YEAR & BEYOND PROBATIONARY FACULTY

March 8: Faculty member sends reappointment file to Division Director.
April 19: Division Director submits recommendations and files to FRC.
May 17: FRC provides its recommendations and files to Dean.
June 14: Dean submits recommendations and files to VPAA as follows:

- 3rd and 5th Year Candidates: Dean submits to VPAA full personnel file and supporting documents for *all* candidates (positive and negative recommendations).
- 4th Year Candidates: **Positive** recommendations – Dean submits to VPAA completed personnel summary and recommendations *only*. **Negative** recommendations – Dean submits to VPAA full personnel file and supporting documents.

By Sept. 1: VPAA sends notice of termination to 3rd year and beyond faculty to take effect August 31st of the year following the year in which notice was given.

II. PROMOTION/ TENURE DEADLINES

By Nov. 1: Dean sends VPAA a complete list of tenure and/or promotion candidates and 6th year probationary faculty.
Nov. 19: Faculty member sends promotion and/or tenure file to Division Director.
Dec. 10: Division Director provides recommendations and files to FRC.
Jan. 7: FRC provides recommendations and files to Dean.
Jan. 30: Dean provides recommendations and files to VPAA.
TBD: VPAA meets with FRC to discuss any candidates about whom there is disagreement.
March 27: VPAA presents report to Board of Trustee's Academic Affairs Committee to review Promotion and Tenure Recommendations.
April 9: President / VPAA report recommendations to the Board of Trustees.
By June 1: VPAA notifies candidate of any negative decision. 6th year probationary faculty who are not granted tenure (or who do not apply) will receive written notice of termination effective at the end of the 7th year.

NOTE: If there are any differences between this document and the AAUP/AMS Bargaining Agreement, the AAUP/AMS Bargaining Agreement is the prevailing document.