

COLLEGE OF SCIENCE HUMAN RESOURCES TIMELINES FOR AY 2020 - 2021

*** Specific date varies by department. Check with your department Chair/Director for more details.

Click on an arrow to sort or filter

Process	Semester	Month	Timing	Responsible	Project Milestone
Tenure Track Renewal	Fall	***	0	Chairs	Schedule in-class observations for peer review of teaching.
Tenure Track Renewal	Fall	***	0	Chairs	Collect faculty evaluation scores from IRR and supplemental documents for dossier.
Term New Appointment	Fall	***	0	Chairs	Schedule in-class observations for peer review of teaching.
Term New Appointment	Fall	***	0	Chairs	Collect summary student evaluation scores of faculty performance.
Term Non-Appointment	Fall	***	0	Chairs	Schedule in-class observations for peer review of teaching.
Term Non-Appointment	Fall	***	0	Chairs	Collect summary student evaluation scores of faculty performance.
Term Promotion	Fall	***	0	Chairs	Schedule in-class observations for peer review of teaching.
Term Promotion	Fall	***	0	Chairs	Collect summary student evaluation scores of faculty performance.
Promotion & Tenure	Fall	August	25	N/A	RPT decisions from prior cycle go into effect.
Term New Appointment	Fall	December	15	Provost	Provost notifies Dean, Chairs, and candidates of Multi-Year new appointment decisions.
Term New Appointment	Fall	December	15	Dean	Dean notifies Chair and candidates of Single-Year new appointment decisions.
Term Non-Appointment	Fall	December	15	Dean	Dean notifies candidate of Non-Appointment decisions for faculty currently on Single-Year contracts.
Term Non-Appointment	Fall	December	15	Provost	Provost notifies Dean, Chair, and candidate of Non-Appointment decisions for faculty currently on Multi-Year contracts.
Term Promotion	Fall	December	15	Provost	Provost notifies Dean, Chairs, and candidates of Promotion and Multi-Year new appointment decisions.
Tenure Track Renewal	Fall	May	25	Chairs	Send names of all TT Renewal candidates to COS HR Director.
Promotion & Tenure	Fall	Nov/Dec	0	Level 2	Level 2 Committee deliberations; prepare drafts of recommendation letters; vote on each case.
Promotion & Tenure	Fall	November	1	Chairs	Copies of dossiers through Chair's letter due to COS (electronic copy on shared drive).
Promotion & Tenure	Fall	November	1	Level 2	Level 2 Committee kick-off meeting: elect Chair, Secretary; form subcommittees; set timelines.
Term New Appointment	Fall	November	1	Dean	Multi-Year contract dossiers with contracts signed by Dean due to Provost.
Term Non-Appointment	Fall	November	1	Dean	Dean recommendations for Non-Appointment of term instructional faculty due to the Provost.
Term Promotion	Fall	November	1	Dean	Promotion dossiers with Multi-Year contracts signed by Dean due to Provost.
Promotion & Tenure	Fall	November	15	Level 2	Level 2 Committee meetings with Chairs.
Promotion & Tenure	Fall	October	0	Chairs	Chairs draft their recommendation letters.
Promotion & Tenure	Fall	October	1	Dean	Notify Level 2 Committee of P&T cases. Schedule all committee meetings for cycle.
Promotion & Tenure	Fall	October	1	Level 1	Final Level 1 committee reports due to Chairs.
Term New Appointment	Fall	October	1	Chairs	Local HR Admin prepares and sends DRAFT Multi-Year contracts to COS for review (via coshr@gmu.edu).
Term New Appointment	Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Term Non-Appointment	Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Term Promotion	Fall	October	1	Chairs	Local HR Admin prepares and sends DRAFT Multi-Year contracts to coshr@gmu.edu for review.
Term Promotion	Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Term New Appointment	Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Term Non-Appointment	Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Term Promotion	Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Term New Appointment	Fall	October	15	Chairs	Multi-Year contract dossiers with contracts signed by Chair due to COS (via shared drive).
Term Non-Appointment	Fall	October	15	Chairs	Chair recommendations for Non-Appointment of term instructional faculty due to the Dean.
Term Promotion	Fall	October	15	Chairs	Promotion dossiers with Multi-Year contract signed by Chair due to COS (via shared drive).
Promotion & Tenure	Fall	September	0	Chairs	Department faculty vote on candidate dossier (usually first faculty meeting of AY).
Promotion & Tenure	Fall	September	1	Level 1	Level 1 committees meet to review dossiers, prepare draft Level 1 Committee letter.
Promotion & Tenure	Fall	September	1	Chairs	Collect remaining external reviewer letters.
Tenure Track Renewal	Fall	September	1	Provost	Tenure-Track Faculty renewal schedule announced by Provost.
Term New Appointment	Fall	September	1	Chairs	Evaluate all term faculty entering the last year of their contract for a new appointment or Non-Appointment (see separate sheet).
Term New Appointment	Fall	September	1	Provost	Formal term faculty new appointment schedules announced by Provost.
Term Non-Appointment	Fall	September	1	Chairs	Evaluate all term faculty entering the last year of their contract for a new appointment or Non-Appointment (see separate sheet).
Term Non-Appointment	Fall	September	1	Provost	Formal term faculty New Appointment schedules announced by Provost.
Term Promotion	Fall	September	1	Provost	Formal term faculty Promotion with new Multi-Year contract schedule announced by Provost.

