

Revised August 2024: SCHEDULE FOR FACULTY REVIEWS: Promotion, Tenure, EPR, APR, Merit, FIL, and Emeritus - DEADLINES (CBA #5)

Throughout this document, any deadline that falls on a weekend or university holiday will be moved to the next business day of the university

PROMOTION & TENURE RECOMMENDATION SUBMITTED TO PROVOST FOR DECISION (AND FORWARDING TO PRESIDENT & BOARD) (Faculty 180)	Candidate Submits Credentials to Department/ School	External Review Letters Provided to Candidates by Faculty 180 Administrator	Department/ School Committee Recommendation	Chair/ Director Recommendation ^Δ	College PTRC Recommendation	Dean Recommendation ^Δ	University-Level Review Committee Advisory Memo to Provost [¶]	Provost Recommendation to President & Trustees
PROMOTION & TENURE REVIEWS	September 30th [#]	October 1st	October 15th	October 31st	December 15th	January 31st	February 28th	Late March/Early April

[#] Solicitation and return of external review letters must occur prior to submission of candidate credentials. For process and timeline see <https://www.bgsu.edu/content/dam/BGSU/provost/faculty-affairs/documents/external-reviews-pt.pdf>

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[¶] ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

ENHANCED PERFORMANCE REVIEWS SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)	Candidate Submits Credentials to Department/ School	Department/ School Committee Recommendation	Chair/ Director Recommendation ^Δ	College PTRC Recommendation	Dean Recommendation ^Δ	University-Level Review Committee Advisory Memo to Provost [¶]	Provost Notification of Renewal of Contract
ENHANCED PERFORMANCE REVIEWS (TTF) ●TTF (last year of mid-probationary appointment, typically Year 3)	October 15th	November 15th	November 30th	January 31st	February 28th	March 31st	Late April
ENHANCED PERFORMANCE REVIEWS (QRF) ●QRF (EPR every third year in years 1-6) Typically year 3 Typically year 6	September 30th September 1st	October 15th September 15th	November 15th October 1st	January 31st November 1st	February 28th December 1st	March 15th December 15th	Not later than April 1st Not later than February 1st

^Δ A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

[¶] ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

NOTICE OF NON-RENEWAL TO QRF 10+ YEARS SUBMITTED TO PROVOST FOR RENEWAL DECISION (paper)	Chair/ Director Recommendation to Dean	Dean Recommendation to Provost	Provost Notification of Non-Renewal of Contract
NON-RENEWAL OF QRF IN YEARS 10 AND BEYOND - BASED ON DEMAND FOR DUTIES AND ADEQUATE BUDGET RESOURCES (NOT FOR PERFORMANCE)	May 1st preceding the final contract year	June 1st preceding the final contract year	Not later than July 1st preceding the final contract year

APRs FOR QRF SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)	Candidate Submits Credentials	Department Recommendation to Chair [#]	Chair/Director Recommendation to Dean ^Δ	Dean Recommendation to Provost ^Δ	Provost Notification of Annual Renewal of Contract
ANNUAL PERFORMANCE REVIEWS FOR QRF For year 1	January 15th	February 1st	February 15th	March 1st	Not later than April 1st
For year 2	September 30th	October 15th	November 15th	February 28th	Not later than April 1st

Note. For Year 1 annual review, review materials are typically limited to those available during the first fall semester prior to the deadline. In subsequent years, review materials include fall, spring, summer (where applicable) materials

Year 4 APR	Fall Year 3, Spring Year 3, Summer Year 3, and Fall year 4 <i>Submit by January 31st</i>	Fall Year 3, Spring Year 3, Summer Year 3 <i>Submit by September 7th</i>	Fall Year 3, Spring Year 3, Summer Year 3 <i>Submit by September 7th</i>
Year 5 APR	Spring Year 4, Summer Year 4, Fall Year 5 <i>Submit by January 31st</i>	Fall Year 4, Spring Year 4, Summer Year 4 <i>Submit by September 7th</i>	Fall Year 4, Spring Year 4, Summer Year 4 <i>Submit by September 7th</i>
Year 6 TTF: P&T Review Year 6 QRF: EPR	Cumulative through date of submission <i>Submit by September 30th</i>	Cumulative over the three-year term <i>Submit by September 1st</i>	Fall Year 5, Spring Year 5, Summer Year 5 <i>Submit by September 7th</i>
Year 7 and Beyond	n/a	n/a	Previous Academic Year (Fall, Spring, Summer)

FACULTY IMPROVEMENT LEAVE APPLICATION AND REVIEW (Faculty 180)	Provost Call for Applications	Candidate Submits Credentials	Department/School Recommendation to Chair/Director*	Chair/Director Recommendation to Dean	Dean Recommendation to Provost	Provost Notification to Candidate and Deans	Candidate Submits Signed FIL Agreement
	Mid August	First Monday in October	October 15th	November 1st	December 15th	January 31st	February 15th

*For academic units whose reappointment policy requires input from the academic unit.

EMERITUS FACULTY STATUS	Call for Recommendations sent to Deans/Deans Assistants	Candidate Request Submitted to Unit for Review	Department/School Recommendation to Chair/Director	Chair/Director Recommendation to Dean	Dean Recommendation to Honorary Degree Committee Faculty Senate	Honorary Degree Committee Recommendation to Provost	Provost Notification to Candidate and Deans
	Early December	January 10	January 24	February 7	February 21	March 15	Mid April