

# College of Justice & Safety - Deadlines for Reporting and Processes

Procedure	Responsible Entities 1 and Dates	Responsible Entities 2 and Dates	Responsible Entities 3 and Dates	Dept. Chairs/Unit Head and Dates	Associate Dean & Dates	Dean & Dates
Digital Measures	<p><b><u>Faculty Members</u></b>  <b><u>May 15</u></b>                      Vita information (including Regional Stewardship) must be entered into DM for routine data requests by administration</p>	<p><b><u>Jim Larsgaard</u></b>  <b><u>June 1</u></b>                      Faculty DM reviewed for Regional Stewardship report submitted to Institutional Effectiveness (IE)</p>	<p><b><u>Faculty Members</u></b>  <b><u>Aug 30</u></b>                      Upload syllabi to DM to be entered into TracDat on October 1</p>			
Program Review	<p><b><u>Jim L</u></b>  <b><u>September 24</u></b>                      Initial meeting among Program Reviewers and Jim L – Review binders to be distributed</p> <p><b><u>Jim L</u></b>  <b><u>December 15</u></b>                      Approved Program Reviews delivered to Provost</p>	<p><b><u>Institutional Research</u></b>  <b><u>September 30</u></b>                      Institutional Research provides data to programs undergoing review</p>	<p><b><u>Program Reviewers &amp; Jim L</u></b>  <b><u>November 24</u></b>                      Follow-up meeting among Program Reviewers and Jim L</p> <p><b><u>Program Reviewers</u></b>  <b><u>December 5</u></b>                      Completed Program Reviews due to Jim L for initial review and Summary</p>		<p><b><u>Program Review Committee (Associate Dean)</u></b>  <b><u>December 10</u></b>                      College Program review Committee meets to discuss and vote on approval of reviews</p>	<p><b><u>Program Review Committee (Dean)</u></b>  <b><u>December 10</u></b>                      College Program review Committee meets to discuss and vote on approval of reviews</p>

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Outstanding Mentor Award (OMA)	<p><b><u>Jim L</u></b> <b><u>September 15</u></b> Jim L sends out the award applications to all faculty</p> <p><b><u>Jim L</u></b> <b><u>October 1</u></b> Jim L requests chairs to submit names of 2 faculty willing to serve on the OMA Selection Committee</p> <p><b><u>October 31</u></b> Jim L distributes copies of applications to award committee</p> <p><b><u>November 15</u></b> Jim L notifies all applicants of the award decision &amp; Jim L requests Pauline Lively to order plaque</p>	<p><b><u>OMA Applicants</u></b> <b><u>October 31</u></b> Award applications due to Jim L</p>	<p><b><u>OMA Recipient Selection Committee</u></b> <b><u>November 10</u></b> Award recipient selection committee meets to select the award recipient</p>	<p><b><u>Chairs</u></b> <b><u>October 15</u></b> By today Chairs requested to submit names of 2 faculty volunteers from each school to be on the award recipient selection committee</p>		<p><b><u>Dean/College</u></b> <b><u>April 6</u></b> Outstanding Mentor Award recipient receives plaque at the Night of Distinguished Professionals</p>

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<p>Promotion &amp; Tenure (Policy 4.6.4)</p>	<p><b><u>Faculty Member - September 1</u></b>                      Deadline for Candidate to notify Dept. Chair/Unit Head in writing, and copy Dean, of intent to apply for tenure and/or promotion.</p> <p><b><u>March 21</u></b>                      Last day for Tenure Candidate to withdraw candidacy by submitting a written withdrawal letter to Dept. Chair/Unit Head, with a copy to Dean and Provost.</p>			<p><b><u>Dept. Chair/Unit Head</u></b>  <b><u>September 10</u></b>                      Deadline to elect Dept. /Unit P&amp;T Committees.  <b><u>November 10</u></b>                      Recommended deadline for Candidate to be notified of Dept. /Unit Committee's and Dept. Chair/Unit Head's recommendations.  <b><u>December 1</u></b>                      Recommended deadline for Dept. Chair/Unit Head to submit P &amp; T recommendations and materials to Dean.  <b><u>May 2</u></b>                      Deadline for Dept. Chair/Unit Head to notify eligible Candidates for the next academic year and provide guidelines and deadlines.</p>		<p><b><u>Dean/College</u></b>  <b><u>September 10</u></b>                      Deadline to elect College P &amp; T Committees.  <b><u>February 15</u></b>                      Deadline for Dean to submit P &amp; T recommendations and materials to Provost.</p> <p><b><u>April 15</u></b>                      Deadline for Dean to notify Dept. Chair/Unit Head of all Faculty members that are eligible for tenure in the next academic year.</p>

