

ASPT timeline for new faculty – no credit toward either promotion or tenure

(if timeline date falls on a non-working day, action usually must take place no later than last working day before the deadline)

Timelines are provided as an aid to planning and to finding relevant paragraphs in the ASPT document. They do not represent official University policy, nor are they official interpretations. Please refer to the latest version of the full ASPT document and the specific year’s ASPT calendar on the Provost’s website for official policies and dates. Requests for interpretation of ASPT policies may be directed to the URC. (Section II.F.)

NOTE: Reappointment decision dates have been omitted from this timeline due to the variance in possible dates for decision consideration, depending on when a faculty member was appointed and how many years that faculty member has already completed at ISU in a tenure-track line. Relevant sections of the ASPT document are: V.C.1; V.C.3; XI.A.1; XI.A.2; Appendix 1A.1. Faculty members are encouraged to be aware of their appointment date, the relevant dates from Appendix 1A.1, to consult the ASPT document regarding any questions, and to consult their DFSC/SFSC regarding procedures for any documentation required by the DFSC/SFSC prior to reappointment decisions.

NOTE: The “stop the clock” provision (Section IX.B.3) may be invoked when needed during the probationary period. No more than one extension of the probationary period shall be granted.

Italics indicate process if optional application for promotion is filed prior to year in which tenure decision is made

YEAR @ ISU	SEMESTER	DATE	ACTION	ASPT REFERENCE
1 st year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC/SFSC	V.C.2a VII.D. Appendix 1C
1 st year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
1 st year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C
1 st year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C
1 st year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C

2 nd year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
2 nd year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
2 nd year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C
2 nd year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C
2 nd year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C
3 rd year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
3 rd year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
3 rd year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C
3 rd year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C
3 rd year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C

4 th year	Fall Semester	Nov. 1	Materials due if desire review for promotion to Associate Professor (first year of eligibility; review for promotion not required until 6 th year)	IV.C.2 V.C.2b VIII.B VIII.D VIII.E.2 Appendix 1B
4 th year	Fall Semester	Nov. 15	DFSC/SFSC must notify promotion and tenure candidates, in writing, of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2b V.C.3 V.C.4 Appendix 1B
4 th year	Fall Semester	Dec. 15	DFSC/SFSC recommendation reported to candidate and CFSC if promotion application submitted	IV.C.2 IV.C.4 V.C.4 Appendix 1B
4 th year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
4 th year	Spring Semester	Feb. 1	CFSC notifies candidate of intended recommendation if promotion application submitted. If the candidate wishes to appeal then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation.	IV.C.2 IV.C.4 Appendix 1B
4 th year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
4 th year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C
4 th year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C

4 th year	Spring Semester	Mar. 1	CFSC recommendation reported to candidate, DFSC/SFSC, and Provost CFSC if promotion application submitted	IV.C.5 Appendix 1B
4 th year	Spring Semester	Mar. 15	Request for appeal of negative CFSC recommendation for promotion must be filed with FRC if promotion application submitted	III.D. XIII.D.1b XIII.D.2 XIII.E1 Appendix 1B
4 th year	Spring Semester	Mar. 21	Provost's recommendation reported to candidates, etc. not filing appeals if promotion application submitted	IV.C.6 Appendix 1B
4 th year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C
4 th year	Spring Semester	Apr. 15	FRC recommendation on appeals due to candidate, Provost, etc. unless interim report required if promotion application submitted	III.C. XIII.D.3-4 XIII.E.5 Appendix 1B
4 th year	Spring Semester	Apr. 30	Provost's recommendation reported to candidates, etc. who filed appeals if promotion application submitted	IV.C.6 Appendix 1B
4 th year	Spring Semester	May 15	President's letters of notification sent to candidates for promotion if promotion application submitted	Appendix 1B
5 th year	Fall Semester	Nov. 1	Materials due if desire review for promotion to Associate Professor (second year of eligibility; review for promotion not required until 6 th year)	IV.C.2 V.C.2b VIII.B VIII.D VIII.E.2 Appendix 1B
5 th year	Fall Semester	Nov. 15	DFSC/SFSC must notify promotion and tenure candidates, in writing, of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2b V.C.3 V.C.4 Appendix 1B
5 th year	Fall Semester	Dec. 15	DFSC/SFSC recommendation reported to candidate and CFSC if promotion application submitted	IV.C.2 IV.C.4 V.C.4 Appendix 1B
5 th year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
5 th year	Spring Semester	Feb. 1	CFSC notifies candidate of intended	IV.C.2

