

**Calendar of Major Activities
College of Arts and Sciences
2008-2009 Academic Year**

10/7/08

OCTOBER

- 1. FRIDAY, OCTOBER 10, 2008:** Deadline for candidates for promotion **and/or** tenure to submit completed application files and supporting documentationⁱ to the department chairperson. [All reviews are to include the recommendations of **four** external reviewersⁱⁱ who are experts in the same discipline as the candidate. These external reviews should provide an evaluation of the quality of the candidate's research, creative work and publications and the impact or potential impact on the scholarship of the field—two reviewers are recommended by the candidate **and** two by the committee of all tenured departmental faculty and the department chair. Also, documentation of teaching success in the form of summaries of the results of student course evaluations is **required**.]
- 2. Friday, October 17, 2008:** Deadline for all applications for sabbatical leave for the spring semester of 2009 to be received in the Office of the Dean.
- 3. Tuesday, October 14, 2008:** Chairs and Directors Meeting, 10:00am -12:00 noon, room 101, Dean's Conference Room, Locke Hall.
- 4. Friday, October 17, 2008:** The chairman of departments must submit updated departmental designs and requests for permission to hire new faculty for fall 2009 to the Office of the Dean. The chairman and tenured members shall update the departmental design. This design, containing the department's mission and objectives, outlines the present academic state of the department; that is, it provides the departmental major program(s) and plans for future growth. It also includes the justification for requesting additional faculty members needed to accommodate the major program(s).
- 5.** The departmental chairman, together with departmental standing committees, shall begin to assemble information necessary for the annual report that is due in the Office of the Dean on or before May 22, 2009.
- 6.** Departmental chairmen, together with their executive committees, shall begin to consider the departmental needs and prepare a preliminary budget that addresses those needs for the next academic year.

7. **Friday, Wednesday, October 15, 2008:** The departmental committee on appointments, promotions, and tenure shall begin to evaluate the formal applications for tenure and/or promotion.
8. **Friday, October 24, 2008:** Deadline for submitting departmental "budget askings" to the Office of the Dean. [Note: Priorities are to be set for budget requests.] The chairman, in conjunction with the departmental executive committee, shall review the departmental budget, consider and assess departmental needs, and complete work on "budget askings" for the next fiscal year.
9. **Friday, October 24, 2008:** Deadline for Report on Non-tenured Faculty Status to be received in the Office of the Dean.

NOVEMBER

1. **Monday, November 3, 2008:** The chairman and members of the department shall begin to conduct peer evaluations of all faculty members of the department.
2. **Monday, November 3, 2008:** Deadline for completing reviews of candidates for tenure and/or promotion at the departmental level and notifying candidates in writing of the recommendations of both the departmental chairman and the departmental committee on appointments, promotions, and tenure. If the recommendation is to deny tenure/promotion, the department chair also informs the candidate of the right to request reconsideration.
3. **Tuesday, November 4, 2008:** The chairman and the members of the departmental committee on appointments, promotions, and tenure shall review the peer evaluation reports on the probationary and temporary appointees in their first year whose appointments expire effective May 15 of the next year, and determine whether they will be recommended for reappointment.
4. **Thursday, November 6, 2008:** Deadline for informing, in writing, probationary appointees in their second academic year of service whose appointments expire on May 15 of the next year, of the decision to not recommend them for reappointment.
5. **Wednesday, November 12, 2008:** College of Arts and Sciences Honors Convocation, 5:00 p.m. – 7:00 p.m., Gallery Lounge, Blackburn Center,

6. **Monday, November 17, 2008:** Deadline (prior to referral of file to the Office of the Dean) for submitting to candidates a written statement of the reasons for a decision not to recommend for promotion and/or tenure, unless candidates expressly relinquish this right in writing to the department chairperson.
7. **Tuesday, November 18, 2008:** Chairs and Directors Meeting, 10:00am -12:00 noon, room 101, Dean's Conference Room, Locke Hall.
8. **Monday, November 24, 2008:** Deadline for candidates who are denied a positive recommendation for tenure/promotion to submit a written request for reconsideration—including any “new information”—of negative decisions of the department.

DECEMBER

1. **Tuesday, December 9, 2008:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.
2. **Thursday, December 11, 2008:** College of Arts and Sciences Faculty Meeting, 2:15-4:00pm, Forum, Blackburn Center.
3. **Friday, December 12, 2008:** Deadline for submission of a written explanation to the candidate relative to the final decision on his/her application that was reconsidered by the departmental chairman and/or the departmental committee on appointments, promotions, and tenure.

