CBA Implementation: January 2014

TIMELINE FOR TTF/NTTF REVIEW AND PROMOTION

By 2/1  Academic Affairs distributes guidelines to units for TTF service portfolio and examples of contributions to institutional equity and inclusion

By mid-February  Deans and department/unit heads provide faculty with existing TTF and NTTF review and promotion criteria, or if there are no existing criteria, those criteria which they propose to employ for this year. Faculty provides response in an expedited consultation process, with the understanding that next year there will be a more in-depth process developing TTF and NTTF review and promotion policies. In addition, to initiate the tenure review process, department and unit heads must contact faculty members no later than winter term of the year preceding the year in which a tenure decision is required and request materials (see Article 20, Section 12)

End Feb/March  Performance reviews of TTF and Career NTTF are completed (important notes below)*

By 4/1  Deans or designee advise Academic Affairs of renewal and non-renewal decisions

By 4/15  Academic Affairs signs off on renewal/ non-renewal decisions and notifies UPS

By 4/30  Deans provide TTF and Career NTTF with written binding notice of renewal or nonrenewal of contract by May 1st, or subject to a penalty (Article 16, Section 11a). Career NTTF who receive a notice of non-renewal must be provided with a written statement at the time of notice documenting the reasons for non-renewal.
IMPORTANT NOTES RE: PERFORMANCE REVIEWS

(1) Deans or designee must advise Academic Affairs of 3rd year renewal or non-renewal decisions by May 15, 2014. AA will sign off on renewal/non-renewal of 3rd-year decisions by June 1st. Deans or designees must provide 12 months notice to 3rd-year faculty whose contracts will not be renewed.

(2) All faculty and OAs must be reviewed this year, but these employee groups are highlighted, because there is a penalty if a TTF or Career NTTF is not provided with a binding notice of renewal or nonrenewal by May 1, 2014. If they are on a funding contingent appointment notice must be provided as soon as practicable.