## 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 <sup>∆</sup>	College PTRC Recommendation	Dean Recommendation <sup>∆</sup>	University-Level Review Committee Advisory Memo to Provost <sup>¶</sup>	Provost Recommendation to President & Trustees
PROMOTION & TENURE REVIEWS	September 30th <sup>#</sup>	October 1st	October 15th	October 31st	December 15th	January 31st	February 28th	Late March/Early April
# 0	Solicitation and roturn of ovtorno	al raviaw latters must assur prior to s	submission of sandidate stade	ntials. For process and timeli	na saa https://www.basu.adu	/contant/dam/BCSII/nroyost	·/faculty affairs/documents/ovtornal	I ravious nt ndf

<sup>\*</sup>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

ENHANCED PERFORMANCE REVIEWS SUBMITTED TO PROVOST FOR RENEWAL DECISION (Faculty 180)	Candidate Submits Credentials to Department/ School	Department/ School Committee Recommendation	Chair/ Director Recommendation <sup>△</sup>	College PTRC Recommendation	Dean Recommendation <sup>△</sup>	University-Level Review Committee Advisory Memo to Provost <sup>¶</sup>	Provost Notification of Renewal of Contract
<b>ENHANCED PERFORMANCE REVIEWS (TTF)</b> ●TTF (last year of mid-probationary appointment, typic	October 15th cally Year 3)	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)		0			<b>.</b>		
Typically year 3	September 30th	October 15th	November 15th	January 31st	February 28th	March 15th	Not later than April 1st
Typically year 6	September 1st	September15th	October 1st	November 1st	December 1st	December 15th	Not later than February 1st

 $<sup>^{\</sup>Delta}$  A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

NOTICE OF NON-RENEWAL TO QRF 10+ YEARS		Dean	<b>Provost Notification of</b>
SUBMITTED TO PROVOST FOR RENEWAL DECISION	Chair/ Director	<b>Recommendation to</b>	Non-Renewal of
(paper)	<b>Recommendation to Dean</b>	Provost	Contract

NON-RENEWAL OF QRF IN YEARS10 AND BEYOND - BASED ON DEMAND FOR DUTIES AND ADEQUATE BUDGET RESOURCES (NOT FOR PERFORMANCE)

May 1st preceding the final contract year

Not later than July 1st preceding the final contract year

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 <sup>#</sup>	Chair/Director Recommendation to Dean <sup>∆</sup>	Dean Recommendation to Provost <sup>A</sup>	Provost Notification of Annual Renewal of Contract
ANNUAL PERFORMANCE REVIEWS FOR QRF For year 1	January 15th	February 1st	Febrary 15th	March 1st	Not later than April 1st
For year 2	September 30th	October 15th	November 15th	February 28th	Not later than April 1st

 $<sup>^{\</sup>Delta}$  A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

<sup>&</sup>lt;sup>¶</sup> ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

<sup>&</sup>lt;sup>¶</sup> ULRC input required only when there are one or more negative recommendations provided by the candidate's unit, Chair/Director, college committee, or Dean

For years 4-5 September 7th September 21st October 5th December 15th Not later than February 1st

For Years 7+: In place of APRs and EPRs, the annual merit review process serves as the annual evaluation for QRF in years seven and beyond

September 7th September 28th October 19th November 15th Not later than December 1st

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

 $^{\Delta}$  A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

∩ All "QRF Years 7 and Beyond" are required to participate in the merit review process, which will serve as the annual review for the purpose of reappointment decisions based on performance (Article 14, Section 6.3.1)

APRs FOR PROBATIONARY TTF SUBMITTED TO PROVOST FOR REVIEW/FILING (Faculty 180)	Candidate Submits Credentials	Department Recommendation to Chair/ Director <sup>#</sup>	Chair/ Director Recommendation to Dean and Provost <sup>△</sup>	Filed by Office of Provost	
ANNUAL PERFORMANCE REVIEWS FOR PROBATIONARY <i>Prior</i> to TTF Enhanced Performance Review (EPR)	TTF January 31st	February 28th	March 31st	May 15th	
		w, review materials are typically lin Dean provides substantive feedback		•	naterials include spring, summer (where applicable), and fall materials.
AFTER TTF Enhanced Performance Review (EPR)	January 31st	February 28th	March 31st	May 15th	
		on date required for Year 3 EPR (i.e.	•		tted by BUFM should include fall year 3, spring year 3, summer year 3, and fall year 4"

<sup>\*</sup>For academic units whose reappointment policy requires input from the academic unit.

