

YSU/YSU-OEA *Agreement* DEADLINES for 2011-2012

Please note: All forms referred to in this document are available on the Human Resources' website at www.ysu.edu/hr — click on “HR Forms” and then “Faculty Member Forms.” Scroll down and click on the appropriate form.

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The YSU/YSU-OEA *Agreement* Deadlines for 2011-12 have been updated using the 2008-2011 *Agreement*. In the hopes that a new *Agreement* will be settled soon, some signed-off parts of that tentative *Agreement* are included in red. Once an *Agreement* is signed, these deadlines will be amended with the correct article numbers and changes in language where necessary. Also note that any deadline landing on a weekend or holiday defaults to the next business day.

SEPTEMBER 2011

September 1, 5:00 p.m.: Deadline for faculty members desiring **Tenure Review**, in fourth (4th) or fifth (5th) year of service, to submit an “Application for Tenure Review” Form to the Office of Human Resources. Tenure review is **mandatory** for faculty in their 6th probationary year. (*Article 10a.1*)

September 1, 5:00 p.m.: Deadline for faculty members (hired after 8/15/2008) desiring **Fall Pre-Tenure Review**, in third (3rd) or fourth (4th) probationary year. (*Article 10a2*) Pre-Tenure review is **mandatory** for faculty (hired after 8/15/2008) in their 4th probationary year (can be done either Fall or Spring).

September 15: Deadline for **Department Chairperson** to convene/conduct a meeting of tenured faculty at which the tenure candidate shall be given the opportunity to appear, to present information, and to answer questions regarding his/her candidacy. (*Article 10*)

September 23: Deadline for **tenured faculty** not scheduled to be evaluated Fall Term (A-M), to **volunteer** for Student Evaluation of Teaching and Learning. **The faculty member must notify Human Resources in writing.** (*Article 11.2*) Email notification can be sent to lmoore@ysu.edu.

September 30: Deadline for **Department Chairperson** to have conducted the **Tenure Review and Fall Pre-Tenure Review** of faculty and to have forwarded the departmental recommendation to the Dean. (*Articles 10a.2 and 10a.3*)

OCTOBER 2011

October 11 (through November 18): Open enrollment sessions begin for **faculty** who wish to change their **health care** program for the following year.

October 15: Deadline for **Administration and Association** to announce jointly the distribution of promotion opportunities. (*Article 12.1*)

***October 15:** Deadline for **Human Resources** to announce distribution of Workload Hours by college to support faculty development activities. (*Article 24.4*)

October 15: Deadline for **Dean** to have reviewed the departmental Tenure Recommendations and to have submitted these, with his/her recommendations, to Provost. (*Article 10a.3*)

October 15: Deadline for **Dean** to have reviewed the departmental **Fall Pre-Tenure** Recommendations and to have submitted these, with his/her recommendations to the Office of Human Resources for placement in the applicant’s official personnel file. (*Article 10a.2*)

NOVEMBER 2011

November 1: Deadline for **faculty** in each department to have elected a Departmental Promotion Committee (DPC). **Department Chairpersons** to provide the Office of Human Resources a list of DPC members by memo or email lmoore@ysu.edu. — (*See sample memo "E" attached.*) (*Article 12.8*)

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November 1, 5:00 p.m.: Deadline for **faculty and academic administrators** to apply for **promotion** in faculty rank by submitting a completed application to the Office of Human Resources. *Application form is on Human Resources' website: www.yzu.edu/hr (click on "HR Forms" then "Faculty Member Forms" and click on the appropriate underlined form.) (Article 12.7)*

November 5: Deadline for **Chief Human Resources Officer** to provide each dean and the YSU-OEA with a list of promotion applicants. *(Article 12.10)*

November 10: Deadline for **President** to announce conferral of **tenure** upon tenure applicant or take action in accordance with provisions of Article 10b.4 or 10b.5. *(Article 10a.3)*

November 15: Deadline for **Administration** to notify a non-tenured faculty member (*who has completed two (2) or more academic years at the University*) of intention to **recommend non-reappointment** for the following year. *(Article 10b.1)*

November 15: Deadline for **Administration** to notify faculty to be discontinued for reasons of **retrenchment** commencing with the next academic year. *(Article 10d.10)*

November 15: Deadline for **faculty** seeking departmental recommendation for **ETS** to notify Department Chairperson. *(Article 16.5)*

DECEMBER 2011

December 1: Deadline for **DPC** to submit its recommendations to Department Chairperson and inform all department members of its positive recommendations. DPC shall inform all applicants of its recommendations. *(Article 12.8)* Copies of all DPC materials should go to Human Resources, Attn: Linda Moore.

