### CAPT CALENDAR 2013-2014

## **JUNE 2013**

Deadlines for June June 15

Letters from the Associate Dean of the Faculty for Personnel (ADOFP) to second-year faculty members who have not been designated as candidates for reappointment by their department.

#### **JULY**

Chair sends CAPT Calendar, CAPT Operating Code, and TAC Operating Code to Office of the Dean of Faculty and Vice President for Academic

### **AUGUST**

Deadlines for August Friday, August 30

Candidates for tenure submit materials in evidence of teaching effectiveness to the Office of the DOF/VPAA.

Candidates for tenure submit materials in evidence of professional and service accomplishments to the Office of the DOF/VPAA.

### SEPTEMBER

During the Month of September, CAPT:

Distributes CAPT Calendar, CAPT Operating Code, and TAC Operating Code to the faculty.

As first order of business, reviews file of any second-year appointee denied consideration as a candidate for third-year reappointment when the ADOFP and the department disagree after reconsideration. CAPT makes a third recommendation to the DOF/VPAA as soon as possible, and no later than September 30.

Announces to all faculty that the annual meeting of CAPT for new tenure-track members of the Faculty, their chairs, and the ADOFP will occur in February 2014.

Notifies department chairs reminding them to submit letters for promotions to the ADOFP for those faculty who earned doctoral degrees during the summer.

Deliberates and consults with DOF/VPAA and ADOFP about administrative appointments/reviews anticipated in the year ahead. (Any review must be initiated no later than November 1, as stipulated in the Faculty Handbook.)

DOF/VPAA calls for nominations for endowed chairs.

CAPT deliberations on tenure candidates commence and continue to Friday, November 29.

CAPT meets with potential candidates for promotion and their chairs.

Deadlines for October Friday, October 4

The Chair of CAPT sends to tenure candidates a list of names of all those who have written unsolicited letters about the candidates.

Letters from chairs or other evidence of completed degrees due to the DOF/VPAA on promotions for those faculty who earned terminal degrees during the summer.

Friday, October 11

Latest date to hold open meeting on promotion for qualifying candidates, chairs, and other interested parties.

October 15

disagree after departmental reconsideration of the case.

Friday, October 25

Letters of nomination for endowed chairs due to VPAA/DOF. Letters to the VPAA/DOF, ADOFP and department chairs regarding January 24 deadline for recommendation for promotions.

### **NOVEMBER**

During the Month of November

Deliberates and consults with DOF/VPAA and ADOFP about nominations for endowed chairs.

# CAPT meets with newly reappointed faculty and their chairs.

Deadlines for March March 1

Letters from the administration to candidates on tenure and reappointment decisions on or before this date.