Term New Appointment	Fall	September	15	Chairs	Send names of all new and renewal Multi-Year appointment candidates to COS HR Director.
Term Promotion	Fall	September	15	Chairs	Send names of all Promotion candidates to COS HR Director.
Promotion & Tenure	Spring	***	0	Chairs	Identify candidates for upcoming cycle. Select Level 1 committees for each candidate.
Promotion & Tenure	Spring	***	0	Chairs	Identify external reviewers for upcoming cycle.
Promotion & Tenure	Spring	***	0	Chairs	Work with candidates to prepare dossiers for upcoming cycle.
Promotion & Tenure	Spring	***	0	Chairs	Schedule in-class observations for peer review of teaching.
Promotion & Tenure	Spring	***	0	Chairs	Collect faculty evaluation scores from IRR and supplemental documents for dossier.
Tenure Track Renewal	Spring	***	0	Chairs	Identify candidates for upcoming cycle. Select Level 1 committees for each candidate.
Term New Appointment	Spring	***	0	Chairs	Identify term instructional faculty candidates eligible for a new appointment (both Single and Multi-Year) for the upcoming cycle.
Term Non-Appointment	Spring	***	0	Chairs	Identify term instructional faculty candidates eligible for a New Appointment (both Single and Multi-Year) for the upcoming cycle.
Term Promotion	Spring	***	0	Chairs	Identify term instructional faculty candidates eligible for promotion in the upcoming cycle.
Promotion & Tenure	Spring	April	0	Provost	Provost and President review P&T cases.
Tenure Track Renewal	Spring	April	15	Provost	Provost notifies candidates, Dean, and departments of decision.
Tenure Track Renewal	Spring	February	1	Chairs	Draft renewal contracts signed by Chair due to COS (via coshr@gmu.edu).
Term New Appointment	Spring	February	1	Chairs	Draft contracts for Single-Year new appointments due to COS.
Promotion & Tenure	Spring	February	11	Dean	Candidate dossiers with Level 2 and Dean's letters due to Provost.
Tenure Track Renewal	Spring	February	15	Chairs	Dossiers through Chair's letter due to COS (electronic copy on shared drive).
Promotion & Tenure	Spring	January	10	Level 2	Level 2 Committee recommendation letters due to COS for Dean's review.
Tenure Track Renewal	Spring	January	15	Candidates	Candidate dossiers through Level 1 review due to Chairs.
Term New Appointment	Spring	March	1	Chairs	Single-Year and Multi-Year contracts signed by faculty members due to Provost.
Term Promotion	Spring	March	1	Chairs	Contracts signed by faculty members due to Provost.
Tenure Track Renewal	Spring	March	15	Dean	Dossiers due to Provost.
Promotion & Tenure	Spring	May	1	BOV	P&T decisions announced at BOV meeting.
Tenure Track Renewal	Spring	May	15	Dean	Fully signed renewal contracts due to Provost Office.
Promotion & Tenure	Spring	May	25	COS HR	Create all candidate case dossiers for the upcoming cycle in FACTs RPT (Interfolio).
Tenure Track Renewal	Spring	May	25	COS HR	Create all candidate case dossiers for the upcoming cycle in FACTs RPT
Promotion & Tenure	Spring	May	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Tenure Track Renewal	Summer	***	0	Chairs	Work with candidates to prepare candidate dossiers.

