

**REPORTING PROCESS AND TIMELINE FOR SUBMITTING
MID-PROBATIONARY TENURE REVIEWS
TO THE OFFICE OF THE PROVOST**

Note: The following deadlines are approximate depending on the day of the week in which they fall. If a deadline falls on a weekend or holiday, the due date will be the next work day.

Please refer to the current Academic Year Deadlines document for exact dates.

This deadline occurs in the academic year preceding the proposed review year:

June 1—Deadline by which Faculty Services will distribute a list of faculty scheduled to undergo mid-probationary review to deans.

These deadlines take place in the academic year of a faculty member's mid-probationary review (typically during the third year of service):

1st Week of March—Deadline for deans to forward copies of her or his recommendation letters for mid-probationary review files to the Office of the Provost. These copies will go into a faculty member's personnel file.

April 1—Deadline for Faculty Services to send out faculty contracts for the following academic year. Depending on the outcome of the mid-probationary review process, faculty members will receive either a standard contract for the coming academic year if the review was positive or a terminal contract if the review was negative.