

PRELIMINARY TIMETABLE  
FACULTY REVIEW DEADLINES  
ACADEMIC YEAR 2021-2022

**REAPPOINTMENT REVIEW**  
**Second, Third, Fourth, and Fifth Year**

The tentative deadlines for notification of candidates for uploading materials to candidates' files on FlashFolio and for uploading administrative recommendations are as follows:

The Unit Administrator<sup>1</sup> notifies candidates standing for reappointment review and updates each faculty member's personnel action in FlashFolio before the end of Spring, 2021

The deadline for candidates to upload their files to FlashFolio for reappointment review and for the Unit Administrator and candidate to complete the **Certification of File Completeness** is no later than September 3, 2021

**Deadlines for uploading administrative recommendations on FlashFolio are as follows:**

- 1. For probationary tenure-track faculty at the Regional Campuses:**
  - a. Academic Unit<sup>2</sup> (Chair/Director) recommendation October 4, 2021
  - b. Regional Campus Faculty Council Chair recommendation October 4, 2021
  - c. Regional Campus Dean recommendation October 25, 2021
  - d. College recommendation (if applicable) **for 2<sup>nd</sup> YEAR** December 6, 2021
  - e. College Dean recommendation (if applicable) **for 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> YEARS** January 24, 2022
- 2. For probationary tenure-track faculty at the Kent Campus:**
  - a. Academic Unit (Chair/Director) recommendation October 25, 2021
  - b. College Dean recommendation (if applicable) **for 2<sup>nd</sup> YEAR** December 6, 2021
  - c. College Dean recommendation (if applicable) **for 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> YEARS** January 24, 2022

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<sup>1</sup> A "Unit Administrator" is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries. **Please note, however, that after the Certification of File Completeness is finished, Colleges without Departments or Schools and University Libraries follow College deadlines for reappointment, tenure and promotion processes.**

<sup>2</sup> A Kent Campus "Academic Unit" is the department, school, college without departments or schools (i.e., Architecture and Environmental Design, Nursing, Aeronautics and Engineering, Public Health) and University Libraries. For regional campuses, the College of Applied and Technical Sciences (formerly the Regional College) is also a college without departments or schools. **Please note, however, that after the Certification of File Completeness is finished, Colleges without Departments or Schools and University Libraries follow College deadlines for reappointment, tenure and promotion processes.**

# REAPPOINTMENT REVIEW

## First Year

The Unit Administrator<sup>1</sup> notifies candidates standing for reappointment review and updates each faculty member's personnel action in FlashFolio by October 25, 2021

The deadline for candidates to upload their files to FlashFolio for reappointment review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than December 3, 2021

### **Deadlines for uploading administrative recommendations on FlashFolio are as follows:**

**1. For probationary tenure-track faculty at the Regional Campuses:**

- a. Academic Unit<sup>2</sup> (Chair/Director) recommendation January 20, 2022
- b. Regional Campus Faculty Council Chair recommendation January 20, 2022
- c. Regional Campus Dean recommendation January 31, 2022
- d. College Dean recommendation February 14, 2022

**2. For probationary tenure-track faculty at the Kent Campus:**

- a. Academic Unit (Chair/Director) recommendation January 20, 2022
- b. College Dean recommendation February 14, 2022

**3. Notification of faculty in the first year who are not to be reappointed March 1, 2022**

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## TENURE REVIEW

The Unit Administrator<sup>1</sup> notifies candidates standing for tenure review, updates each faculty member's personnel action in FlashFolio, and requests the names of external reviewers from the candidate before the end of Spring 2021

The deadline for candidates to upload their files to FlashFolio for tenure review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than September 3, 2021

External Reviewer Submission Deadline - Determined by the Academic Unit

### **Deadlines for uploading administrative recommendations on FlashFolio are as follows:**

#### **1. For faculty in the Regional Campuses:**

- |    |  |                   |
|----|--|-------------------|
| a. | Academic Unit <sup>2</sup> (Chair/Director) recommendation | October 4, 2021   |
| b. | Regional Campus Faculty Council Chair recommendation       | October 4, 2021   |
| c. | Regional Campus Dean recommendation                        | October 25, 2021  |
| d. | College Dean recommendation (if applicable)                | December 15, 2021 |

#### **2. For faculty at the Kent Campus:**

- |    |   |                   |
|----|---|-------------------|
| a. | Academic Unit (Chair/Director) recommendation | October 25, 2021  |
| b. | College Dean recommendation (if applicable)   | December 15, 2021 |

#### **3. Tenure decision (by President, if positive; by Provost, if negative) March 15, 2022**

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## PROMOTION REVIEW

The Unit Administrator<sup>1</sup> notifies candidates standing for promotion review, updates faculty member's personnel action in FlashFolio, and requests the names of external reviewers from the candidate before the end of Spring 2021

The deadline for self-nomination by faculty Spring 2021

The deadline for candidates to upload their files to FlashFolio for promotion review and for the Unit Administrator and candidate to complete the Certification of File Completeness is no later than September 3, 2021

External Reviewer Submission Deadline - Determined by the Academic Unit

### Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. **For faculty in the Regional Campuses:**

- a. Academic Unit<sup>2</sup> (Chair/Director) recommendation October 4, 2021
- b. Regional Campus Faculty Council Chair recommendation October 4, 2021
- c. Regional Campus Dean recommendation October 25, 2021
- d. College Dean recommendation (if applicable) December 15, 2021

2. **For faculty at the Kent Campus:**

- a. Academic Unit (Chair/Director) recommendation October 25, 2021
- b. College Dean recommendation (if applicable) December 15, 2021

3. **Promotion decision** (by President if positive; by Provost, if negative) April 15, 2022

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