***December 3: Provost** to issue formal call for nominations for Distinguished Professorship Awards. *(Article 4.4)*

~~***December 15:** Deadline for **DPC** to submit meeting minutes to Human Resources *(Article 12.13)*.~~

December 15: Deadline for **Department Chairperson** to forward recommendation for ETS to applicant and Dean. *(Article 16.5)*

December 15: Deadline for **College Promotion Committee (CPC)** to have been elected in each college. *(Article 12.10)*

December 15: Deans to provide the Office of Human Resources a list of CPC members by memo or email lmoore@ysu.edu .

December 15: Deadline for **Dean** to issue "Call for Proposals for Professional Development" reassigned time. *(Article 24.4)*

December 15: Deadline for **Department Chairpersons** to forward all Applications for Promotion, with his/her recommendations and the recommendations of the DPC to the College Promotion Committees (CPC's) and inform all department members of his/her positive recommendations. Department Chairperson shall inform all applicants of his/her recommendation. *(Article 12.8)*

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JANUARY 2012

January 3: **Dean** to initiate the selection procedure in departments in which the Department Chairperson is completing his/her term of office. Process must be completed **by March 31**. (*Article 9.6*)

January 20: Deadline for **Administration** to notify a non-tenured faculty member (*who has completed less than two (2) academic years at the University*) of intention to **recommend non-reappointment** for 2011-2012. (*Article 10b.1*)

January 20: Deadline for **University and Association** to form a committee to hear appeal of **faculty tenure denials** and non-reappointment of non-tenured faculty. (*Article 10b.3*)

January 31: Deadline for **Administration** to provide each academic department with a departmental seniority list and to provide Association with copies. (*Article 10d.11*)

January 31: Deadline for eligible **faculty** who wish to retire and serve on ETS status to notify Administration in writing of their decision to retire. (*Article 16.8*)

January 31: Deadline for applications for **Professional Development and Scholarship of Teaching and Learning** to be sent to respective Dean's office. (*Article ??*)

FEBRUARY 2012

February 1, 5:00 p.m.: Deadline for faculty members (hired after 8/15/2008) desiring **Spring Pre-Tenure Review**, in third (3rd) or fourth (4th) probationary year. (*Article 10a2*) Pre-Tenure review is **mandatory** for faculty (hired after 8/15/2008) in their **4th probationary year**.

February 2: Deadline for nominations of Distinguished Professorship Awards to be submitted to Provost

February 10: Deadline for **tenured faculty** not scheduled to be evaluated Spring Term (**N-Z**), to **volunteer** for Student Evaluation of Teaching and Learning. **The faculty member must notify the Administration in writing.** (*Article 11.2*) Email notification can be sent to lmoore@ysu.edu

February 15: Deadline for **Appeal Committee** to forward recommendation(s) to President regarding **faculty tenure denials** and non-reappointment of non-tenured faculty. (*Article 10b.3*)

MARCH 2012

March 1: Deadline for **Deans** to announce the names of faculty receiving teaching load reduction for upcoming academic year. (*Article 24.4*)

March 1: Deadline for **faculty member on Term contract or Post Doc** to receive written notice of non-reappointment from Human Resources. (*Article 10b.1*)

March 1: Deadline for **faculty to request leave without pay** for the upcoming academic year. (*Article 7.3.3*)

March 1: Deadline for **CPC chairperson** to forward to the dean, the chairperson of each DPC, and the Association president recommendations regarding promotions. The CPC shall notify all applicants of its recommendations. (*Article 12.9*)

March 1: Deadline for **Department Chairpersons** to advise faculty of tentative summer teaching

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assignments. (*Article 4.5:3*)

March 1: Deadline for final notification from **President** to **faculty tenure denials** and a non-tenured faculty member not being reappointed for the following year, in the event the faculty member has appealed and the appeal is denied. (*Article 10b.4*)

March 15: Deadline for **Dean** to forward to the provost, the members of the CPC, the chairperson of each DPC, and the Association president a list of those whom s/he recommends for promotion. The dean shall notify all applicants of his/her recommendations. (*Article 12.9*)

March 15: Deadline for **Department Chairperson** to have conducted **Spring Pre-Tenure Review** of faculty and to have forwarded the departmental recommendation to the Dean. (*Article 10a.2*)

March 31: Deadline for **Deans** to complete the selection procedure in department(s) in which Department Chairperson is completing his/her term of office. (*Article 9.6*)

APRIL 2012

April 15: Deadline for **Provost** to notify President of those faculty recommended for promotion in rank, simultaneously advising the CPC **members, the deans, the department chairpersons**, the DPC chairpersons, **the Chief Human Resources Officer**, and the Association president of the recommendations (effective the following academic year). (*Article 12.11*) (*Article 15.10*)

April 15: Deadline for **faculty member** (*who has completed two (2) full academic years as a member of the full-time faculty*) to request in writing from **President Provost** a written statement of reasons for non-reappointment. (*Article 10b.4*)

April 15: Deadline for **faculty member receiving tenure denial** to request in writing from the **President** a written statement of reasons for non-reappointment. (*Article ??*)

April 15: Deadline for **faculty** who are to be evaluated by their Department Chairperson to complete and submit the "**Chairperson Evaluation of Faculty**" form.