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<p>1<sup>st</sup> Year Evaluation (Does not include Full Time Faculty Not Eligible for Tenure (Policy 4.6.5))</p>	<p><b><u>Faculty Member</u></b> By the Department date, Faculty Members shall submit a cover page (see policy forms) and a curriculum vita to Dept. Chair/Unit Head in accordance with Dept. guidelines.</p>			<p><b><u>Dept. Chair/Unit Head</u></b> <b><u>September 10</u></b> Deadline to elect Dept. /Unit Evaluation Committee specifically for non-tenured, tenure-track, faculty evaluations (all years), if not using the Dept./Unit P &amp; T Committee. <b><u>February 1</u></b> Deadline for Dept. Chair/Unit Head to meet with Faculty members in their 1<sup>st</sup> year of service &amp; provide written feedback on his/her performance during the academic year to date. <b><u>February 10</u></b> Deadline for Dept. Chair/Unit Head to submit recommendations, regarding appointments of faculty members in their 1<sup>st</sup> year of service to Dean.</p>		<p><b><u>Dean/College</u></b> <b><u>February 19</u></b> Deadline for Dean to forward materials &amp; recommendations to Provost and to notify full-time Faculty members in their 1<sup>st</sup> year of service of Dean's recommendation. <b><u>February 26</u></b> Recommended deadline for Dean to notify each faculty members in their 1<sup>st</sup> year of service of Provost's recommendations &amp; provide a copy to Dept. Chair/Unit Head.</p>

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<p>2<sup>nd</sup> Year Evaluation (Policy 4.6.5) <i>Does not include Full- Time Faculty Not Eligible for Tenure</i></p>	<p><b><u>Faculty Member</u></b> <b><u>September 25</u></b> Recommended deadline for Faculty member in their 2<sup>nd</sup> year of service to submit self- evaluation to Dept. Chair/Unit Head.</p>			<p><b><u>Dept. Chair/Unit Head</u></b> <b><u>September 10</u></b> Deadline to elect Dept. /Unit Evaluation Committee specifically for non-tenured, tenure-track, faculty evaluations (all years), if not using Dept. /Unit P&amp;T Committee. <b><u>October 9</u></b> Recommended deadline for Dept. Chair/Unit head to submit recommendations regarding reappointment of Faculty members in their 2<sup>nd</sup> year of service to Dean.</p>		<p><b><u>Dean/College</u></b> <b><u>October 26</u></b> Recommended deadline for Dean to notify each evaluated faculty member in their 2<sup>nd</sup> year of service of Dean's recommendation. ALSO, recommended deadline for Dean to submit recommendations regarding reappointment of Faculty members in their 2<sup>nd</sup> year of service to Provost. <b><u>November 12</u></b> Recommended deadline for Dean to notify each faculty member in their 2<sup>nd</sup> years of service, of Provost's recommendation, and provide a copy to Dept. Chair/Unit Head.</p>

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<p>3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Year Faculty Evaluation (Policy 4.6.5) Does not include Full-Time Faculty Not Eligible for Tenure</p>	<p><b><u>Faculty Member</u></b> <b><u>November 13</u></b> Recommended deadline for Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to submit self-evaluation to Dept. Chair/Unit Head.</p>			<p><b><u>Dept. Chair/Unit Head</u></b> <b><u>September 10</u></b> Deadline to elect Dept. /Unit Evaluation Committee specifically for non-tenured, tenure-track, faculty evaluations (all years), if not using the Dept./Unit P&amp;T Committee. <b><u>January 26</u></b> Recommended deadline for Dept. Chair/Unit Head to notify Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of Dept./Unit Committee's &amp; Dept. Chair/Unit Head's recommendations. <b><u>February 8</u></b> Recommended deadline for Dept. Chair/Unit head to submit recommendations regarding reappointment of Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to Dean.</p>		<p><b><u>Dean/College</u></b> <b><u>February 29</u></b> Recommended deadline for Dean to notify each Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of the Dean's recommendation regarding reappointment/terminal appointment. Also, recommended deadline for Dean to forward evaluation materials &amp; recommendations of Faculty members in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to Provost. <b><u>March 28</u></b> Recommended deadline for Dean to notify each Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of Provost's recommendation &amp; provide a copy to the Dept. Chair/Unit Head.</p>