JANUARY

1. **Monday, January 5, 2009:** Deadline for the department chairperson to submit applications for tenure and/or promotion, together with supporting documents, to the Office of the Dean. **[NOTE: All applications for tenure and/or promotion, be they endorsed or not endorsed by the departmental committee and/or chairman, must be submitted for review by the College's Committee on Appointments, Promotions, and Tenure, unless the candidates expressly request in writing that they be withdrawn from consideration.]**
2. **Friday, January 9, 2009:** Deadline for submitting job openings into PeopleSoft and submitting a copy of the submission along with applications for reappointment of non-tenured probationary faculty members whose contracts expire of their term, effective May 15, 2009 and whom the chairman and/or departmental committee on appointments, promotions, and tenure recommend for reappointment.

3. **Monday, January 12, 2009:** The chairman, on behalf of the tenured members, shall prepare letters of termination for probationary appointees in their first academic year of service at the University and temporary appointees in service at the University for two (2) or more years whom the department does not intend to recommend for reappointment.
4. **Tuesday, January 13, 2009:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.

FEBRUARY

1. **Friday, February 6, 2009:** Deadline for the chairman, on behalf of the tenured members, to inform, in writing, temporary appointees in their first academic year of service whose appointments expire on May 15 and who will not be recommended for reappointment of the decision not to reappoint. [Please note that if a temporary appointment expires during an academic year, the person in that position must be notified, in writing, of a decision not to reappoint at least one month (30 calendar days) in advance of the expiration of the appointment.]
2. **Friday, February 6, 2009:** Deadline for the chairman, on behalf of the tenured members, to inform, in writing (i.e., at least three [3] months in advance of termination), temporary appointees who have been in service at the University for two or more years, and whose appointments expire, effective May 15, of the decision not to reappoint.
3. **Monday, February 9, 2009** Deadline for candidates for promotion and/or tenure to be notified by the Dean of his recommendation and that of the Committee on Appointments, Promotions, and Tenure.
4. **Tuesday, February 10, 2009:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.
5. **Wednesday, February 11, 2009:** College of Arts and Sciences Faculty Meeting, 12:10-2:00pm, Forum, Blackburn Center.
6. **Friday, February 13, 2009:** Deadline for candidate to request a written explanation of a negative decision by the dean or the college APT Committee.
7. **Friday, February 13, 2009:** Deadline for submitting applications for sabbatical leave for the fall semester of 2009 in the Office of the Dean.

8. **Friday, February 27, 2009:** Deadline for the Dean and/or the College's Committee on Appointments, Promotions and Tenure to provide written explanations of their decisions not to endorse candidates for promotion and/or tenure.

MARCH

1. **Friday, March 6, 2009:** Date for receipt in the Office of the Provost of the completed application files (including all supporting documentation, recommendations and written evaluations from all prior review levels) of **only** those candidates for tenure and/or promotion who did **not** receive negative recommendations from either the dean and/or the College Committee on Appointments, Promotions, and Tenure.
2. **Tuesday, March 10, 2009:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.
3. **Friday, March 13, 2009:** Deadline for forwarding applications for initial appointments of assistant professors, associate professors, and full professors to the Office of the Dean for review by the College Committee on Appointments, Promotions, and Tenure. This deadline includes applications for the appointment of full-time lecturers and other temporary faculty
4. **Friday, March 13, 2009:** Deadline for candidates to submit to the dean written replies to negative recommendations at the college level.
5. **Friday, March 20, 2009:** Deadline for the Office of the Dean to inform, by certified mail, assistant professors in their sixth year, untenured associate professors in their fourth year, and untenured professors in their second year that their appointments expire of their term, effective May 15 of the following year, and that they will not be reappointed beyond May 15 of that year, unless they have been awarded tenure by the University.
6. **Friday, March 20, 2009:** Deadline for the dean to communicate to the candidate in writing the final decision from any reconsideration of a negative recommendation at the college level.

