

TCE 2020-2021 Schedule for Retention and Annual Evaluations of Tenure Track Faculty

See Faculty Handbook (3.11.4.4) for dates related to notice of non-renewal. All tenured faculty members who are not on leave must be evaluated each academic year. All probationary faculty members beyond their first year will have a combined retention review and annual evaluation each fall. In exceptional circumstances, a probationary faculty member may be evaluated during the first academic year at the discretion of the department head.

Date	Event
October 2	Second Year Retention Reviews Only¹: Submission of materials to department head for second year retention review. (May vary by department. Check with your department head to confirm this timing.)
November 2	Submission of materials to department head for annual review. (May vary by department. Check with your department head to confirm this timing.)
November 2	Second Year Retention Reviews Only¹: Deadline for Departmental recommendations on second year retentions to the College
November 23	Second Year Retention Reviews Only¹: Deadline for College recommendations on second year retentions to the Office of the Provost
December 1	Deadline for Departmental recommendations on annual evaluations and retentions to the College
December 15	Second Year Retention Reviews Only¹: Deadline for Provost recommendations on second year retentions to be returned to departments and faculty members
January 4	Deadline for College recommendations on annual evaluations and retentions to the Office of the Provost
January 30	Deadline for Provost recommendations on annual evaluations and retentions to be returned to departments and faculty members

¹Retention reviews for second-year faculty need to be completed at an earlier date so that a fully-executed review is completed by December 15th to stay consistent with the Faculty Handbook.