			<i>recommendation if promotion application submitted. If the candidate wishes to appeal then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation.</i>	<i>IV.C.4 Appendix 1B</i>
5 th year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
5 th year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C
5 th year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C
<i>5th year</i>	<i>Spring Semester</i>	<i>Mar. 1</i>	<i>CFSC recommendation reported to candidate, DFSC/SFSC, and Provost CFSC if promotion application submitted</i>	<i>IV.C.5 Appendix 1B</i>
<i>5th year</i>	<i>Spring Semester</i>	<i>Mar. 15</i>	<i>Request for appeal of negative CFSC recommendation for promotion must be filed with FRC if promotion application submitted</i>	<i>III.D. XIII.D.1b XIII.D.2 XIII.E1 Appendix 1B</i>
<i>5th year</i>	<i>Spring Semester</i>	<i>Mar. 21</i>	<i>Provost's recommendation reported to candidates, etc. not filing appeals if promotion application submitted</i>	<i>IV.C.6 Appendix 1B</i>
5 th year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C
<i>5th year</i>	<i>Spring Semester</i>	<i>Apr. 15</i>	<i>FRC recommendation on appeals due to candidate, Provost, etc. unless interim report required if promotion application submitted</i>	<i>III.C. XIII.D.3-4 XIII.E.5 Appendix 1B</i>
<i>5th year</i>	<i>Spring Semester</i>	<i>Apr. 30</i>	<i>Provost's recommendation reported to candidates, etc. who filed appeals if promotion application submitted</i>	<i>IV.C.6 Appendix 1B</i>
<i>5th year</i>	<i>Spring Semester</i>	<i>May 15</i>	<i>President's letters of notification sent to candidates for promotion if promotion application submitted</i>	<i>Appendix 1B</i>

6 th year	Fall Semester	Nov. 1	Application for tenure due to DFSC/SFSC; must also request review for promotion to Associate Professor at this time if not promoted earlier	VIII.B VIII.D VIII.E.2 IX.A. IX.B IX.C Appendix 1B
6 th year	Fall Semester	Nov. 15	DFSC/SFSC must notify promotion and tenure candidates, in writing, of intended recommendations to CFSC at least 10 working days before submitting these recommendations to CFSC. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2b V.C.3 V.C.4 IX.D.4 Appendix 1B
6 th year	Fall Semester	Dec. 15	DFSC/SFSC recommendation re promotion/tenure reported to candidate and CFSC	IV.C.2 IV.C.4 V.C.4 IX.D.4 Appendix 1B
6 th year	Winter Break	Jan. 5	Annual performance evaluation materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
6 th year	Spring Semester	Feb. 1	CFSC notifies candidate of intended recommendation re promotion/tenure. If the candidate wishes to appeal then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation.	IV.C.2 IV.C.4 Appendix 1B
6 th year	Spring Semester	Feb. 1	DFSC/SFSC intended recommendations for performance evaluation must be reported to faculty member. If the candidate wishes to appeal then the candidate must request a meeting with the DFSC/SFSC within 5 working days of receiving the recommendation	V.C.2a V.C.3 IX.D.1 IX.D.2 XIII.F.2 Appendix 1C
6 th year	Spring Semester	Feb. 15	DFSC/SFSC must transmit final recommendation for performance evaluation review to the faculty member and to the CFSC	V.D.1 IX.D.1 IX.D.2 Appendix 1C

6 th year	Spring Semester	Mar. 1	Faculty members must file with CFSC any appeal of the DFSC/SFSC performance evaluation recommendation	IV.C.3 XIII.F Appendix 1C
6 th year	Spring Semester	Mar. 1	CFSC recommendation re promotion/tenure reported to candidate, DFSC/SFSC, and Provost	IV.C.5 IX.B.4 Appendix 1B
6 th year	Spring Semester	Mar. 15	Request for appeal of negative CFSC recommendation re promotion/tenure must be filed with FRC	III.D XIII.D.1b XIII.D.2 XIII.E.1 Appendix 1B
6 th year	Spring Semester	Mar. 21	Provost's recommendation re promotion/tenure reported to candidates, etc. not filing appeals	IV.C.6 Appendix 1B
6 th year	Spring Semester	Mar. 31	CFSC decisions regarding performance evaluation appeals must be reported to the Provost and the faculty member	XIII.F Appendix 1C
6 th year	Spring Semester	Apr. 15	FRC recommendation on appeals re promotion and tenure due to candidate, Provost, etc. unless interim report required	III.C XIII.D.3 XIII.D.4 XIII.E.5 Appendix 1B
6 th year	Spring Semester	Apr. 30	Provost's recommendation re promotion/tenure reported to candidates, etc. who filed appeals	IV.C.6 Appendix 1B
6 th year	Spring Semester	May 15	President's letters of notification sent to candidates for tenure/promotion	Appendix 1B