



**Important Dates for McNichols Faculty
 2020-2021 Annual Reports for Faculty
 2021-2022 Probationary Faculty Reviews, &
 2021-2022 Promotion and Tenure Dossier Submission**

This document summarizes modifications in dates for McNichols Faculty only. The goal of these modifications is to give faculty members more time in light of the increased demands faculty have experienced because of the COVID-19 pandemic. The schedules outlined were revised in consultation with the leadership of the UDMPU and MFA.

Adjustment to Annual Review Schedule For Tenured UDMPU Faculty		
Annual Report Procedures for all Tenured UDMPU Faculty <i>Extracted from 2021-2026 UDMPU Agreement - Article 6.3(c)</i>	Contract Date	Revised Date
All UDMPU Faculty submit their annual report.*	May 15th	June 15, 2021
Dean provides feedback to tenured faculty with an option to meet.	September 30th	September 30, 2021
All UDMPU Faculty submit their signed Annual Report , with Dean’s and Chair’s comments to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	October 15	October 15, 2021
* Faculty may submit their annual report as early as May 15th (early submission is encouraged). Annual Report Forms are posted to the Academic Affairs webpage .		

**Adjustment to Annual Review Schedule
For Probationary Faculty**

Procedures for Annual Reviews <i>Extracted from 2021-2026 UDMPU Agreement - Article 5.8 and Article 6.3(c)</i>	Contract Date	Revised Date
All probationary UDMPU Faculty submit their Annual Report.*	May 15	July 15, 2021
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	October 15	October 15, 2021
Probationary Faculty members submit dossiers to Dean's Office.*	May 15	July 15, 2021
Department reviews dossier and forwards to Department Chair with written comments	August 31	August 31, 2021
Department Chair reviews dossier, meets with probationary faculty member, and forwards dossier to Dean with written comments	August 31	August 31, 2021
Mid-Tenure Review Tenure and Promotion Committee of School/College/Library reviews dossier and forwards to Dean with written comments	September 15	September 15, 2021
Dean reviews dossier, meets with probationary faculty member, and forwards dossier to Provost with written comments	September 30	September 30, 2021
Provost/ VP Academic Affairs notifies faculty member about progress toward receiving tenure, continued employment, or termination of contract.	October 30	October 30, 2021
* Faculty may submit their annual report and/or dossier as early as May 15th (early submission is encouraged). Annual Report Forms and Probationary Review documents are posted to the Academic Affairs webpage .		

Adjustment to Annual Review Schedule
For Faculty Applying for Promotion and/or
Tenure/Continuous Employment/ Contract Renewal

Review Procedures for Faculty Applying for Promotion and/or Tenure Extracted from 2021-2026 UDMPU Agreement - Article 5.9(f) and 6.3(c)	Contract Date	Revised Date
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	Oct. 15	Oct. 15, 2021
Faculty members applying for promotion/tenure submit dossier to Department Committee and formal written notice to Dean's Office.*	Sept 15th (sixth year)	Sept 15, 2021 (sixth year, unless participating in one or both of the one-year pause in probationary clock) offers
Department Committee files report and recommendation to Dean's office	Oct. 1st	Oct. 1, 2021
Department Chairperson files report and recommendation to Dean's office	Oct. 15th	Oct. 15, 2021
College/School/Library Committee files report and recommendation to Dean's office	Dec. 1st	Dec. 1, 2021
Dean files report and recommendation to the McNichols T & P Committee	Jan 15th	Jan. 15, 2021
McNichols T & P Committee files report and recommendation to the Provost	March 1st	March 1, 2022
Provost/VP for Academic Affairs makes decision to either grant or deny tenure/promotion subject to Article 5.9(f) (vii)	April 15th	April, 15 2022
Remaining dates apply as noted in contract for Appeal process		

* Faculty may submit their annual report and/or dossier as early as May 15th (early submission is encouraged). Annual Report Forms and Tenure/Promotion Forms are posted to the [Academic Affairs webpage](#).