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<p>Evaluation of Full-Time Faculty Not Eligible for Tenure (Policy 4.6.6)</p>	<p><b><u>Faculty Member</u></b> <b><u>February 15</u></b> Deadline for Faculty members NOT eligible for tenure that are scheduled for evaluation to submit materials to Dept. Chair/Unit Head.</p>			<p><b><u>Dept. Chair/Unit Head</u></b> <b><u>March 1</u></b> Deadline for Dept. Chair/Unit Head to provide a written evaluation to NOT eligible for tenured Faculty member. <b><u>March 11</u></b> Deadline for Dept. Chair/Unit Head to forward recommendations to Dean. <b><u>December 1</u></b> Deadline for Dept. Chair/Unit Head to submit a list of Faculty members NOT eligible for tenure, who are scheduled to be evaluated, to Dean.</p>		<p><b><u>Dean/College</u></b> <b><u>April 1</u></b> Deadline for Dean to submit recommendations to Provost. <b><u>April 15</u></b> Deadline for Dean to notify Faculty members NOT eligible for tenure of reappointment decisions.</p>

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Procedure	Responsible Entities 1 and Dates	Responsible Entities 2 and Dates	Responsible Entities 3 and Dates	Dept. Chairs/Unit Head and Dates	Associate Dean & Dates	Dean & Dates
Sabbatical Leave (Policy 4.7.2)	<b><u>Faculty Member</u></b> <b><u>September 15</u></b> Deadline for Faculty Member to submit Sabbatical Leave request to Dept. Chair/Unit Head.			<b><u>Dept. Chair/Unit Head</u></b> <b><u>October 16</u></b> Recommended deadline for Dept. Chair/Unit head to submit Faculty Member Sabbatical Leave recommendations to Dean/College Sabbatical Leave Committee.		<b><u>Dean/College</u></b> <b><u>November 2</u></b> Deadline for Dean to submit Faculty Member Sabbatical Leave recommendations to Provost.
Emeritus Faculty (Policy 4.7.8)	<b><u>Faculty Member</u></b> <b><u>January 29</u></b> Recommended deadline for Emeritus Faculty nominations to be forwarded to Dept. Chair/Unit Head.			<b><u>Dept. Chair/Unit Head</u></b> <b><u>February 12</u></b> Recommended deadline for Dept. Chair/Unit Head to submit nominations to Dean.		<b><u>Dean/College</u></b> <b><u>February 26</u></b> Recommended deadline for Dean to submit recommendations to Provost



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Retirement Transition Program (RTP) (Policy 4.6.9)	<b><u>Faculty Member</u></b> <b><u>September 11</u></b> Deadline for Faculty member to submit RTP request to Dept. Chair/Unit Head.			<b><u>Dept. Chair/Unit</u></b> <b><u>Head</u></b> <b><u>October 9</u></b> Deadline for Dept. Chair/Unit Head to submit RTP recommendations and Dept. assessment of faculty replacement needs to Dean.		<b><u>Dean/College</u></b> <b><u>November 6</u></b> Deadline for Dean to submit RTP recommendations to Provost.
Faculty Membership Elections to College Committees	<b><u>Sheila King</u></b> College Committees List presented to faculty at beginning of Fall Term to elect committee members for current academic year.			<b><u>Dept. Chair/Unit</u></b> <b><u>Head</u></b> <b><u>August 28</u></b> Final recommendations submitted to Dean		<b><u>Dean/College</u></b> <b><u>September 1</u></b> Dean selects from faculty recommendations and finalizes College Committee selections for current Academic Year

