

**ASPT Calendar 2009-2010**  
**Sorted by ASPT Category of Activity**  
*posted @ [http://www.provost.ilstu.edu/ten\\_fac\\_employment/](http://www.provost.ilstu.edu/ten_fac_employment/)*

	<b>CALENDAR FOR PROMOTION &amp; TENURE</b>
	<i>If on any date the University is officially closed the action scheduled for that date MUST be completed on the last working day PRIOR to the closing.</i>
<b>DATE</b>	<b>ACTION</b>
November 1, 2009 ( <i>due Friday, October 30, 2009</i> )	Candidates for promotion and tenure must file application materials.
November 1, 2009 ( <i>due Friday, October 30, 2009</i> )	In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
November 15, 2009 ( <i>due Friday, November 13, 2009</i> )	DFSC/SFSC must notify promotion and tenure candidate, in writing, of intended recommendation to CFSC at least ten working days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidate to meet with the committee to discuss these recommendations.
December 15, 2009	DFSC/SFSC recommendations for promotion and tenure must be reported to the candidate and to the CFSC.
February 1, 2010	CFSC must notify candidate of intended recommendation and provide opportunity, if requested, for candidate to meet with the committee to discuss these recommendations.
March 1, 2010	CFSC recommendation for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidate.
March 15, 2010	In the event of a negative recommendation by the CFSC a candidate who wishes a University-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee (FRC).
March 21, 2010, ( <i>Due Friday, March 19, 2010</i> )	Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.
April 15, 2010	The FRC must complete its review of promotion and tenure appeals and report to the President, candidate, DFSC/SFSC, CFSC, and Provost unless an interim report is appropriate under provisions of Section XIII.D.3.
April 30, 2010	Provost's decision for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.
May 15, 2010 ( <i>due Friday, May 14, 2010</i> )	Notifications of the promotion and tenure decisions by the President shall be sent to the candidate, CFSC, DFSC/SFSC, and the Provost.

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<b>CALENDAR FOR REAPPOINTMENT</b>	
<i>If on any date the University is officially closed the action scheduled for that date MUST be completed on the last working day PRIOR to the closing.</i>	
<b>DATE</b>	<b>ACTION</b>
December 15, 2009	Provost issues notification of non-reappointment by December 15, 2009, to faculty member in the second academic year of service, notifying candidate that the last employment date is May 15, 2010. (If the appointment is greater than nine months and terminates during an academic year, notification must take place at least six months in advance of the end of the appointment period.)
March 1, 2010	Provost's notification of non-reappointment must be given by March 1, 2010, to candidate in the first year of service, notifying candidate that last employment date is May 14, 2010. (If the appointment is greater than nine months and terminates during an academic year, notification must take place at least three months in advance of the end of the appointment period.)
May 15, 2010 (due Friday, May 14, 2010)	Provost notifies second and subsequent year faculty members who will not be reappointed, 12 months before the termination of the appointment, that the candidate's last employment date is May 15, 2011. (If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period.)

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<b>CALENDAR FOR PERFORMANCE-EVALUATION REVIEW</b>	
<i>If on any date the University is officially closed, the action scheduled for that date MUST be completed on the last working day PRIOR to the closing.</i>	
<b>DATE</b>	<b>ACTION</b>
January 5, 2010	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
February 1, 2010	DFSC/SFSC recommendations for performance-evaluation must be reported to the candidate by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify candidates of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations.
February 15, 2010	DFSC/SFSC must transmit final recommendation for performance-evaluation review to the candidate and to the CFSC.
March 1, 2010	Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
March 31, 2010	All appeals to the CFSC of performance-evaluation recommendations must be completed and CFSC decisions reported to the Provost and to the candidate.

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<b>CALENDAR FOR CUMULATIVE POST-TENURE REVIEW</b>	
<i>If on any date the University is officially closed, the action scheduled for that date MUST be completed on the last working day PRIOR to the closing.</i>	
<b>DATE</b>	<b>ACTION</b>
January 5, 2010	All faculty members scheduled for cumulative post-tenure review must submit their materials.
February 15, 2010	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
February 25, 2010	Faculty member's last day to request meeting with DFSC/SFSC to consider DFSC/SFSC response, and/or remediation plan.
March 8, 2010	DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 22, 2010	A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days.
April 15, 2010	Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.

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	<b>CALENDAR FOR REPORTING REQUIREMENTS</b>
May 1, 2010 (due Friday, April 30, 2010)	Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and the URC (See ASPT Policies, Sections IV.D.). Also, each CFSC shall submit an annual written report to the URC and the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see ASPT XIII.G.9).
May 1, 2010 (due Friday, April 30, 2010)	The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the URC.
	The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (see Section III.F. and XIII.D.3 and 4, ASPT Policies.)
	<b>CALENDAR FOR ASPT ELECTIONS 2010-2011 Academic Year</b>
by April 15, 2010	Members to University Review Committee, Faculty Review Committee and College Faculty Status Committee must have been elected.
by May 1, 2010 (Due Friday, April 30, 2010)	Members to the Department/School Faculty Status Committee must have been elected.