

3.5.2.3.1 Timetable for Probationary Faculty and Full-Time Lectures:

December 7 Probationary faculty and full-time lecturers are notified and asked to submit their annual review portfolio to their chair by January 22nd.

January 22 Probationary faculty and full-time lecturers submit their annual review portfolio to their dean or his/her designee.

February 7 The dean, or his/her designee, reviews and evaluates the annual review portfolio of each probationary faculty member and full-time lecturer.

February 15 The dean submits his or her recommendation for reappointment or non- reappointment to the provost.

March 1 The provost will notify each probationary faculty member and full-time lecturer of his or her reappointment or non- reappointment.

March 10 A first-year probationary faculty member or full-time lecturer who receives a non-reappointment notification can appeal the decision to the President of the University no later than ten calendar days after written receipt of the negative decision. (*UNTD Policy 6.017*)

3.5.3.2 Timetable for Tenure and Promotion Reviews

May 15 Faculty applying for promotion and/or tenure are notified to submit portfolios to the dean by September 1.

June 1 Faculty applying for promotion and/or tenure submit names of potential external reviewers to the dean.

September 1 Faculty applying for promotion and/or tenure submit portfolios to the dean.

September 5 The dean sends the portfolio including vitae and applicable articles or scholarly works of the faculty applying for promotion and/or tenure to the external reviewers.

October 1 Dean submits portfolios of the faculty applying for promotion and/or tenure and letters from external reviewers to the chair.

November 15 Chair submits his or her recommendations for the promotion and /or tenure of the faculty under review to the dean.

December 15 The dean submits his or her recommendation for the promotion and/or tenure of faculty under review to the provost.

January 15 The provost submits the portfolios of faculty applying promotion and/or tenure to the Committee on Tenure and Promotion.

February 15 The Committee on Tenure and Promotion submits its recommendations for the promotion and/or tenure of faculty under review to the provost.

March 15 The provost submits recommendation for the promotion and/or tenure of faculty under review to the President of the University.

March 30 The provost notifies the faculty applying for promotion and/or tenure of his or her recommendation to the President of the University.

April 10 Faculty applying for promotion and/or tenure who received a negative recommendation from the provost may appeal the decision to the President of the University no later than 10 calendar days after written receipt of the decision. (*UNT Dallas Policy 6.017*)