PRELIMINARY TIMETABLE
FACULTY REVIEW DEADLINES
ACADEMIC YEAR 2024-2025

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\(^1\) notifies candidates standing for reappointment review and updates each faculty member’s personnel action in FlashFolio before the end of Spring 2024.

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 August 30, 2024.

Deadlines for uploading administrative recommendations on FlashFolio are as follows:

1. For probationary tenure-track faculty at the Regional Campuses:
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation September 30, 2024
   b. Regional Campus Faculty Council Chair recommendation September 30, 2024
   c. Regional Campus Dean recommendation October 21, 2024
   d. College Dean colleges with departments/schools recommendation for 2\(^{nd}\) YEAR December 2, 2024
   e. College Dean colleges with departments/schools recommendation for 3\(^{rd}\), 4\(^{th}\) & 5\(^{th}\) YEARS January 21, 2025

2. For probationary tenure-track faculty at the Kent Campus:
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation October 21, 2024
   b. College Dean recommendation colleges with departments/schools for 2\(^{nd}\) YEAR December 2, 2024
   c. College Dean recommendation colleges with department/schools for 3\(^{rd}\), 4\(^{th}\) & 5\(^{th}\) YEARS January 20, 2025

\(^1\) A “Unit Administrator” is the department chair, school director, dean of a college without departments or schools, or dean of University Libraries.

\(^2\) 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 is also a college without departments or schools.
REAPPOINTMENT REVIEW  
First Year

The Unit Administrator\(^1\) notifies candidates standing for reappointment review and updates each faculty member’s personnel action in FlashFolio by October 21, 2024.

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 6, 2024.

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

1. **For probationary tenure-track faculty at the Regional Campuses:**
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation January 24, 2025
   b. Regional Campus Faculty Council Chair recommendation January 24, 2025
   c. Regional Campus Dean recommendation February 3, 2025
   d. College Dean recommendation colleges with departments/schools February 24, 2025

2. **For probationary tenure-track faculty at the Kent Campus:**
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation January 24, 2025
   b. College Dean recommendation colleges with departments/schools February 24, 2025

3. **Notification of faculty in the first year who are not to be reappointed** March 1, 2025

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TENURE REVIEW

The Unit Administrator\(^1\) 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, 2024.

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 August 30, 2024.

External Reviewer Submission Deadline - Determined by the Academic Unit September 16, 2024

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

1. **For faculty in the Regional Campuses:**
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation September 30, 2024
   b. Regional Campus Faculty Council Chair recommendation September 30, 2024
   c. Regional Campus Dean recommendation October 21, 2024
   d. College Dean colleges with departments/schools recommendation December 11, 2024

2. **For faculty at the Kent Campus:**
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation October 21, 2024
   b. College Dean colleges with departments/schools recommendation December 11, 2024

3. **Tenure decision** (by President, if positive; by Provost, if negative) March 15, 2025

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PROMOTION REVIEW

The Unit Administrator\(^1\) 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 2024.

The deadline for self-nomination by faculty is Spring 2024.

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 August 30, 2024.

External Reviewer Submission Deadline – Determined by the Academic Unit is September 16, 2024.

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

1. **For faculty in the Regional Campuses:**
   a. Academic Unit\(^2\) (Chair/Director/College Dean\(^1\)) recommendation is September 30, 2024.
   b. Regional Campus Faculty Council Chair recommendation is September 30, 2024.
   c. Regional Campus Dean recommendation is October 21, 2024.
   d. College Dean colleges with departments/schools recommendation is December 11, 2024.

2. **For faculty at the Kent Campus:**
   a. Academic Unit \(^1\) (Chair/Director/College Dean\(^2\)) recommendation is October 21, 2024.
   b. College Dean recommendation colleges with departments/schools is December 11, 2024.

3. **Promotion decision** (by President if positive; by Provost, if negative) is April 15, 2025.

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