

**Academic Year Timeline for DFSC/SFSC actions**

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 reminders 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. DFSCs/SFSCs are encouraged to make such decisions in a timely manner so that the Provost's Office has approximately 5 business days before the relevant deadline to send out appropriate notification of non-reappointment if applicable.

<b>SEMESTER</b>	<b>DATE</b>	<b>ACTION</b>	<b>ASPT REFERENCE</b>
Anytime		Revise procedures for following calendar year. Must be approved by majority faculty vote before Dec. 31 in order to be effective the following calendar year	V.B.1 V.B.2 IX.B.5
Fall Semester	before Nov. 1	Review confidentiality policies and procedures	I.D.
Fall Semester	prior to Nov. 1	Probationary faculty must notify Department/School Chairperson/Director to add credited years or a portion of credited years if desired [and all dates following related to promotion and tenure would apply to the following academic year]	IX.B.2
Fall Semester	Nov. 1	Begin consideration of promotion and tenure cases	V.C.2b Appendix 1B
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 and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. 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.4 VIII.B VIII.D VIII.E IX.D.4 Appendix 1B

Fall Semester	Dec. 15	DFSC/SFSC promotion and tenure recommendations reported to candidate and CFSC	IV.C.4 V.C.4 VIII.B. VIII.D. VIII.E. IX.B.4 IX.D.4 Appendix 1B
Winter Break	Jan. 5	Annual performance evaluation and cumulative post-tenure review materials due to DFSC/SFSC	V.C.2a VII.D. Appendix 1C
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
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
Spring Semester	Feb. 15	DFSC/SFSC informs faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation	X.C Appendix 1D
Spring Semester	Feb. 25	Faculty member's last day to request meeting with DFSC/SFSC to consider the cumulative post-tenure review evaluation and/or remediation plan	X.D Appendix 1D
Spring Semester	Mar. 8	DFSC/SFSC gives final outcome of cumulative post-tenure review and/or remediation plan to faculty member	X.D Appendix 1D