

Appendix A
CALENDAR OF KEY DATESⁱ

DEPARTMENTAL/SCHOOL ACTIVITIES

By the 1st Friday in April of the 5th year of employment	Written notification by the Department Chair to Assistant Professors (5th year of service/or contract date) and Associate Professors (based on their contract) who have mandatory review. The review process will be initiated during the same academic year.
By the 1st business day of October	Written notification by candidate to Department Chair requesting Promotion & Tenure review in any year prior to their mandatory year. In addition to this notification, the candidate must submit a list of at least five persons to serve on his/her Ad Hoc Committee.
October 15	Written notification by Department Chair to the candidate, Dean of the School and the Provost regarding the composition of the Ad Hoc Departmental Committee.
January 31	Candidate submits dossier and departmental policy to the Department Chair. Within 3 business days after receipt, the Department Chair forwards the dossier and departmental policy to the Ad Hoc Committee.
February 15	The Ad Hoc Departmental Committee forwards its recommendation and supporting materials to the Department Chair. <i>If the recommendation is negative, the review terminates.</i>
February 20	<i>If the Ad Hoc Committee recommendation is positive,</i> the Department Chair attaches his/her recommendation and forwards all materials to the Dean.
March 1	The Dean forwards his/her recommendation and all materials to the UMES Faculty Promotion & Tenure Review Committee, and notifies the Provost of this action.

UMES FACULTY PROMOTION & TENURE REVIEW COMMITTEE, PROVOST and PRESIDENT ACTIVITIES

By October 31st	The Provost meets with UMES faculty and holds election for the UMES Faculty Promotion & Tenure Committee.
March 1	The UMES P & T Committee receives recommendations and materials from the Deans, and the Provost receives notification from the Deans of this action.
April 15	The UMES Promotion & Tenure Committee submits report and recommendations to the Provost.
May 1	The Provost submits his/her recommendation and pertinent materials to the President.
May 15 or current USM policy date	The President's final decision is communicated to the candidate in writing.

ⁱ Dates are based on the [UMES Policy and Procedures on Promotion and Tenure of Faculty](#) approved March 25, 2012.