

INTERNAL MEMORANDUM

To: All faculty members, Faculty of Arts and Science

From: Sheila Anderson, Faculty Affairs Administrator, Faculty of Arts & Science

Date: September 3, 2010

Subject: 2010-2011 Critical Path

Please take note of the following schedule regarding academic personnel matters for 2010-2011.

Action	Faculty Member's Deadline	Departmental Deadline	Dean's Deadline	Provost's Deadline
Sabbatical Applications (including the LRG*) for 2011-2012	Submission to Dean, with copy to Chair September 15, 2010	Chair's recommendations to Dean October 1, 2010**	Recommendations to Provost November 15, 2010	Decision conveyed to faculty member December 31, 2010
Sabbatical Reports	Submission to Dean with a copy to the Association within 3 months of return	-----	-----	-----
Probationary Contract Renewals	Request for reappointment to Chair October 15, 2010	Chair's recommendations to Dean November 1, 2010	Submission of dossiers to Provost November 30, 2010	Informs faculty members of outcome December 15, 2010
LTA Reappointment	Request for subsequent appointment to Chair February 1, 2011	Chair's recommendations to Dean March 1, 2011**	Submission of dossiers to Provost March 15, 2011	Informs faculty members of outcome March 31, 2011
Promotion to Assistant or Associate Professor	Submission of dossier to Chair January 31, 2011	Submission of dossiers to Dean March 1, 2011**	Submission of dossiers to Provost April 30, 2011	Informs faculty member of outcome May 7, 2011
Promotion to Full Professor	Submission of dossier to Chair October 1, 2010	Submission of dossiers to Dean February 1, 2011	Submission of dossiers to UCPP March 15, 2011	---
Performance Review	October 1, 2010	December 1, 2010	March 1, 2011	----
Tenure	Submission of dossier to Chair January 5, 2011 Request for <u>deferral</u> September 15, 2010 or <u>early Consideration</u> to Chair, with copies to Dean and Provost October 15, 2010	Submission of dossiers to Dean March 1, 2011**	Submission of dossiers to Provost April 15, 2011 (Units with more than 2 tenured members) May 1, 2011 (Units with less than 2 tenured members)	Informs candidate and DTC Chair of the recommendation for tenure or its refusal May 7, 2011***

Notes: * Leave Research Grant (if applicable)
 ** denotes an internal deadline
 *** Target date
 Should any of the deadlines fall on the weekend, the next working day will be applicable