COLLEGE OF SCIENCE ANNUAL TIMELINE: **PROMOTION AND TENURE (TENURE-LINE FACULTY)**

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Semester	Month	Timing	Responsible	Project Milestone
Spring	***		Chairs	Identify candidates for upcoming cycle. Select Level 1 committees for each candidate.
Spring	***		Chairs	Identify external reviewers for upcoming cycle.
Spring	***		Chairs	Work with candidates to prepare dossiers for upcoming cycle.
Spring	***		Chairs	Schedule in-class observations for peer review of teaching.
Spring	***		Chairs	Collect faculty evaluation scores from IRR and supplemental documents for dossier.
Spring	May	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Spring	May	25	COS HR	Create all candidate case dossiers for the upcoming cycle in FACTs RPT (Interfolio).
Summer	June	1	Chairs	Send link to external reviewers for them to upload recommendation letters into FACTs
Fall	August	25	N/A	<i>RPT decisions from prior cycle go into effect.</i>
Fall	September	1	Chairs	Collect remaining external reviewer letters.
Fall	September	1	Level 1	Level 1 committees meet to review dossiers, prepare draft Level 1 Committee letter.
Fall	September		Chairs	Department faculty vote on candidate dossier (usually first faculty meeting of AY).
Fall	October	1	Dean	Notify Level 2 Committee of P&T cases. Schedule all committee meetings for cycle.
Fall	October	1	Level 1	Final Level 1 committee reports due to Chairs.
Fall	October		Chairs	Chairs draft their recommendation letters.
Fall	November	1	Chairs	Copies of dossiers through Chair's letter due to COS (electronic copy on shared drive).
Fall	November	1	Level 2	Level 2 Committee kick-off meeting: elect Chair, Secretary; form subcommittees; set timelines.
Fall	November	15	Level 2	Level 2 Committee meetings with Chairs.
Fall	Nov/Dec		Level 2	Level 2 Committee deliberations; prepare drafts of recommendation letters; vote on each case.
Spring	January	10	Level 2	Level 2 Committee recommendation letters due to COS for Dean's review.
Spring	February	11	Dean	Candidate dossiers with Level 2 and Dean's letters due to Provost.
Spring	April		Provost	Provost and President review P&T cases.
Spring	May	1	BOV	P&T decisions announced at BOV meeting.

*** Specific date varies by department. Check with your department Chair/Director for more details.

Gray highlighting represents a FIRM DEADLINE

COLLEGE OF SCIENCE ANNUAL TIMELINE: TENURE-TRACK FACULTY RENEWAL (TENURE-LINE FACULTY)

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Semester	Month	Timing	Responsible	Project Milestone
Spring	***		Chairs	Identify candidates for upcoming cycle. Select Level 1 committees for each candidate.
Summer	***		Chairs	Work with candidates to prepare candidate dossiers.
Fall	***		Chairs	Schedule in-class observations for peer review of teaching.
Fall	***		Chairs	Collect faculty evaluation scores from IRR and supplemental documents for dossier.
Fall	May	25	Chairs	Send names of all TT Renewal candidates to COS HR Director.
Spring	May	25	COS HR	Create all candidate case dossiers for the upcoming cycle in FACTs RPT
Fall	September	1	Provost	Tenure-Track Faculty renewal schedule announced by Provost.
Spring	January	15	Candidates	Candidate dossiers through Level 1 review due to Chairs.
Spring	February	1	Chairs	Draft renewal contracts signed by Chair due to COS (via coshr@gmu.edu).
Spring	February	15	Chairs	Dossiers through Chair's letter due to COS (electronic copy on shared drive).
Spring	March	15	Dean	Dossiers due to Provost.
Spring	April	15	Provost	Provost notifies candidates, Dean, and departments of decision.
Spring	May	15	Dean	Fully signed renewal contracts due to Provost Office.

*** Specific date varies by department. Check with your department Chair/Director for more details.

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COLLEGE OF SCIENCE ANNUAL TIMELINE: TERM INSTRUCTIONAL FACULTY NEW SINGLE AND MULTI-YEAR APPOINTMENTS

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Semester	Month	Timing	Responsible	Project Milestone
Spring	***		Chairs	Identify term instructional faculty candidates eligible for a new appointment (both Single and Multi-Year) for the upcoming cycle.
Fall	***		Chairs	Schedule in-class observations for peer review of teaching.
Fall	***		Chairs	Collect summary student evaluation scores of faculty performance.
Fall	September	1	Provost	Formal term faculty new appointment schedules announced by Provost.
Fall	September	1	Chairs	Evaluate all term faculty entering the last year of their contract for a new appointment or Non-Appointment (see separate sheet) .
Fall	September	15	Chairs	Send names of all new and renewal Multi-Year appointment candidates to COS HR Director.
Fall	October	1	Chairs	Local HR Admin prepares and sends DRAFT Multi-Year contracts to COS for review (via coshr@gmu.edu).
Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Fall	October	15	Chairs	Multi-Year contract dossiers with contracts signed by Chair due to COS (via shared drive).
Fall	November	1	Dean	Multi-Year contract dossiers with contracts signed by Dean due to Provost.
Fall	December	15	Dean	Dean notifies Chair and candidates of Single-Year new appointment decisions.
Fall	December	15	Provost	Provost notifies Dean, Chairs, and candidates of Multi-Year new appointment decisions.
Spring	February	1	Chairs	Draft contracts for Single-Year new appointments due to COS.
Spring	March	1	Chairs	Single-Year and Multi-Year contracts signed by faculty members due to Provost.

