

Appendix K.

Timeline for Reviews, Meetings, and Rebuttals

Task	Timeline	Responsibility
Notification of faculty who are subject to mandatory reappointment, promotion or tenure review in the upcoming academic year	April	Academic Affairs notification to deans/ department chairs Administrators notify faculty
Notification by faculty who wish to participate in non-mandatory promotion review	April	Faculty notification to department chair
For faculty who are preparing for promotion/tenure reviews for which external reviews of research are required: <ol style="list-style-type: none"> 1. Generation of list of external reviewers 2. Preparation of materials to be sent to external reviewers 	<ol style="list-style-type: none"> 1. May 1. 2. May 15. 	1. Candidate submits list of suggestions to chair. Chair adds names and prepares final list. 2. Candidates submit materials to chair.
Completed dossier is submitted by candidate.	August 15	Faculty candidate
Review and recommendation by the Department Review Committee	Internal deadline set by department	Department chair consults with the assembled DRC to receive recommendation
Review and determination by the department chair	Internal deadline set by college	Department chair submits determination to the dean of the college.
Notification of the chair's determination	Upon completion of the chair's determination	Candidate receives copy of chair's letter (and if is customary in department, copy of DRC letter as well) whether the determination is positive or negative. (*) If the determination is negative, the chair will hold a meeting with the faculty member (see below.)

Task	Timeline	Responsibility
(*) Notification of right to rebuttal. If department chair determines not to reappoint, promote, or confer permanent tenure, the chair shall meet with the faculty member to provide a copy of that determination and its rationale, and to explain the faculty member's right of rebuttal.	The faculty member will have 14 days from the meeting with the chair to submit a written rebuttal to the chair's determination. The next steps in the review process will be adjusted accordingly to allow time for the rebuttal.	Faculty candidate
Review and recommendation by College Review Committee	Internal deadline set by college	Dean meets with assembled CRC to receive recommendation
Review and determination by dean	Internal deadline set by college	Dean
Notification of dean's determination	Upon completion of review by dean (usually first week in January)	Candidate receives copy of dean's letter (and if is customary in college, copy of CRC letter as well) whether the determination is positive or negative (*). If the determination is negative, the dean will hold a meeting with the faculty member (see below.)
(*) Notification of right to rebuttal. If dean determines not to reappoint, promote, or confer permanent tenure, the dean shall meet with the faculty member to provide a copy of that determination and its rationale, and to explain the faculty member's right of rebuttal.	The faculty member will have 14 days from the meeting with the dean to submit a written rebuttal to the dean's determination. The next steps in the review process will be adjusted accordingly to allow time for the rebuttal.	Faculty candidate
Submission of review file to Provost	By date established by Academic Affairs, usually first week in January	Dean
Notification of faculty candidate of Provost's decision	All decisions – both positive and negative – are communicated simultaneously to the candidates. Candidates are notified following the next meeting of UNC Charlotte Board of Trustees after the Provost's decision. This meeting is usually held in mid- to late spring.	Provost