LIU POST
ARPT TIMETABLE 2012-2013
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I. REAPPOINTMENT DEADLINES

1st YEAR PROBATIONARY FACULTY

Nov. 16: Faculty member sends reappointment file to DPC.
Dec. 6: DPC provides its recommendations and files to Dept. Chair.
Dec. 13: Dept. Chair provides DPC recommendations, his/her recommendations and the files to Dean.
Jan. 9: Dean submits all recommendations and files to VPAA as follows:

- For candidates with **positive** recommendations, Dean submits to VPAA completed personnel summary plus recommendations *only*.
- For candidates with **negative** recommendations, Dean submits to VPAA full personnel file and all supporting documents.

By Feb. 1 or March 1: Notice given by Feb. 1 provided all faculty review committees have completed their review prior to the end of Fall semester. Otherwise, notice given by March 1st to be effective August 31st of the first year of employment.

2nd YEAR PROBATIONARY FACULTY

Sept. 24: Faculty member sends reappointment file to DPC.
Oct. 8: DPC provides its recommendations and files to Dept. Chair.
Oct. 22: Dept. Chair provides DPC recommendations, his/her recommendations and the files to Dean.
Nov. 23: Dean submits all recommendations and files to VPAA as follows:

- For candidates with **positive** recommendations, Dean submits to VPAA completed personnel summary plus recommendations *only*.
- For candidates with **negative** recommendations, Dean submits to VPAA full personnel file and all supporting documents.

By Dec. 8: VPAA gives notice of termination to take effect August 31st of the second year of employment.

3rd YEAR & BEYOND PROBATIONARY FACULTY

Feb. 1: Faculty member sends reappointment file to DPC.
Mar. 1: DPC provides its recommendations and files to Dept. Chair.
March 25: Dept. Chair provides DPC recommendations, his/her recommendations and the files to Dean.
May 1: Dean submits all recommendations and files to VPAA as follows:

- 3rd Year and 5th Year Candidates - Dean submits to VPAA full personnel file and supporting documents for *all* candidates (positive and negative recommendations)
- 4th Year Candidates: **positive** recommendations- Dean submits to VPAA completed personnel summary and recommendations *only*; **negative** recommendations- Dean submits to VPAA full personnel file and supporting documents.

By Sept. 1: VPAA gives notice of termination to take effect August 31st of the year following the year in which notice was given.

II. PROMOTION/ TENURE DEADLINES

By Nov. 1: Deans send VPAA a complete list of tenure and/or promotion candidates and 6th year probationary faculty.
Nov. 12: Faculty member submits promotion and/or tenure file to DPC.
December 7: DPC submits departmental recommendations and files to Dept. Chair.
December 21: DPC & Dept. Chair's recommendations and files due in the Dean's office.
Jan. 18: Dean forwards his/her, DPC's and Dept. Chair's recommendations and files to CFPC.
Feb. 21: CFPC sends all recommendations and files to VPAA.
TBD: VPAA meets with CFPC to discuss any candidates about whom there is disagreement.
March 27: President/VPAA meets with Board of Trustee's Academic Affairs Committee to review recommendations.
April 9: President/ VPAA report recommendations to the Board of Trustees.
By June 1: VPAA notifies candidate of any negative decision. 6th year probationary faculty who are not granted tenure (or who do not apply) will receive written notice of termination effective at the end of the 7th year.

NOTE: If there are any differences between this document and the CWPCF-LIU Bargaining Agreement, the CWPCF-LIU Bargaining Agreement is the prevailing document.