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Promotion & Tenure (P&T) (Policy 4.6.4)	<p><u><b>Faculty Member</b></u> <b>**September 1</b></p> <p>Deadline for Candidate to notify Dept. Chair/Unit Head in writing, and copy Dean, of intent to apply for tenure and/or promotion.</p> <p><u><b>Faculty Member</b></u> <b>**March 21</b></p> <p>Last day for Tenure Candidate to withdraw candidacy by submitting a written withdrawal letter to Dept. Chair/Unit Head, with a copy to Dean and Provost.</p>			<p><u><b>Dept. Chair/Unit Head</b></u> <b>**September 10</b></p> <p>Deadline to elect Dept. /Unit P&amp;T Committees.</p> <p><b>*November 10</b></p> <p>Recommended deadline for Candidate to be notified of Dept. /Unit Committee's and Dept. Chair/Unit Head's recommendations.</p> <p><b>*December 1</b></p> <p>Recommended deadline for Dept. Chair/Unit Head to submit P&amp;T recommendations and materials to Dean.</p> <p><u><b>Dept. Chair/Unit Head</b></u> <b>**May 2</b></p> <p>Deadline for Dept. Chair/Unit Head to notify eligible Candidates for the next academic year and provide guidelines and deadlines.</p>		<p><u><b>Dean/College</b></u> <b>**September 10</b></p> <p>Deadline to elect College P&amp;T Committees.</p> <p><b>*February 15</b></p> <p>Deadline for Dean to submit P&amp;T recommendations and materials to Provost.</p> <p><b>**April 15</b></p> <p>Deadline for Dean to notify Dept. Chair/Unit Head of all Faculty members that are eligible for tenure in the next academic year.</p>

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<p>2<sup>nd</sup> Year Evaluation (Policy 4.6.5)</p> <p>Does <u>not</u> include Full-Time Faculty Not Eligible for Tenure</p>	<p><u>Faculty Member</u> <u>*September 25</u> Recommended deadline for Faculty member in their 2<sup>nd</sup> year of service to submit self-evaluation to Dept. Chair/Unit Head.</p>			<p><u>Dept. Chair/Unit Head</u> <u>**September 10</u> Deadline to elect Dept. / Unit Evaluation Committee specifically for non-tenured, tenure-track, faculty evaluations (all years), <u>if</u> not using Dept. /Unit P&amp;T Committee.</p> <p><u>*October 9</u> Recommended deadline for Dept. Chair/Unit Head to submit recommendations regarding reappointment of Faculty members in their 2<sup>nd</sup> year of service to Dean.</p>		<p><u>Dean/College</u> <u>*October 26</u> Recommended deadline for Dean to notify each evaluated faculty member in their 2<sup>nd</sup> year of service of Dean's recommendation.</p> <p><u>*October 26</u> ALSO, recommended deadline for Dean to submit recommendations regarding reappointment of Faculty members in their 2<sup>nd</sup> year of service to Provost.</p> <p><u>*November 12</u> Recommended deadline for Dean to notify each faculty member in their 2<sup>nd</sup> years of service, of Provost's recommendation, &amp; provide a copy to Dept. Chair/Unit Head.</p>

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<p>3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year Faculty Evaluation (Policy 4.6.5)</p> <p>Does <u>not</u> include Full-Time Faculty Not Eligible for Tenure</p>	<p><b><u>Faculty Member</u></b> <b>*November 13</b> Recommended deadline for Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to submit self-evaluation to Dept. Chair/Unit Head.</p>			<p><b><u>Dept. Chair/Unit Head</u></b> <b>**September 10</b> Deadline to elect Dept. /Unit Evaluation Committee specifically for non-tenured, tenure-track, faculty evaluations (all years), <u>if</u> not using the Dept. /Unit P&amp;T Committee.</p> <p><b>*January 26</b> Recommended deadline for Dept. Chair/Unit Head to notify Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of Dept. /Unit Committee's &amp; Dept. Chair/Unit Head's recommendations.</p> <p><b>*February 8</b> Recommended deadline for Dept. Chair/Unit Head to submit recommendations regarding reappointment of Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to Dean.</p>		<p><b><u>Dean /College</u></b> <b>*February 29</b> Recommended deadline for Dean to notify each Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of the Dean's recommendation regarding reappointment/terminal appointment.</p> <p><b>*February 29</b> Also, recommended deadline for Dean to forward evaluation materials &amp; recommendations of Faculty members in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service to Provost.</p> <p><b>*March 28</b> Recommended deadline for Dean to notify each Faculty member in their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year of service of Provost's recommendation &amp; provide a copy to the Dept. Chair/Unit Head.</p>

