

ANNUAL FACULTY ASSESSMENT CALENDAR 2023-24 (rev. 2-28-23)

REVIEW: Promotion and Tenure, Instructor/Coordinator/Clinical/ Professional Practice/Research Tracks Seeking Promotion

- 9/1/2023 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 9/22/2023 Department/School Committee submits recommendation, which routes to Chair/Director.
- 10/6/2023 Faculty deadline to submit rebuttal of departmental recommendation, if desired.
- 10/20/2023 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 11/3/2023 Faculty deadline to submit rebuttal of Chair/Director recommendation, if desired.
- 11/29/2023 College Committee submits recommendation, which routes to Dean.
- 12/13/2023 Faculty deadline to submit rebuttal of college recommendation, if desired.
- 12/21/2023 Dean submits recommendation, which routes to Provost.
- 1/10/2024 Faculty deadline to submit rebuttal of Dean's recommendation, if desired.
- 2/9/2024 Provost notifies faculty of their recommendation to the President.
- 2/23/2024 Faculty deadline to submit appeal (per Policy 206).
- *5/30/2024 President reviews Provost's recommendation and makes recommendation to the MTSU Board of Trustees. President notifies faculty who are not recommended for tenure that they will receive a terminal contract for the upcoming academic year.

REVIEW: Pre-Tenure (i.e., Third Year Review, per Policy 204 IV:C)

- 2/23/2024 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 3/8/2024 Department/School Committee submits recommendation, which routes to Chair/Director.
- 3/22/2024 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 4/5/2024 College Committee submits recommendation, which routes to Dean.
- 4/19/2024 Dean submits recommendation, which routes to Provost.
- 5/10/2024 Provost submits decision to the faculty member. If positive, the decision triggers a contract renewal for the next academic year.
- *5/30/2024 Deadline by which President notifies Faculty who received a negative pre-tenure review that they will receive a terminal contract for the upcoming academic year.

*Date is stipulated in MTSU Policy 204, rev. June 2020.

ANNUAL EVALUATION/RENEWAL: Tenure-Track Faculty Years 1, 2, 4, and 5

- 2/16/2024 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success, which routes to Department P&T Committee, including Chair/Director.
- 3/1/2024 Department P&T Committee submits annual evaluation/renewal recommendation, which routes to the Chair/Director.
- 3/15/2024 Chair/Director submits annual evaluation/renewal recommendation, which routes to the Dean.
- 3/29/2024 Dean submits annual evaluation/renewal recommendation, which routes to the Provost.
- 4/10/2024 Provost confirms or does not confirm Dean's annual evaluation/renewal recommendation. Positive evaluation triggers a contract renewal for the next academic year. Negative evaluation is forwarded to the President.
- *4/15/2024 Deadline by which President notifies tenure-track faculty in years 1 and 2 who received a negative evaluation that they will not receive a contract for the upcoming academic year.
- *5/30/2024 Deadline by which President officially notifies tenure-track faculty in years 4 and 5 who received a negative evaluation that they will receive a terminal contract for the upcoming academic year.

ANNUAL EVALUATION: Tenured Faculty

- 4/19/2024 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success, which routes to Chair/Director.
- 5/30/2024 Chair/Director submits annual evaluation of tenured faculty.

ANNUAL EVALUATION: Non-Tenurable Faculty (Lecturers and Instructor/Coordinator/Clinical/Professional Practice/Research Faculty Not Seeking Promotion)

- 4/19/2024 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success, which routes to Chair/Director.
- 5/17/2024 Chair/Director submits annual evaluation of non-tenurable faculty.

ANNUAL EVALUATION: Fall ONLY Adjuncts

- 11/17/2023 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 12/15/2023 Chair/Director reviews submission and SETs and submits annual evaluation of faculty.

ANNUAL EVALUATION: Full Academic Year and Spring ONLY Adjuncts

- 4/19/2024 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 5/30/2024 Chair/Director reviews submission and SETs and submits annual evaluation of faculty.

*Date is stipulated in MTSU Policy 204, rev. June 2020.

ANNUAL EVALUATION: Department Chairs/School Directors

6/3/2024 Chair/Director submits/updates all information in Faculty Success.

6/17/2024 Dean uploads letter.

6/24/2024 Packet advances to Provost (with option to view).

7/1/2024 Evaluation auto-advances to completion.

OTHER IMPORTANT P&T DATES

5/15/23

- Department and College Committee P&T chairs send their AY 2023-24 committee rosters, including the chair, to their Chair/Director, College Dean, Vice Provost for Faculty Affairs, and Sabrina Wright.
- Deans send the names of those on their AY 2023-24 College P&T Committee, including the chair, to the Faculty Senate President per policy to ensure diversity.

6/14/23

- Faculty intending to apply for *discretionary* promotion, i.e., promotion by request as opposed to contractually required, send their names to their Chair/Director, College Dean, Vice Provost for Faculty Affairs, and Sabrina Wright.