

Faculty Standards 2013-2014 Timeline

Sabbaticals:

- June 1** Associate Dean for Faculty and Programming contacts eligible Extension faculty member about applying for sabbatical leave
- July 5** UVM Extension faculty requests initial discussion with the Associate Dean (sabbatical begins July 1 the following year)
- August 15** Application submitted to the Associate Dean and Extension Professional Standards Committee
- September 14** Extension's Professional Standards Committee decision due to UVM Extension Associate Dean
- Sept. 15 – 30** UVM Extension Associate Dean's Review
- October 1** Due to UVM Provost

Promotion:

- June 15** UVM Extension faculty member and Associate Dean for Faculty and Programming discuss applying for promotion
- August 1** Initial draft of dossier written by faculty shared with the Associate Dean; list of potential reviewers developed
- August 26** Final draft of dossier and list of external reviewers submitted to the Associate Dean
- September 5** Letters for external review (arm's length) sent to evaluators with a copy of faculty member's scholarship portion of the dossier with supportive materials for review and comment
- Sept. 6 – Oct. 7** Reviewers write evaluative letters regarding scholarship; comments are created and returned
- October 7** External review letters on scholarship are due to Assistant to the Associate Dean, for merging with dossier

October 9 – 23	Faculty dossier posted on UVM Extension secure website for review and vote by Extension faculty
Oct. 24 – Oct. 29	Associate Dean writes the chair review narrative for the faculty dossier
October 30	Associate Dean (on behalf of the Dean's Office) provides list of candidates going for promotion to the Provost's Office
Nov. 1 – 30	Faculty dossier posted on UVM Extension secure website for Extension Professional Standards Committee review
December 2	Extension Professional Standards Committee meets, reviews, and votes on faculty dossiers for promotion
December 9	Extension Professional Standard Committee letter on faculty dossiers due to Associate Dean's Office
December 10 – 20	UVM Extension Associate Dean writes administrative review narrative for the faculty dossier
January 13	Associate Dean forwards candidates' dossiers to Provost's office
April 25	Provost's promotion decisions communicated to Dean/Associate Dean
April 30	Associate Dean communicates promotion decision to faculty member
<u>Reappointment:</u>	
August	Associate Dean informs faculty they are due for reappointment
September	Faculty members talk to Dean about reappointment & draft dossier
February 1	Dossier due at Extension's State Office
February 3 – 28	Extension State Office will post dossier(s) on UVM Extension secure website for review and vote by UVM Extension faculty
Mar. 3 – Mar. 12	Associate Dean writes the chair review narrative for the faculty member's dossier

- March 13 – 31** Faculty dossier posted on UVM Extension secure website for Extension Professional Standards Committee review
- April 1** Extension's Professional Standards Committee letter on faculty dossier due to the Associate Dean
- April 2** UVM Extension Dean writes administrative review narrative for the faculty dossier
- June 30** Deadline for Dean to notify faculty of decision on reappointment