Faculty scheduled for Chairperson evaluation Spring, 2012 are:

- tenured Assistant and Associate Professors whose last names begin with **N-Z**,
- tenured Professors whose last Chairperson's Evaluation was completed Spring, 2008;
- and all non-tenured faculty.

A tenured full professor who receives an evaluation of "weak" or "very weak" in teaching, scholarship or University service may be evaluated every other year until an evaluation of "Satisfactory" or above is achieved. (Article 11.7)

April 30: Deadline for **Department Chairperson** to develop, in consultation with the faculty member on ETS, a schedule for each year of ETS before May 1 of the year preceding. Any changes in that schedule related to teaching hours must be approved by the Provost. (*Article 16.6*)

April 30: Deadline for **Dean** to have reviewed the departmental **Spring Pre-Tenure Recommendations** and to have submitted these, with his/her recommendations to the Office of Human Resources for placement in the applicant's official personnel file. (*Article 10a.2*)

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MAY 2012

May 30: Deadline for **Department Chairpersons** to submit the Chairperson's Evaluations of Faculty to Deans. (*Article 11.7*)

May 15: Payment due to faculty for overload. (*Article 4.7*)

JUNE 2012

JULY 2012

AUGUST 2012

August 2: Deadline for **Deans** to forward Chairperson Evaluations to the Office of Human Resources. (*Article 14.7*)

SEPTEMBER 2012

September 15, 2012: Deadline for **faculty** to apply for a **Sabbatical or Faculty Improvement Leave (FIL)** for leave in the 2013-14 academic year and submit application to department chairperson. (*Article 6.5*)

September 30, 2012: Deadline for Sabbatical/FIL Committee to be named that will consider 2013-14 sabbaticals and FIL's. (*Article 6.5*)

OCTOBER 2012

October 1, 2012: Deadline for **department chairperson** to have reviewed applications for **Sabbaticals or FIL's**, make a written recommendation on each, forward all requests to the dean, and provide a copy of the recommendation to the applicant. (*Article 6.5*)

October 15, 2012: Deadline for the dean to forward all applications with his/her recommendations to the Sabbatical/FIL Committee and provide a copy of the recommendation to the applicant. (*Article 6.5*)

NOVEMBER 2012

November 15, 2012: Deadline for Sabbatical/FIL Committee to submit its recommendations to the provost and to notify all applicants of its recommendations for leaves for the 2013-14 academic year. (*Article 6.5*)

DECEMBER 2012

December 15, 2012: Deadline for the **provost** to notify all applicants for sabbaticals and FIL's of the disposition of their application(s) and announce the names of leave recipients. (*Article 6.5*)

JANUARY 2013

FEBRUARY 2013

February 1, 2013: Deadline for the Administration to notify a faculty member whose request for a Sabbatical or FIL has been deferred. (*Article 6.5*)

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CHAIRPERSON'S CHECK-OFF SHEET: TENURE REVIEW

EACH CHAIRPERSON SHOULD:

1. Review the years of service of each probationary faculty member in your department at the start of the Academic Year.
2. Per Article 10a.1, a tenure review will be conducted for faculty who have requested a review and hold the rank of Assistant Professor or higher, and who are in at least their fourth (4th) or fifth (5th) complete academic year at YSU.
3. Advise each faculty member scheduled for tenure review required in the 6th year, or who has requested a tenure review, that the review will occur this fall, asking each person to prepare a record of his or her accomplishments in the areas of teaching, scholarship, and service. (*A sample memo is provided - see Sample "A".*)
4. Schedule a meeting of all tenured faculty in the department to consider the tenure review. Request that tenured faculty review the Official Personnel File and support materials of each tenure candidate prior to the meeting. These materials are to be reviewed in the Office of Human Resources.
5. Advise the tenure candidate that the meeting has been scheduled and that he or she has the right to attend. (*A sample memo is provided - see Sample "B".*)
6. Conduct the tenure review meeting.
7. Ask each tenured faculty member to recommend in favor of granting tenure, to recommend against tenure, or to abstain. (*A sample memo is provided - see Sample "C".*)
8. Advise the tenure candidate of the number of faculty making each of the three recommendations above. (*A sample memo is provided - see Sample "D".*)
9. Develop your own recommendation, separate from that of the faculty.
10. Report your recommendation and the recommendations of the faculty on the "Faculty Application for Tenure Review" Form and submit this to the Dean ***no later than SEPTEMBER 30.***
11. Consult with the Dean and Human Resources concerning formal notification of intention to recommend non-renewal of the tenure candidate if your recommendation is to deny tenure.