7. **Wednesday, March 25, 2009:** Deadline for candidates reviewed for tenure or promotion to **appeal** a final negative decision from either the dean or the college APT committee. The appeal **must** be filed in writing with **both** the dean **and** the Faculty Grievance Commission (FGC) and must be based on one or more of the grounds stipulated in Section 2.8.4.B. of the Faculty Handbook. The files of candidates who have filed appeals with the FGC are **not** transmitted to the Provost until the grievance process is completed.
8. **Friday, March 27, 2009:** Date following the completion of reconsideration of all negative recommendations at the college level for receipt in the Office of the Provost of the remaining completed application files, with supporting documentation and recommendations and evaluations from all prior review levels, of candidates for tenure and/or promotion. The files of candidates who have filed appeals with the FGC are **not** transmitted to the Provost until the grievance process is completed. However, the files of all other candidates, irrespective of whether the recommendations are positive or negative, are submitted to the Provost for review, unless a candidate expressly requests in writing to the dean that her/his application be withdrawn from consideration.

APRIL

1. **Wednesday, April 1, 2009:** The chairman, on behalf of the tenured members, shall inform assistant professors in the sixth year of their probationary appointment, associate professors without tenure in the fourth year of their probationary appointment, and professors without tenure in the second year of their probationary appointment, that they must apply for promotion and/or tenure during the next academic year.
2. **Wednesday-Friday, April 1-24, 2009:** The chairman and members of the departmental committee on appointments, promotions, and tenure shall conduct a review of the research, teaching, professional development, and service of all departmental members, especially of the candidates who will submit applications for tenure and/or promotion during the next academic year. The chairman, on behalf of the tenured members, shall inform, in person and in writing, the faculty members of the departmental assessment of their research, teaching, professional development, and service.
3. **Tuesday, April 14, 2009:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.
4. The chairman shall assemble the necessary information about departmental activities for the Annual Report.

5. The chairman shall begin to review and assess departmental recommendations for the next academic year. He/she should also begin to prepare a statement addressing the department's progress towards achieving its stated goals and objectives.
6. **Friday, April 24, 2009:** Deadline for the chairman, on behalf of the tenured members, to inform, in writing, probationary appointees who will not be recommended for an additional appointment, and who have been in service at the University for two or more years, of the decision not to recommend reappointment.

MAY

1. **Friday, May 1, 2009:** Chairs and Directors Meeting, 10:00am-12:00 noon, room 101, Dean's Conference Room, Locke Hall.
2. **Tuesday, May 5, 2009:** College of Arts and Sciences Retirement Program, 12:00 noon-4:00p.m., Reading Lounge, Blackburn Center.
3. **Tuesday, May 5, 2009:** College of Arts and Sciences Faculty Meeting, 10:10am-12:00 noon, Forum, Blackburn Center.
4. **Friday, May 8, 2009:** College of Arts and Sciences Recognition Program
5. **Saturday, May 9, 2009:** Howard University Commencement Exercises
6. Probationary appointees (instructors, assistant professors, associate professors, and professors without tenure) whose appointments expire, effective May 15 of the following year, and who have not completed their probationary period, shall be informed at this time, in writing, whether they will be recommended for reappointment.
7. The chairman shall inform candidates for promotion and/or tenure in the 2009-2010 academic year that they should begin assembling necessary documents which must be submitted with the Application for Tenure and Promotion, and request the names of two suitable external evaluators who will be asked to assess the candidates' research and professional development. Referees must be of the same or higher rank than the rank that the candidates aspire.
8. **Monday, May 19, 2009: Deadline to notify the candidates, departments, and the deans of the action of the Provost and President.**
9. **Friday, May 22, 2009:** Deadline for departments to submit their Annual Reports to the Office of the Dean.

JUNE

1. **Friday, June 5, 2009:** Deadline for informing, in writing, probationary appointees in their second academic year of service and whose appointments expire on December 31 of an initial two-year appointment, of the decision not to recommend them for reappointment.

ⁱ **The documentation required of all candidates is described in the *Faculty Handbook*, Section 2.7.4.5. The Provost requires submission of this documentation by candidates for either tenure or promotion.**

ⁱⁱ **External reviewers from universities must be at or above the rank to which promotion/tenure is sought. For external reviewers from non-university settings who are recommended by the faculty candidate, the candidate is to provide an explanation of their qualifications, which focuses on their professional competence in the discipline and the reasons for their selection rather than that of reviewers from a university setting. A similar explanation is to be provided by the department APT for such reviewers who are recommended by the tenured faculty and/or department chair.**