

FACULTY PERSONNEL ACTION DATES FOR ACADEMIC YEAR 2016-2017

Promotion and Tenure, Nonreappointments, Faculty Leave Requests, Emeriti Requests, Endowed Chair, Professorships, Fellowships, and Research Extended Appointments

Office of the Executive Vice President and Provost
Revised 01/05/17

PROMOTION AND TENURE

Promotion and Tenure Committee Workshop (contact is Peggy Layne, playne@vt.edu)
Deans, department heads/chairs, and P&T committee chairs and members are encouraged to attend.

10/07/16, 3:00 – 5:00 PM, 3100 Torgersen

Promotion to Professor Workshop (contact is Peggy Layne, playne@vt.edu)
Process and requirements for promotion to full professor. Recently promoted faculty members will give their perspectives on preparation for promotion, and current or former members of college and university promotion and tenure committees will respond to questions.

10/21/16, 3:00 – 5:00 PM, 3100 Torgersen

Promotion and Tenure Appointments, Collegiate Faculty (contact is Cyndi Hutchison, chutchison@vt.edu)

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| 02/01/17 | Promotion and tenure listing sheets + electronic copy of each dossier | Deans to Provost |
| 03/01/17 | Recommendations for administrative promotions in the instructor, clinical, and practice series | Deans to Provost |
| 02/15/17, 1:00 – 3 p.m. | University P&T Committee meeting and dossier distribution (Deans are present) | Provost to Committee |
| 02/20/17, 9:00 – 11 a.m. | Back-up Snow date: University P&T Committee meeting and dossier distribution (Deans are present) | |
| 04/05/17, 8:30 – 5 p.m. | Faculty Subcommittee of University P&T Committee (Deans are not present) | |
| 04/06/17, 8:30 – 5 p.m. | Faculty Subcommittee of University P&T Committee (Deans are not present) | |
| 04/11/17, 8:30 a.m. – Noon | All members of University P&T Committee (Deans are present) | |
| 04/12/17, 1:00 – 5 p.m. | All members of University P&T Committee (Deans are present) | |
| 04/13/17, 9:00 – Noon | Back-up day: All members of University P&T Committee (Deans are present) | |
| April 2017 | Provost presents promotion and tenure recommendations to the President | Provost to President |
| April 2017 | Notification sent to promotion/tenure candidates | Provost to candidates |
| June 5-6, 2017 | Promotion/tenure recommendations submitted to Board of Visitors | President to Board of Visitors |

Promotion and Continued Appointments, Extra-Collegiate Faculty (contact is Cyndi Hutchison, chutchison@vt.edu)

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| 03/01/17 | Promotion/continued appointment lists and dossiers | Libraries Dean + VCE Director to Provost |
| 03/01/17 | Recommendations for administrative promotions to ext. agent, sr. ext. agent, and library asst. profs. | Libraries Dean + VCE Director to Provost |
| 03/07/17 | Dossiers distributed to Univ. Promotion and Continued Appointment Committee members | Provost to Committee |
| 04/10/17, 10:00 - Noon | Univ. P&CA Committee, 130 Burruss Hall | |
| April 2017 | Provost presents promotion, cont. appt., and admin. promotion recommendations to the President | Provost to President |
| April 2017 | Notification sent to promotion, cont. appt., and administrative promotion candidates | Provost to candidates |
| June 5-6, 2017 | Promotion, cont. appt., and administrative promotion recommendations submitted to Board of Visitors | President to Board of Visitors |

Research Professorial Promotions (contact is Lynn Byrd, byrd@vt.edu)

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| 03/01/17 | Promotion lists and dossier packets | Deans/Institute Directors to OVPRI |
| 03/31/17 | Dossiers reviewed and recommendations sent to Provost | OVPRI to Provost |
| April 2017 | Provost presents promotion recommendations to President | Provost to President |
| June 5-6, 2017 | Promotion recommendations submitted to Board of Visitors | President to Board of Visitors |
| June 2017 | Notifications sent to promotion candidates | OVPRI to candidates |

Non-Reappointments

Tenure-Track and Continued Appointment-Track Faculty Non-Reappointments (contact is Jack Finney, finney@vt.edu)

Non-reappointment letter must indicate the final date of employment. Please send a copy of the non-reappointment letter to the appropriate Dean and to Jack Finney. If the due date falls on a weekend, please deliver letter on the prior business day).

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| 11/09/16 (or earlier) | Notice of non-reappointment for second-year faculty | Dept. Heads to Faculty |
| 02/09/17 (or earlier) | Notice of non-reappointment for first-year faculty, including instructors on one-year appointments | Dept. Heads to Faculty |
| 05/09/17 (or earlier) | Notice of non-reappointment for probationary faculty in at least third year of service | Dept. Heads to Faculty |

Non-Reappointment Notice for Non-Tenure-Track Instructional faculty on REGULAR (not restricted) Appointments

(contact is Jack Finney, finney@vt.edu)

Non-tenure-track instructional faculty are typically instructor, clinical faculty, or professor of practice faculty. For those faculty members on REGULAR appointments, the deadlines for non-reappointment are as follows:

- Three months before the end of the current contract for those with less than two years employment;
- One semester before the end of the current contract for those with two to five years employment;
- One year before the end of the current contract for those with five years or more employment.

RESEARCH EXTENDED APPOINTMENTS

Extension of Research-Extended Appointments (contact is Alva Phillips, phillipa@vt.edu)

08/10/16 For faculty already on a Research-Extended appointment; confirms funding is available to continue the appointment in Summer 2016.

Research-Extended Appointments (contact is Alva Phillips, phillipa@vt.edu)

8/10/16- 3/10/17 (5 PM) Faculty with sufficient grant funding to convert to a Research-Extended appointment for Summer 2017.

2017-2018 FACULTY LEAVE REQUESTS (contact is Rachel Gabriele, rachelvg@vt.edu)

Leave reports are due to the Provost's Office within 60 days of return from leave. If the due date falls on a weekend, reports are due next business day.

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| 11/01/16 | Faculty to Dept. Heads |
| 11/15/16 | Dept. Heads to Deans |
| 12/15/16 | Deans to Provost |
| March 2017 | Leave recommendations from Provost to the Board of Visitors |

EMERITI REQUESTS AND ENDOWED CHAIRS, PROFESSORSHIPS, FELLOWSHIPS (contact is Rachel Gabriele, rachelvg@vt.edu)

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| 07/01/16 | for the August 29 BOV meeting |
| 10/01/16 | for the November 7 BOV meeting |
| 03/01/17 | for the April 3 BOV meeting |
| 05/01/17 | for the June 5 BOV meeting |
| 08/01/17 | for the September 11 BOV meeting |
| 10/02/17 | for the November 6 BOV meeting |