



Date: July 15, 2020

To: Deans, Associate Deans, and Department Heads

From: Jane Cassidy
Senior Vice Provost

Re: Review of Sabbatical Leave Requests, Senior Instructor Recommendations, and Promotion/Tenure Recommendations

The following schedules have been established for review of sabbatical leave requests, senior instructor recommendations, and promotion/tenure recommendations for the 2020 – 2021 Academic Year.

SABBATICAL LEAVE REQUESTS

Action	Fall 2020
Requests due to Human Resource Management	October 16, 2020
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 30, 2020
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 20, 2020
Final Campus Review by Provost	November 27, 2020
Returned to Human Resource Management for processing	December 4, 2020

SENIOR INSTRUCTOR RECOMMENDATIONS

Action	Spring 2021
List of candidates to Human Resource Management to check eligibility	November 2, 2020
Candidate reviews by Department and College	March 29, 2021
Approved reviews due to Human Resource Management for processing	April 12, 2021

PROMOTION/TENURE RECOMMENDATIONS

Action	Fall 2020	Spring 2021 (Mid-Year)
Last day for meetings between candidates and deans to occur	November 20, 2020	April 9, 2021
Recommendations due in Human Resource Management	November 30, 2020	April 19, 2021
Copies forwarded to Graduate School for review by Graduate Council	December 18, 2020	April 26, 2021
Returned to Human Resource Management from Graduate Council	February 1, 2021	May 7, 2021
Copies forwarded to Academic Affairs for individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	February 8, 2021	May 14, 2021
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	March 1, 2021	May 31, 2021
Final Campus review by President and Provost	March 8, 2021	June 14, 2021
Returned to Human Resource Management for processing	March 15, 2021	June 28, 2021