

# Continuing Appointment Timeline

Date	Initiator	Action	Reference
By May 15	Dean	Meets with candidate to review requirements of Article 19 – Continuing Appointment	Article 19.02 a)
January 15	Dean	Notifies candidate of proposed Review Committee composition <i>Candidate has 5 Days to submit written objections</i>	Article 19.03 b)
January 31	Dean	Notifies candidate of Review Committee composition	Article 19.03 c)
February 1	Candidate	Submits documentation package	Article 19.04 a)
March 15	Chair, Review Committee	Provides recommendation to the candidate and Provost	Article 19.05 h)
March 31	Dean	Provides letter of recommendation to the candidate and Provost	Article 19.05 i)
March 31	Dean	Provides documentation to the Provost <i>Provost provides recommendation and documentation to candidate and President within 10 Days of receiving Dean's recommendation</i>	Article 19.05 j) and k)
May	President	Informs candidate and Provost of their recommendation within one month. Presents positive recommendation to Board of Governors at next scheduled meeting; candidate notified of Board's decision within 10 Days. <i>Candidate has 10 Days to appeal negative recommendation</i>	Article 19.05 m)-p)
July 1	N/A	Decision to grant continuing appointment effective	Article 19.05 q)

*Day: when capitalized, this refers only to days when the University is open*

*Dean: Faculty Member's Dean or designate*

*Provost: Provost or designate*

*TPC: Tenure and Promotion Committee*

*TPAC: Tenure and Promotion Appeal Committee*