

**NORTH CAROLINA CENTRAL UNIVERSITY
SCHEDULE OF ACADEMIC PERSONNEL ACTIONS - 2016-2017 ACADEMIC YEAR**

(ALL portfolio documents and reviews must be submitted via SharePoint.)

Evaluation of Portfolios of Second-Year Probationary Faculty Applying for First Three-Year Appointment¹

September 9, 2016	Portfolios due in SharePoint Department-level review begins
September 26, 2016	College/school-level review begins
October 10-24, 2016	Dean's provide recommendation(s) to Provost Provost confers with Deans
November 1, 2016	Notification of decision (by Provost) ¹

Evaluation of Portfolios of Three-Year Contract Probationary Faculty Applying for Second Three-Year Reappointment²

January 6, 2017	Portfolios due in SharePoint Department-level review begins
January 23, 2017	College/school-level review begins
February 13-24, 2017	Deans provide recommendation(s) to Provost Provost confers with Deans
February 27 - March 10, 2017	Notification of decision (by Provost) ²

Evaluation of Portfolios of Three-Year Contract Probationary Faculty Applying for Tenure Only or Promotion with Tenure^{2,3}

September 16, 2016	Portfolios due in SharePoint Department-level review begins
October 7, 2016	College-/school-level review begins
November 1, 2016	University Faculty Portfolio Review Committee (UFPRC) review begins
November 21- December 1, 2016	UFPRC report to Provost Provost confers with Chair of UFPRC
December 5-13, 2016	Provost confers with Deans
December 15-22, 2016	Provost's recommendations to Chancellor
January - February 2017	Review by NCCU Board of Trustees
March - April 2017	Chancellor's recommendations to Board of Governors
April - June 2017	Notifications of Board of Governors' Promotion and Tenure Approval ²

¹Must be notified one-hundred eighty (180) days before the end of their contractual period.

²Portfolio due in second year of three-year contract. Must be notified before the end of the second year of their contractual period.

³Timeline for external review of portfolio is **not** included in this timeline. See page 3.

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Evaluation of Portfolios of Faculty Applying for Promotion Only

September 16, 2016	Portfolios due in SharePoint
	Department-level review begins
October 7, 2016	College/school-level review begins
November 1, 2016	University Faculty Portfolio Review Committee (UFPRC) review begins
November 21- December 1, 2016	UFPRC report to Provost
	Provost confers with Chair of UFPRC
December 5-13, 2016	Provost Confers with Deans
December 15-22, 2016	Provost's recommendations to Chancellor
January - February 2017	Review by NCCU Board of Trustees
March - April 2017	Chancellor's recommendations to Board of Governors
April - June 2017	Notifications of Board of Governors' Promotion Approval

Evaluation of Portfolios for Post-Tenure Review (PTR)

April, 2016	Dean notifies Chairs and Faculty
November 1, 2016	Portfolios due in SharePoint
	Review by Post-Tenure Review Committee (PTRC) begins
December 1, 2016	PTRC report due to Unit Head ⁴
December 5-16, 2016	Notification of review outcome ⁵ (Meeting with Unit Head)
January 3-20, 2017	Dean's Evaluative Review completed
January 20 - February 27, 2017	Development Plan ⁶ (if required) completed
March 1, 2017	Dean's PTR report submitted to Provost

⁴ If chair is being evaluated, report is sent to Dean.

⁵ Faculty member has 10 days to submit response to negative review.

⁶ Development Plan must be completed in 30 calendar days.

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**External Review of Portfolios for Tenure and Promotion Submitted by Faculty Hired
On or After July 1, 2011⁷**

April 20 – May 10, 2017	Electronic copy of portfolio submitted to Unit Head
May 10-15, 2017	Portfolio and portfolio review guidelines sent to two (2) external reviewers
August 10, 2017	External reviews due to Unit Head
September, 2017	Unit Head uploads external review into SharePoint for inclusion in first level of NCCU review

⁷External review of these portfolios occurs during the spring semester of the first year of the final 3-year contract.