

APSU Calendar for Faculty Personnel Actions 2022-2023

Note that all actions are due by 4:30 p.m. on the date specified.

	A	B	C	D	E
Row Number	ACTION	1st Year Faculty Retention for Year 2 (Faculty Hired Fall 2022*)	2nd Year Faculty Retention for Year 3 (Faculty Hired Fall 2021*)	4th Year Faculty Retention for Year 5 (Faculty Hired Fall 2019*)	5th Year Faculty Retention for Year 6 (Faculty Hired Fall 2018*)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due	To be submitted in the E-Dossier by the time the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Fri 8/26/2022	Tues 5/10/2022	Tues 5/10/2022	Tues 5/10/2022
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Tues 1/03/2023 (4:30 p.m.)	Fri 9/02/2022 (4:30 p.m.)	Fri 9/02/2022 (4:30 p.m.)	Fri 9/02/2022 (4:30 p.m.)
4	E-Dossiers Available to the Chair and Department Committees for Review	Fri 1/06/2023	Tues 9/06/2022	Tues 9/06/2022	Tues 9/06/2022
5	Deadline for Department Committees' Signed Written Reports to Candidates	Fri 1/20/2023	Tues 09/27/2022	Tues 09/27/2022	Tues 09/27/2022
6	Deadline for Chairs' Signed Written Reports to Candidates	Fri 2/03/2023	Tues 10/04/2022	Tues 10/04/2022	Tues 10/04/2022
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Thurs 2/09/2023	Wed 10/12/2022	Wed 10/12/2022	Wed 10/12/2022
8	E-Dossiers Available to Deans and College Committees for Review	Mon 2/13/2023	Fri 10/14/2022	Fri 10/14/2022	Fri 10/14/2022
9	Deadline for College Committees' Signed Written Reports to Candidates	Fri 03/03/2023	Mon 11/14/2022	Mon 11/14/2022	Mon 11/14/2022
10	Deadline for Deans' Signed Written Decision to Candidates	Fri 03/17/2023	Fri 11/18/2022	Fri 11/18/2022	Fri 11/18/2022
11	Deadline for Candidates to Appeal the Dean's Negative Decision to the University RTP Appeals Board	Thurs 3/23/2023	Mon 11/28/2022	Mon 11/28/2022	Mon 11/28/2022
12	E-Dossiers Available for Review by the University RTP Appeals Board	Fri 3/24/2023	Wed 11/30/2022	Wed 11/30/2022	Wed 11/30/2022
13	Deadline for RTP Appeals Board's Recommendation regarding Dean's negative decision	Tues 04/04/2023	Mon 12/12/2022	Mon 12/12/2022	Mon 12/12/2022
14	E-Dossiers Available for Provost Review If Candidate Has Appealed Dean's Negative Decision to the University RTP Appeals Board	Thurs 04/06/2023 (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Wed 12/14/2022 (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Wed 12/14/2022 (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)	Wed 12/14/2022 (or earlier if Appeals Board has issued its recommendation before Row 13 deadline)
15	Deadline for Provost's Signed Written Final Decision (regarding Appeal 14A) to Candidates	Thurs 04/20/2023	Fri 01/06/2023	Fri 01/06/2023	Fri 01/06/2023

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

The University RTP Appeals Board is appointed by October 1, 2022.

APSU Calendar for Faculty Personnel Actions 2022-2023

Note that all actions are due by 4:30 p.m. on the date specified.

	F	G
Row Number	ACTION	3rd Year Faculty Retention for Year 4 (Faculty Hired Fall 2020)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Tues 5/10/2022
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Fri 9/02/2022 (4:30 p.m.)
4	E-Dossiers Available to Chair and Department Committees for Review	Tues 9/06/2022
5	Deadline for Department Committees' Signed Written Reports Provided to the Candidates	Tues 09/27/2022
6	Deadline for Chairs' Signed Written Reports Provided to the Candidates	Tues 10/04/2022
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and negative Chair Reports	Wed 10/12/2022
8	E-Dossiers Available for Deans and College Committees' Review	Fri 10/14/2022
9	Deadline for College Committees' Signed Written Reports Provided to the Candidates	Mon 11/14/2022
10	Deadline for Deans' Signed Written Reports to be Provided to Candidates	Fri 11/18/2022
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and negative Dean Reports	Mon 11/28/2022
12	E-Dossiers Available for Provost Review	Wed 11/30/2022
13	Deadline for Provost's Signed Written Decision Provided to the Candidates	Mon 12/12/2022
14	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Tues 01/10/2023
15	E-Dossiers Available for Review by the University RTP Appeals Board	Thurs 01/12/2023
16	Deadline for RTP Appeals Board's Recommendation regarding Provost's Decision	Mon 01/23/2023
17	E-Dossiers of Appeals Available for President's Review	Wed 01/25/2023
18	Deadline for President to Notify Candidates of Actions (if Provost Decision was Appealed via the University Tenure and Promotion Appeals Board)	Fri 02/03/2023

