

## Calendar of Important Dates for Academic Year 2009-2010

Office of the Senior Vice President and Provost

revised 12/07/09

### **New Department Heads and Academic Leaders Workshop** (contact is Cyndi Hutchison, chutchison@vt.edu)

8/11/09 – 8/12/09, 8:30 AM – 4 PM, Blacksburg Country Club, 1064 Clubhouse Road, Blacksburg, VA

### **New Faculty Development Program** (contact is Bethany Flora, bhflora@vt.edu)

8/21/09, 8:30 AM – 2:30 PM, The Inn at Virginia Tech

### **Faculty Mentoring Workshops sponsored by the Provost's Office and AdvanceVT** (contact is Peggy Layne, playne@vt.edu)

9/23/09 and 9/24/09 Dr. Mary Deane Sorcinelli will present three workshops, each targeting different audiences—department heads and senior faculty, pre-tenure faculty, and associate professors. Register at <https://survey.vt.edu/survey/entry.jsp?id=1248800839132>. For further information, contact Peggy Layne at playne@vt.edu.

### **Promotion and Tenure Information Session** (contact is Cyndi Hutchison, chutchison@vt.edu)

9/28/09, 3:00 – 4:30 PM Promotion and Tenure Information Session hosted by the Provost's Office to review lessons learned in recent university-level deliberations, share some data about length of time for promotion to full, and respond to questions. Deans, department heads/chairs, and P&T committee chairs (and members) are encouraged to attend. If you are not located on campus and would like to attend the session remotely using Adobe Connect, please indicate that when you register for the session. Register at <https://survey.vt.edu/survey/preview.jsp?surveyId=1251982495470>

### **Tenure-Track and Continued Appointment-Track Faculty Non-Reappointments** (contact is Pat Hyer, hyerp@vt.edu)

Non-reappointment letter must indicate the final date of employment. Please send a copy of the non-reappointment letter to the appropriate dean and to Dr. Patricia Hyer.

11/09/09 (or earlier)	Notice of non-reappointment for second-year faculty	Dept. heads to faculty
02/09/10 (or earlier)	Notice of non-reappointment for first-year faculty, including instructors on one-year appointments	Dept. heads to faculty
05/09/10 (or earlier)	Notice of non-reappointment for probationary faculty in at least third year of service	Dept. heads to faculty
05/09/10 (or earlier)	Notice of non-reappointment for instructors who have completed one year of two-year appointment	Dept. heads to faculty
06/30/10 (or earlier)	Notice of non-reappointment for A/P faculty with two or more years of university service	Dept. heads/Directors to faculty

### **Non-Reappointment Notice for Non-Tenure-Track Instructional faculty on REGULAR (not restricted) Appointments** (contact is Pat Hyer, hyerp@vt.edu)

Non-tenure-track instructional faculty are typically instructor, clinical faculty, or professor of practice faculty. For those faculty on REGULAR appointments, the deadlines for non-reappointment are as follows:

- Three months before the end of the current contract for those with less than two years employment;
- One semester before the end of the current contract for those with two to five years employment;
- One year before the end of the current contract for those with five years or more employment.

**Promotion and Tenure Appointments, Collegiate Faculty** (contact is Cyndi Hutchison, chutchison@vt.edu)

09/15/09, 5-7 PM	Reception to honor the successful 2008-09 P&T candidates, The Inn at Virginia Tech, Latham Ballroom	
02/01/10	Promotion and tenure listing sheets + electronic copy of each dossier	Deans to Provost
02/12/10	Electronic dossiers distributed to University P&T Committee members	Provost to Committee
03/01/10	Recommendations for administrative promotions in the instructor series and clinical professor series	Deans to Provost
04/13/10, 8:30 AM-5 PM	University P&T Committee (deans are present from 8:30 AM-noon), Board Room, 2100 Torgersen Hall	
04/14/10, 8:30 AM-5 PM	Faculty Subcommittee of University P&T Committee (deans are not present), Board Room, 2100 Torgersen Hall	
04/19/10, 8:30 AM-noon	All members of University P&T Committee (deans are present), Board Room, 2100 Torgersen Hall	
04/20/10, 8:30 AM-noon	All members of University P&T Committee (deans are present), Board Room, 2100 Torgersen Hall	
04/23/10	Provost presents promotion and tenure recommendations to the President	Provost to President
04/26/10	Notification sent to promotion/tenure candidates	Provost to candidates
June 2010	Promotion/tenure recommendations submitted to Board of Visitors	President to Board of Visitors

**Promotion and Continued Appointments, Extra-Collegiate Faculty** (contact is Cyndi Hutchison, chutchison@vt.edu)

09/15/09, 5-7 PM	Reception to honor the successful 2008-09 P&CA candidates, The Inn at Virginia Tech, Latham Ballroom	
03/01/10	Promotion/continued appointment lists and dossiers	Libraries Dean + VCE Director to Provost
03/01/10	Recommendations for administrative promotions to ext. agent, sr. ext. agent, and library asst. profs.	Libraries Dean + VCE Director to Provost
03/05/10	Dossiers distributed to Univ. Promotion and Continued Appointment Committee members	Provost to Committee
04/12/10, 2:00-5:00 PM	Univ. P&CA Committee, President's Board Room, 210 Burruss Hall	
04/23/10	Provost presents promotion, cont. appt., and admin. promotion recommendations to the President	Provost to President
04/26/10	Notification sent to promotion, cont. appt., and administrative promotion candidates	Provost to candidates
June 2010	Promotion, cont. appt., and administrative promotion recommendations submitted to Board of Visitors	President to Board of Visitors

**Faculty Leaves** (contact is Suzie Karlin, skarlin@vt.edu)

11/02/09	Research assignment requests and study-research leave requests for 2010-11	Faculty to dept. heads
11/16/09	Research assignment requests and study-research leave requests for 2010-11	Dept. heads to deans
12/14/09	Research assignment requests and study-research leave requests for 2010-11	Deans to Provost
March 2010	Leave recommendations for 2009-10 to the Board of Visitors	Provost to Board of Visitors

**Summary of Consulting Reports** (contact is Kathy Lewis, kdlewis@vt.edu)

09/28/09 (for 2008-09)	Summaries of faculty consulting for July 1, 2008 - June 30, 2009	Deans to Provost
09/30/10 (for 2009-10)	Summaries of faculty consulting for July 1, 2009 - June 30, 2010	Deans to Provost