

## Summary of Key Faculty Deadlines from UNAC CBA and UAS Faculty Handbook (AY 23-24)

Please see current CBA (Article 9) for additional details. If deadlines fall on a Saturday or Sunday, the deadline is the following Monday. If it falls on a holiday, the deadline is the following business day.		
Comprehensive Review Deadlines (See Article 9 of the CBA for additional details.)	Start	End
A UNAC member who plans to stand for tenure and/or promotion in the next academic year, shall, by the end of the current appointment period, advise the dean, director, or designee in writing of the intent to stand. At the same time, the UNAC member shall submit to the dean, director, or designee a complete CV and a list of two external reviewers. (External reviews are required only for tenure or promotion reviews.)		End of contract year (5/13/23)
The dean, director, or designee shall, when external reviews have been requested, distribute the UNAC member's CV to external reviewers by June 30.		June-30
External Reviewers Submittal Deadline (9/1)		September-01
Deadline for Dean/Director to Forward External Reviews (and Notice of Number Requested and Received) to Unit Member (9/8)		September-08
Unit Member Submits Comprehensive Evaluation File to Provost Office or Campus Director Office (9/12)		September-12
Evaluation Files Submitted to Peer Committees 9/15. Peer Committee Review Period and Deadline for Recommendations to Provost's Office w/copy to Unit Member (10/15)	September-15	October-16
Deadline for Unit Member to Submit Written Comments on Peer Committee Recommendation to the Provost's Office (10/22)		October-23
Dean/Director Review Period and Written Recommendations Due to Provost (12/20) [ <i>*If Peer and Dean reviews are satisfactory, 6 year post tenure reviews conclude.</i> ]	October-23	December-20
Deadline for Unit Member to Submit to the Provost any Written Comments in Response to Dean/Director's Recommendation (1/3)		January-03
Evaluation File Submitted to MAU Peer Review Committee. MAU Committee's Review Period. Recommendations Due to Provost (2/20)	January-03	February-20
Deadline for Unit Member to Submit to the Provost any Written Comments in Response to MAU Peer Review Committee's Review (2/26)		February-26
Deadline for Provost to Review and Make Written Recommendation to Chancellor, w/copy to Unit Member (3/30)	February-26	April-01
Deadline: Unit Member to Submit Written Comments in Response to Provost's Review to Chancellor (4/5)		April-05
Chancellor Reviews File, Recommendation of Provost, and Notifies Unit Member of Decision by 5/1 (See UNAC CBA Appeal Procedures, Article 7.3) (Fourth year rws. complete.)	April-05	May-01
ANNUAL REVIEWS (From UNAC CBA)		
Unit Member <i>not under comprehensive review</i> submits to Dean/Director a current CV and Annual Activity Report and brief self-evaluation narrative. (9/12)		September-12
Dean/Director due date to provide written statement regarding sufficiency of Unit Member's performance in response to Annual Activity Report. (1/15)		January-15
SABBATICALS & EMERITUS (Deadlines from UAS Faculty Handbook)		
* <b>Sabbatical</b> Leave Application Due to Dean/Director. Electronic submissions preferred. (Send copy to Provost's Office) (10/1)		October-02
*Dean/Director forwards <b>Sabbatical</b> Recommendations to Provost's Office (10/22)		October-23
Faculty Member may submit written comments to Provost's Office RE Dean recommendation. (10/29)		October-30
Provost submits <b>Sabbatical</b> Recommendations to Chancellor w/ cc to faculty member (11/14)		November-14
Faculty Member may submit written comments to Chancellor (w/ cc to Provost's Office) (11/21)		November-21
*Chancellor's Decision on <b>Sabbatical</b> Requests Deadline w/ copy to Provost's Office (12/21)		December-21
<b>Emeritus</b> Nominations Due to uas.provost@alaska.edu (5 working days prior to Jan 3)		December-18
MAU Committee's <b>Emeritus</b> Recommendations Due to Provost March 1		March-01
Provost <b>Emeritus</b> Recommendations forwarded to Chancellor March 10		March-11
Chancellor's Decision on <b>Emeritus</b> Nominations Deadline (on or before March 15)		March-15