<sup>^</sup>Although not required by CBA, Deans are expected to provide an annual performance feedback letter to the probationary TTF member by the end of the spring semester

			Chair/ Director		
			<b>Recommendation to</b>		
		Department/ School	Dean (including	Dean	
MERIT DECISION SUBMITTED BY DEAN TO PROVOST	<b>Candidate Submits</b>	Recommendation to Chair/	Department/ School	Consultation	Dean Notifies Faculty of
(CONSULTATION WITH PROVOST)	Credentials*	Director <sup>Δ</sup>	Recommendation) $^{\Delta\Delta}$	with Provost	Merit Decisions
MERIT REVIEWS FOR ALL BUFM (TTF and QRF) <sup>⋄</sup> ∩	September 7th	September 28th	October 19th	November 15th***	On or about January 15th

<sup>\*</sup>As per Merit Template.

## SEMESTERS TO INCLUDE DURING EVALUATIONS FOR APR, EPR, AND MERIT

	TTF	QRF	Merit: Both TTF & QRF
Year 1 APR	Fall Year 1 Submit by January 31st	Fall Year 1 Submit by January 15th	Any relevant information prior to September 7th dossier submission Submit by September 7th
Year 2 APR	Spring Year 1, Summer Year 1, Fall Year 2 Submit by January 31st	Spring Year 1, Summer Year 1 Submit by September 30th	Fall Year 1, Spring Year 1, Summer Year 1 Submit by September 7th
Year 3 TTF: EPR (Mid-Probationary Review) Year 3 QRF: EPR	Cumulative through Summer Year 2 Submit by October 15th	Cumulative through Summer Year 2 Submit by September 30th	Fall Year 2, Spring Year 2, Summer Year 2 Submit by September 7th

 $<sup>^{\</sup>Delta}$  A rebuttal letter may be submitted within three business days from notification of the recommendation at that step of the process

<sup>&</sup>lt;sup>Δ</sup> An appeal may be submitted to the Chair/Director within seven calendar days after deadline for candidate to receive copy of Department/School recommendation

An appeal may be submitted to the Dean within seven calendar days after deadline for candidate to receive copy of Chair/Director recommendation

All Tenured faculty are required to participate in the merit review process. Merit reviews with rating of "unacceptable" may serve as a trigger event for an Extraordinary Review (CBA Article 31)

All "QRF Years 7 and Beyond" are required to participate in the merit review process, which will serve as the annual review for the purpose of reappointment decisions based on performance (Article 14, Section 6.3.1)

<sup>\*\*\*</sup>No later than December 1st: Provost notification of nonrenewal due to performance for QRF Years 7 and beyond

EMERITUS FACULTY STATUS	Call for Recommendations sent to Deans/Deans Assistants Early December	Candidate Request Submitted to Unit for Review January 10	Department/School Recommendation to Chair/Director  January 24	Chair/Director Recommendation to Dean February 7	Dean Recommendation to Honorary Degree Committee Faculty Senate February 21	Honorary Degree Committee Recommendation to Provost March 15	
	*For academic units whose reappo	ointment policy requires input fron	n the academic unit.				
	Mid August	First Monday in October	October 15th	November 1st	December 15th	January 31st	February 15th
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
Year 7 and Beyond	n/a	n/a	Previous Academic Year (Fall, Spring, Summer)				
Year 6 TTF: P&T Review Year 6 QRF: EPR	Cumulative through date of submission Submit by September 30th	Cumulative over the three-year term Submit by September 1st	Fall Year 5, Spring Year 5, Summer Year 5 Submit by September 7th				
Year 5 APR	Spring Year 4, Summer Year 4, Fall Year 5 Submit by January 31st	Fall Year 4, Spring Year 4, Summer Year 4 Submit by September 7th	Fall Year 4, Spring Year 4, Summer Year 4 Submit by September 7th				
Year 4 APR	Fall Year 3, Spring Year 3, Summer Year 3, and Fall year 4 Submit by January 31st	Fall Year 3, Spring Year 3, Summer Year 3 Submit by September 7th	Fall Year 3, Spring Year 3, Summer Year 3 Submit by September 7th				