

## THE UNIVERSITY CALENDAR OF KEY FACULTY CONTRACT EVENTS\*

Based on CSU AAUP Main and Law Faculty Collective Bargaining Agreements  
 August 16, 2021 through August 15, 2024 (extended through August 15, 2025); University Personnel Policies  
 and Bylaws, 2014.

The College of Law has its own contract and calendar. This year there are separate tables presenting the dates for the Cleveland Marshall College of Law reviews below.

**[Note: Calendar dates below are “on or before” deadlines; any that fall on weekends or university holidays advance to the next M-F work day.]**

**Promotion/Tenure Procedures (Article 12.13);**  
**College Lecturer and Professor of Practice 6<sup>th</sup> Year Reviews (12.2) and**  
**Promotion to Senior Lecturer and Full Professor of Practice Reviews\***

	<i>COLLEGE WITH DEPT PRC</i>	<i>COLLEGE W/O DEPT PRC</i>
April	Preliminary Dossier on First Monday**	Same**
Sept 1	Final Dossier	Same
Sept 21	Dept PRC to Chair***	---
Sept 30	Chair to Dean	---
Oct 1	Dean’s office to College PRC	College PRC to Chair
Oct 15	---	Chair to Dean
Nov 8	College PRC to Dean	---
Dec 1	Dean to Provost	Same
Jan 31	University PRC to Provost	Same
Feb 28	Provost to President	Same
Apr 15	Board of Trustees action	Same
Apr 30	eDossier will be archived	Same

\*Lecturer reappointment reviews are finalized with the Provost, requiring no action from the President or Board.

\*\* College Lecturers and Professors of Practice are not required to submit a preliminary dossier.

\*\*\*Chair signifies School Director where applicable.

**Third and Fifth Year (Article 12.12) & 4<sup>th</sup> & 9<sup>th</sup>, 12<sup>th</sup> & 18<sup>th</sup> Year Reviews (12.2)**

	<i>COLLEGE WITH DEPT PRC</i>	<i>COLLEGE W/O DEPT PRC</i>
Oct 7	Submission of Dossier	Same
Oct 31	Dept PRC to Chair	---
Nov 14	Chair to Dean for transmittal to College PRC	College PRC to Chair
Dec 15	College PRC to Dean	Chair to Dean
Jan 15	Dean completes review	Same

**Tenure-Track Non-Reappointment (Article 12.15)**

<b>First Year Probationary Faculty</b>	
January 1	Written recommendation from PRC, Chair, or Dean
March 1	Written notification of termination at end of contract year
<b>2<sup>nd</sup>/3<sup>rd</sup> Year Probationary Faculty</b>	
October 15	Written recommendation from PRC, Chair, or Dean
December 15	Written notification of termination at end of contract year
<b>4<sup>th</sup>-6<sup>th</sup> Year Probationary Faculty</b>	
February 15	Written recommendation from PRC, Chair, or Dean
June 1	Written notification of termination at end of following academic year

**College of Law Promotion/Tenure Procedures (Article 12.10) & Clinical / Legal Writing Faculty Reappointment Reviews (12.10 and 13.3)\***

	<i>LAW TENURE TRACK</i>	<i>PROMOTION TO SENIOR LEGAL WRITING/ CLINICAL PROFESSOR</i>
April	Preliminary Dossier on First Monday	Same
Aug 1	Submission of Final Dossier to PRC subcommittee	
Sept 8		Submission of Final Dossier to PRC Subcommittee
Oct 31	PRC/PAC subcommittee to CPRC/PAC	
Nov 11	CPRC/PAC to Dean	
Nov 25	Dean to Provost	same
Jan 25	University PRC to Provost	same
Feb 15	Provost to President	same
Apr 15	Board of Trustees action	same
Apr 30	eDossier will be archived	same

**Five-Year Renewals for Legal Writing and Clinical Faculty Five-Year Renewals (Article 13.8 A (3))**

For reappointment to the first five-year contract:

This process is set forth in the CBA in section 13.8.A.3, but no dates are listed for the various events. The CBA notes that the Dean creates a special committee, the special committee creates a report, presents that report to the faculty PAC, and the PAC makes a recommendation to the Dean.

### **Subsequent Law Five-Year Renewals**

Sept 1	Candidate notifies Dean of intent to seek renewal
Nov 1	Special Committee to Dean
Dec 1	Dean Notifies Special Committee and Candidate of Dean's decision
Dec 15	Dean to Provost
Feb 15	Provost to President

### **Professional Development and Workload (Article 13.1B-C and Personnel Policies 3344-16-03)**

April 30	eFAARs due.
Sept 30	Faculty meet with Chair to review FAAR and to discuss plans and goals.
Oct 15	Faculty development plans due to Chair.
Dec 1	Workload consultation between Chair and faculty.
Jan 25	Consultation between Chairs and Dean.
Jan 31	Faculty notified of workload assignment for the next academic year.

### **Professional Leaves (Article 20)**

Sept 15	Proposals due in Department
Oct 15	Chair recommendations to Dean
Nov 15	Dean recommendation to Provost
December	Provost/President recommendation to Board of Trustees
January	Board of Trustees action
	“Within 90 days of returning to University duties, a faculty member shall submit a written report of activities during the period of professional leave. The report should be submitted to the Department Chairperson, who shall comment upon the report in writing. The report and comments shall be forwarded simultaneously to the Dean and the Provost.”

### **Post –Retirement Employment (Personnel Policies 3344-16-07(C))**

April 1	Faculty must notify Chair in writing of their intent to retire and to exercise post-retirement employment in the following fall semester.
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