*** Specific date varies by department. Check with your department Chair/Director for more details.

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COLLEGE OF SCIENCE TERM RESEARCH FACULTY RENEWAL & MULTI-YEAR CONTRACT DEADLINES

* Multi-Year Contract dossiers for Term **Research** Faculty are due to COS 6 months prior to the end of the current contract.

COLLEGE OF SCIENCE ANNUAL TIMELINE: TERM INSTRUCTIONAL FACULTY PROMOTION WITH NEW MULTI-YEAR APPOINTMENTS

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Semester	Month	Timing	Responsible	Project Milestone
Spring	***		Chairs	Identify term instructional faculty candidates eligible for promotion in the upcoming cycle.
Fall	***		Chairs	Schedule in-class observations for peer review of teaching.
Fall	***		Chairs	Collect summary student evaluation scores of faculty performance.
Fall	September	1	Provost	Formal term faculty Promotion with new Multi-Year contract schedule announced by Provost.
Fall	September	15	Chairs	Send names of all Promotion candidates to COS HR Director.
Fall	October	1	Chairs	Local HR Admin prepares and sends DRAFT Multi-Year contracts to coshr@gmu.edu for review.
Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Fall	October	15	Chairs	Promotion dossiers with Multi-Year contract signed by Chair due to COS (via shared drive).
Fall	November	1	Dean	Promotion dossiers with Multi-Year contracts signed by Dean due to Provost.
Fall	December	15	Provost	Provost notifies Dean, Chairs, and candidates of Promotion and Multi-Year new appointment decisions.
Spring	March	1	Chairs	Contracts signed by faculty members due to Provost.

*** Specific date varies by department. Check with your department Chair/Director for more details.

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COLLEGE OF SCIENCE ANNUAL TIMELINE: TERM RESEARCH FACULTY PROMOTION & MULTI-YEAR CONTRACTS

* [Promotion](#) dossiers for term [research](#) faculty follow the same timeline as term instructional faculty and can include a request for a new Multi-Year contract

COLLEGE OF SCIENCE ANNUAL TIMELINE: TERM INSTRUCTIONAL FACULTY **NON-APPOINTMENT (NON-RENEWAL)**

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Semester	Month	Timing	Responsible	Project Milestone
Spring	***		Chairs	Identify term instructional faculty candidates eligible for a New Appointment (both Single and Multi-Year) for the upcoming cycle.
Fall	***		Chairs	Schedule in-class observations for peer review of teaching.
Fall	***		Chairs	Collect summary student evaluation scores of faculty performance.
Fall	September	1	Provost	Formal term faculty New Appointment schedules announced by Provost.
Fall	September	1	Chairs	Evaluate all term faculty entering the last year of their contract for a new appointment or Non-Appointment (see separate sheet) .
Fall	October	1	Chairs	Send names of all RPT, RMP, and Non-Appointment candidates to COS Director of HR.
Fall	October	10	Dean	Send names of all RPT, RMP, and Non-Appointment candidates from COS departments to Provost.
Fall	October	15	Chairs	Chair recommendations for Non-Appointment of term instructional faculty due to the Dean.
Fall	November	1	Dean	Dean recommendations for Non-Appointment of term instructional faculty due to the Provost.
Fall	December	15	Dean	Dean notifies candidate of Non-Appointment decisions for faculty currently on Single-Year contracts.
Fall	December	15	Provost	Provost notifies Dean, Chair, and candidate of Non-Appointment decisions for faculty currently on Multi-Year contracts.

*** Specific date varies by department. Check with your department Chair/Director for more details.

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COLLEGE OF SCIENCE TERM **RESEARCH FACULTY NON-APPOINTMENT DEADLINES**

* Contact the COS Director of Human Resources for more information.

KEY TO COLOR CODING IN TIMELINES WORKBOOK

Term Faculty New Appointment Types

Single Year Appointment

Multi-Year Appointment

Promotion with Multi-Year Appointment

Non-Appointment (non-renewal)

Term Faculty Position Types

Instructional Faculty

Research Faculty

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