



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

This document summarizes important due dates for faculty submission of annual reports and dossiers. Dates are extracted from the 2021-2026 Detroit Mercy/UDMPU Agreement.

Revised on 8/22/2024 to include Detroit Mercy/UDMPU Agreement footnote on due dates:

****Note: if a deadline falls on a weekend or a University holiday, the deadline shall be no later than the close of the previous business day.**

**Annual Review Schedule
 For Post-Probationary Faculty**

Annual Report Procedures for all Post-Probationary UDMPU Faculty <i>Extracted from 2021-2026 UDMPU Agreement - Article 6.3(c)</i>	Contract Date
All UDMPU Faculty submit their Annual Report* to their Dean.	May 15th
Dean provides feedback to post-probationary faculty with an option to meet.	September 30th
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 15th

* Annual Report Forms are posted to the [Academic Affairs webpage](#).

Annual Review Schedule For Probationary Faculty

Procedures for Annual Reviews <i>Extracted from 2021-2026 UDMPU Agreement - Article 6.3(c)</i>	Contract Date
All probationary UDMPU Faculty submit their Annual Report* to their Dean, who will meet with them and provide written feedback no later than September 30th.	May 15
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

* Annual Report Forms and Probationary Review documents are posted to the [Academic Affairs webpage](#).

Procedure for Dossier Reviews <i>Extracted from 2021-2026 UDMPU Agreement - Article 5.8</i>	Deadline on or before**
Probationary Faculty members submit dossiers to Dean's Office.	May 15
Department reviews dossier and forwards to Department Chair with written comments	August 31
Department Chair reviews dossier, meets with probationary faculty member, and forwards dossier to Dean with written comments	August 31
Mid-Tenure Review (submitted May 15 of the third probationary year) Tenure and Promotion Committee of School/College/Library reviews dossier and forwards to Dean with written comments	September 15
Dean reviews dossier, meets with probationary faculty member, and forwards dossier to Provost with written comments	September 30
Provost/ VP Academic Affairs notifies faculty member about progress toward receiving tenure, continued employment, or termination of contract.	October 30

**Note: if a deadline falls on a weekend or a University holiday, the deadline shall be no later than the close of the previous business day.

Annual Review Schedule

For Faculty Applying for Promotion and/or Tenure/Continuous Employment/ Contract Renewal

Annual Review Procedures <i>Extracted from 2021-2026 UDMPU Agreement - Article 6.3(c)</i>	Contract 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. 15th
* Annual Report Forms and Probationary Review documents are posted to the Academic Affairs webpage	

Review Procedures for Faculty Applying for Promotion and/or Tenure, Continuous Employment, or Contract Renewal <i>Extracted from 2021-2026 UDMPU Agreement - Article 5.9(f)</i>	Deadline on or before**
Faculty members applying for promotion, tenure, continuous employment, or contract renewal submit dossier to Department Committee and formal written notice to Dean's Office.	Sept 15th (sixth probationary year)
Department Committee files report and recommendation to Dean's office	Oct. 1st
Department Chairperson files report and recommendation to Dean's office	Oct. 15th
College/School/Library Committee files report and recommendation to Dean's office	Dec. 1st
Dean files report and recommendation to the McNichols T & P Committee	Jan 15th
McNichols T & P Committee files report and recommendation to the Provost	March 1st
Provost/VP for Academic Affairs makes decision to either grant or deny promotion, tenure, continuous employment, or contract renewal subject to Article 5.9(f) (vii)	April 15th

**Note: if the due date falls in a weekend or a University holiday, the deadline shall be no later than the close of the previous business day.