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

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APSU Calendar for Faculty Personnel Actions 2022-2023

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Promotions: The faculty member must have been hired/employed Fall 2018 or prior years, in order to have satisfied the time requirement to seek promotion from Assistant Professor to Associate Professor. Other university and departmental criteria also apply. If hired in Fall 2019 or after, the faculty member is not eligible to seek promotion during the 2021-2022 academic year.

	H	I
Row Number	ACTION	PROMOTION
1	Deadline for Written Statement of Intent*	Wed 04/27/2022
2	Faculty Begin to Update E-Dossiers	Tues 5/10/2022
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Fri 9/02/2022 (4:30 p.m.)
4	E-Dossiers Available for the Chairs and Department Committees' Review	Tues 9/06/2022
5	Deadline for Department Committees' Signed Written Reports to Candidates	Tues 09/27/2022
6	Deadline for Chairs' Signed Written Reports to Candidates	Tues 10/04/2022
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Wed 10/12/2022
8	E-Dossiers Available for Deans and College Committees for Review	Fri 10/14/2022
9	Deadline for College Committees' Signed Written Reports to Candidates	Mon 11/14/2022
10	Deadline for Deans' Signed Written Report to Candidates	Fri 11/18/2022
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Negative Dean Reports	Mon 11/28/2022
12	E-Dossiers Available for Provost's Review	Wed 11/30/2022
13	Deadline for Provost's Signed Written Recommendations to Candidates	Mon 12/12/2022
14	Deadline for Candidates to Appeal the Provost's Recommendation to the RTP Appeals Board	Tues 01/10/2023
15	E-Dossiers Available for the RTP Appeals Board Review	Thurs 01/12/2023
16	Deadline for RTP Appeals Board's Recommendation regarding Provost's Recommendation	Mon 01/23/2023
17	E-Dossiers Available for President's Review	Wed 01/25/2023
18	Deadline for President to Notify Candidates of Decision	Fri 02/03/2023

*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to "stop the clock." If earned years toward service, please consult with Chair to ensure you follow correct calendar.

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APSU Calendar for Faculty Personnel Actions 2022-2023

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	J	K
Row Number	ACTION	TENURE (Faculty Hired Fall 2017*)
1	Deadline for Written Statement of Intent*	To be submitted in the E-Dossier by the time that the E-Dossier is due
2	Faculty Begin to Update E-Dossiers	Tues 5/10/2022
3	All E-dossiers Locked – Complete for Department and Chair Consideration	Fri 9/02/2022 (4:30 p.m.)
4	E-Dossiers Available for the Department Committees' Review	Tues 9/06/2022
5	Deadline for Department Committees' Signed Written Reports to Candidates	Tues 09/27/2022
6	Deadline for Chair's Signed Written Reports to Candidates	Tues 10/04/2022
7	Deadline for Candidates to Submit Optional Two-page Written Response to Negative Department Committee and Negative Chair Reports	Wed 10/12/2022
8	E-Dossiers Available to Deans and College Committees for Review	Fri 10/14/2022
9	Deadline for College Committees' Signed Written Reports to Candidates	Fri 11/04/2022
10	Deadline for Deans' Signed Written Reports to Candidates	Fri 11/18/2022
11	Deadline for Candidates to Submit Optional Two-page Written Response to Negative College Committee and Negative Dean Reports	Mon 11/28/2022
12	E-Dossiers Available for Provost's Review	Wed 11/30/2022
13	Deadline for Provost's Signed Written Decisions to Candidates	Mon 12/12/2022
14	Deadline for Candidates to Appeal the Provost's Recommendation to the RTP Appeals Board	Tues 01/10/2023
15	E-Dossiers Available for the RTP Appeals Board Review	Thurs 01/12/2023
16	Deadline for RTP Appeals Board's Recommendation regarding Provost's Recommendation	Fri 01/20/2023
17	E-Dossiers Available for President's Review	Mon 01/23/2023
18	Deadline for President to Notify Candidates of Recommendation	Wed 02/01/2023
19	Deadline for Candidates to Petition to Appeal the President's Negative Decision on Tenure to the APSU Board of Trustees	The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.
20	APSU Board of Trustees makes Tenure Decisions	Spring 2023* <i>(*In certain cases, petitions for the right to appeal or the appeal itself may be placed on Summer Board of Trustees meeting agenda)</i>

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