

FACULTY PERSONNEL ACTION DATES FOR ACADEMIC YEAR 2017-2018

Promotion and Tenure, Nonreappointments, Faculty Leave Requests, Emeriti Requests, Endowed Chair, Professorships, Fellowships, and Research Extended Appointments

Office of the Executive Vice President and Provost
Revised 07/19/17

PROMOTION AND TENURE

Promotion and Tenure Committee Workshop (contact is Peggy Layne, playne@vt.edu)
Deans, department heads/chairs, and P&T committee chairs and members are encouraged to attend.

09/15/17, 3:00 – 5:00 PM, location TBD

Promotion to Professor Workshop (contact is Peggy Layne, playne@vt.edu)
Process and requirements for promotion to full professor. Recently promoted faculty members will give their perspectives on preparation for promotion, and current or former members of college and university promotion and tenure committees will respond to questions.

10/06/17, 3:00 – 5:00 PM, location TBD

Promotion and Tenure Appointments, Collegiate Faculty (contact is Cyndi Hutchison, chutchison@vt.edu)

01/29/18	Promotion & Tenure and Collegiate listing sheets + electronic copy of each dossier	Deans to Provost
03/01/18	Recommendations for administrative promotions in the instructor, clinical, and practice series	Deans to Provost
02/09/18, 10 – Noon	University P&T Committee meeting and dossier distribution (Deans are present)	Provost to Committee
02/12/18, 2 – 4 p.m.	Back-up Snow date: University P&T Committee meeting and dossier distribution (Deans are present)	
02/28/18, 8:30 – 5 p.m.	Faculty Subcommittee of University P&T Committee (Deans are not present)	
03/01/18, 8:30 – 5 p.m.	Faculty Subcommittee of University P&T Committee (Deans are not present)	
03/13/18, 1:00 – 5 p.m.	All members of University P&T Committee (Deans are present)	
03/14/18, 8:30 – 5 p.m.	All members of University P&T Committee (Deans are present)	
March 2018	Provost presents promotion and tenure recommendations to the President	Provost to President
March 2018	Notification sent to promotion/tenure candidates	Provost to candidates
June 3-4, 2018	Promotion/tenure recommendations submitted to Board of Visitors	President to Board of Visitors

Promotion and Continued Appointments, Extra-Collegiate Faculty (contact is Cyndi Hutchison, chutchison@vt.edu)

03/01/18	Promotion/continued appointment lists and dossiers	Libraries Dean + VCE Director to Provost
03/01/18	Recommendations for administrative promotions to ext. agent, sr. ext. agent, and library asst. profs.	Libraries Dean + VCE Director to Provost
03/07/18	Dossiers distributed to Univ. Promotion and Continued Appointment Committee members	Provost to Committee
03/22/18, 2:00 – 4:00 p.m.	Univ. P&CA Committee, 130 Burruss Hall	
March 2018	Provost presents promotion, cont. appt., and admin. promotion recommendations to the President	Provost to President
March 2018	Notification sent to promotion, cont. appt., and administrative promotion candidates	Provost to candidates
June 3-4, 2018	Promotion, cont. appt., and administrative promotion recommendations submitted to Board of Visitors	President to Board of Visitors

Research Professorial Promotions (contact is Lynn Byrd, byrd@vt.edu)

03/01/18	Promotion lists and dossier packets	Deans/Institute Directors to OVPRI
03/31/18	Dossiers reviewed and recommendations sent to Provost	OVPRI to Provost
March 2018	Provost presents promotion recommendations to President	Provost to President
June 3-4, 2018	Promotion recommendations submitted to Board of Visitors	President to Board of Visitors
June 2018	Notifications sent to promotion candidates	OVPRI to candidates

Non-Reappointments

Tenure-Track and Continued Appointment-Track Faculty Non-Reappointments (contact is Jack Finney, finney@vt.edu)

Non-reappointment letter must indicate the final date of employment. Please send a copy of the non-reappointment letter to the appropriate Dean and to Jack Finney. If the due date falls on a weekend, please deliver letter on the prior business day).

11/09/17 (or earlier)	Notice of non-reappointment for second-year faculty	Dept. Heads to Faculty
02/09/18 (or earlier)	Notice of non-reappointment for first-year faculty, including instructors on one-year appointments	Dept. Heads to Faculty
05/09/18 (or earlier)	Notice of non-reappointment for probationary faculty in at least third year of service	Dept. Heads to Faculty

Non-Reappointment Notice for Non-Tenure-Track Instructional faculty on REGULAR (not restricted) Appointments

(contact is Jack Finney, finney@vt.edu)

Non-tenure-track instructional faculty are typically instructor, clinical faculty, or professor of practice faculty. For those faculty members on REGULAR appointments, the deadlines for non-reappointment are as follows:

- Three months before the end of the current contract for those with less than two years employment;
- One semester before the end of the current contract for those with two to five years employment;
- One year before the end of the current contract for those with five years or more employment.

RESEARCH EXTENDED APPOINTMENTS

Extension of Research-Extended Appointments (contact is Alva Phillips, phillipa@vt.edu)

08/10/17 For faculty already on a Research-Extended appointment; confirms funding is available to continue the appointment in Summer 2017.

Research-Extended Appointments (contact is Alva Phillips, phillipa@vt.edu)

8/10/17- 3/10/18 (5 PM) Faculty with sufficient grant funding to convert to a Research-Extended appointment for Summer 2018.

2018-19 FACULTY LEAVE REQUESTS (contact is Rachel Gabriele, rachelvg@vt.edu)

Leave accomplishment reports are due to the Provost's Office within 60 days of return from leave. If the due date falls on a weekend, reports are due next business day.

11/01/17	Faculty to Dept. Heads
11/15/17	Dept. Heads to Deans
12/15/17	Deans to Provost
March 2018	Leave recommendations from Provost to the Board of Visitors

EMERITI REQUESTS AND ENDOWED CHAIRS, PROFESSORSHIPS, FELLOWSHIPS (contact is Rachel Gabriele, rachelvg@vt.edu)

08/01/17	for the September 11 BOV meeting
10/02/17	for the November 6 BOV meeting
02/20/18	for the March/April BOV meeting
05/01/18	for the June BOV meeting