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| **Academic Personnel Action from Unit** | **Unit files due to**  **dean’s office** | **College files due to**  **provost’s office** | **Notification deadline** | **Notes** |
| **Promotion and Tenure Recommendation**\* | September 27, 2019 | December 6, 2019 | May 12, 2020 |  |
| **Sabbatical Leave Applications** | October 11, 2019 | January 15, 2020 | December 15, 2019 | If approved, leave effective during 2019-20. Make sure prior sabbatical reports have been filed. |
| **Progress Toward Tenure** | December 2, 2019 | N/A | N/A | Required for all tenure-track faculty not going through Probationary or Promotion & Tenure Review |
| **Evaluation of Probationary Faculty** \* | December 6, 2019 | March 1, 2020 | May 12, 2020 | “Probationary Review” |
| **Review for Renewal of Multi-Year Appointments**\* | January 3, 2020 | March 1, 2020 | May 12, 2020 |  |
| **Promotion of Non-Tenure Eligible**  **Faculty and Academic Professionals**\* | January 3, 2020 | March 1, 2020 | May 12, 2020 | “Fixed-term promotion” |
| **Evaluation of Conditional Contracts** | March 1, 2020 | TBD | April 10, 2020 | For 2018-19 Probationary candidates who were issued a conditional contract |
| **Annual Performance Evaluations**  **for Faculty/Academic Professionals** | March 30, 2020 | N/A | March 30, 2020 | Watch for memorandum from CLAS dean’s office detailing timeline and process for annual review. |

**\* By August 1, 2019, notify CLAS Office of Academic Personnel of all anticipated actions in this category including candidate name, current rank, and unit.**