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Evaluation of Full-Time Faculty Not Eligible for Tenure  (Policy 4.6.6)	<p><u><b>Faculty Member</b></u>  <u><b>*February 15</b></u>            Deadline for Faculty members NOT eligible for tenure that are scheduled for evaluation to submit materials to Dept. Chair/Unit Head.</p>			<p><u><b>Dept. Chair/Unit Head</b></u>  <u><b>**March 1</b></u>            Deadline for Dept. Chair/Unit Head to provide a written evaluation to NOT eligible for tenured Faculty member.</p> <p><u><b>**March 11</b></u>            Deadline for Dept. Chair/Unit Head to forward recommendations to Dean.</p> <p><u><b>**December 1</b></u>            Deadline for Dept. Chair/Unit Head to submit a list of Faculty members NOT eligible for tenure, who are scheduled to be evaluated, to Dean.</p>		<p><u><b>Dean/College</b></u>  <u><b>**April 1</b></u>            Deadline for Dean to submit recommendations to Provost.</p> <p><u><b>**April 15</b></u>            Deadline for Dean to notify Faculty members NOT eligible for tenure of reappointment decisions.</p>

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Merit Pay	To Be Announced.	To Be Announced.	To Be Announced.	To Be Announced.	To Be Announced	To Be Announced
Sabbatical Leave  (Policy 4.7.2)	<u><b>Faculty Member</b></u> <b>**September 15</b> Deadline for Faculty Member to submit Sabbatical Leave request to Dept. Chair/Unit Head.			<u><b>Dept. Chair/Unit Head</b></u> <b>*October 16</b> Recommended deadline for Dept. Chair/Unit Head to submit Faculty Member Sabbatical Leave recommendations to Dean/College Sabbatical Leave Committee.		<u><b>Dean/College</b></u> <b>**November 2</b> Deadline for Dean to submit Faculty Member Sabbatical Leave recommendations to Provost.
Emeritus Faculty  (Policy 4.7.8)	<u><b>Faculty Member</b></u> <b>*January 29</b> Recommended deadline for Emeritus Faculty nominations to be forwarded to Dept. Chair/Unit Head.			<u><b>Dept. Chair/Unit Head</b></u> <b>*February 12</b> Recommended deadline for Dept. Chair/Unit Head to submit nominations to Dean.		<u><b>Dean/College</b></u> <b>*February 26</b> Recommended deadline for Dean to submit recommendations to Provost.

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Retirement Transition Program (RTP) (Policy 4.6.9)	<u><b>Faculty Member</b></u> <b>**September 11</b> Deadline for Faculty Member to submit RTP request to Dept. Chair/Unit Head.			<u><b>Dept. Chair/Unit Head</b></u> <b>**October 9</b> Deadline for Dept. Chair/Unit Head to submit RTP recommendations and Dept. assessment of faculty replacement needs to Dean.		<u><b>Dean/College</b></u> <b>**November 6</b> Deadline for Dean to submit RTP recommendations to Provost.
Academic Affairs Staff Evaluation	<u><b>***To be Announced</b></u> Annual Performance Review meetings should be completed by direct supervisors for all Academic Affairs Staff (any staff falling under the Provost's Office on the current ECU Organizational Chart).  <u><b>***To be Announced</b></u> Original copies of the 2015-2016 Employee Performance Evaluation forms are due to Human Resources. <b>***</b> Dates determined by Human Resources.	<u><b>Additional Information</b></u> The Dept. of Human Resources is available as needed to conduct refresher training sessions on the performance management process for those responsible for evaluation of academic staff.  Employee Evaluation Forms can be found online at the Dept. of Human Resources, at <a href="http://hr.eku.edu/human-resources-forms">http://hr.eku.edu/human-resources-forms</a>  For further information, please contact Human Resources at 622-5094.				



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Night of Distinguished Professionals Reception & Dinner	<u><i>Pauline Lively</i></u> <b>April 6, (2016)</b>			<u><i>Chairs</i></u> <b>January 31</b> Distinguished UG student selection (one/school) Distinguished Grad student selection (one/school) Distinguished Faculty selection (one/school)		
University Scholars Assembly	<u><i>Pauline Lively</i></u> <b>April 15</b>	<u><i>College-Wide</i></u> <b>February 15</b> Dean's Award Recipient nominations to be submitted for Dean's review				
TracDat	<u><i>Jim Larsgaard</i></u> <b>November 13</b> Due Date for TracDat College-level Report to Institutional Effectiveness			<u><i>Chairs/Department Reporting Units</i></u> <b>October 15</b> Due date for all TracDat data to be input		