REFERENCES: *Agreement*, Article 10a

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SAMPLE "A"

**SUGGESTED MEMO TO TENURE CANDIDATE FROM CHAIRPERSON
REGARDING TENURE REVIEW**

DATE:

TO: (Tenure Candidate)

FROM: (Department Chairperson)

RE: TENURE REVIEW

Per your written request and in accordance with Article 10a.1, a tenure review will be conducted this Fall, under the provisions of Article 10a.3 of the *Agreement*.

It would facilitate the review of your performance during your probationary period if you would compile support materials to document your teaching, scholarship, and service during that period; please take these support materials to the Office of Human Resources (Room 3015) where they are to be maintained for the duration of the process. You should also review your Official Personnel File, in the Office of Human Resources, to confirm that it is up-to-date and contains a current vita.

I will inform you of the meeting of the tenured faculty as soon as it has been scheduled.

c: Dean
Ms. Linda Moore, Human Resources

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SAMPLE "B"

**SUGGESTED MEMO TO TENURE CANDIDATE FROM CHAIRPERSON
(OR DEAN) REGARDING TENURE REVIEW MEETING**

DATE:

TO: (Tenure Candidate)

FROM: (Department Chairperson)

RE: TENURE REVIEW

This is to confirm a meeting of the tenured faculty as follows:

Department:

Date:

Time:

Location:

At this meeting the department's tenured faculty will review your performance at the University, prior to making a recommendation on whether you should be granted tenure. This meeting is held under the provisions of Article 10a.3 of the *Agreement*.

You will note that you have "the opportunity to appear, to present information, and to answer questions regarding [your] tenure candidacy."

c: Dean
Ms. Linda Moore, Human Resources

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SAMPLE "C"

**SUGGESTED FORMAT FOR SEEKING RECOMMENDATIONS OF TENURED
FACULTY REGARDING TENURE REVIEW**

DATE:

TO: (Department Chairperson)

RE: TENURE REVIEW:
(Tenure Candidate)

_____ I support tenure for this candidate.

_____ I oppose tenure for this candidate.

_____ I abstain.

Signature of Tenured Faculty Member _____

Date _____

c: Dean
Ms. Linda Moore, Human Resources

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SAMPLE "D"

**SUGGESTED MEMORANDUM TO TENURE CANDIDATE FROM CHAIRPERSON
INFORMING TENURE CANDIDATE OF VOTING RESULTS**

DATE:

TO: (Tenure Candidate)

FROM: (Department Chairperson)

RE: TENURE REVIEW

In accordance with the provisions of Article 10a.3 of the *Agreement*, I wish to inform you of the number of tenured faculty making the following recommendations on the matter of your tenure review:

- a. supporting tenure
- b. opposing tenure
- c. abstaining or declining to respond

TOTAL

c: Dean
Ms. Linda Moore, Human Resources

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CHAIRPERSON'S CHECK-OFF SHEET
SABBATICAL
— OR —
FACULTY IMPROVEMENT LEAVES
for 2013-14

EACH CHAIRPERSON SHOULD:

1. Notify or remind all faculty that the deadline for filing an application for a Sabbatical or Faculty Improvement Leave for academic year 2013-14 is: **September 15, 2012, 5:00 p.m.**

The applications (with attachments) are to be submitted directly to the Department Chairperson. A copy of the application form (*without* attachments) is to be sent directly to Linda Moore in Human Resources by **September 15, 2012, 5:00 p.m.**

2. Advise your faculty that they are to attach a description of their proposed leave project or activity to the application form, and include the criteria by which the department can evaluate the success of their Sabbatical/FIL.
3. Advise your faculty that copies of the Sabbatical or Faculty Improvement Leave application form are available in the Office of Human Resources and on the Human Resources' Web page.
4. Accept leave applications only through the deadline date specified above.
5. Review each leave application, along with the support materials, and enter your recommendation in the space provided on the front of the application form.
6. Sign each application.
7. Forward all applications to your Dean **NO LATER THAN OCTOBER 1, 2012.**
8. Provide a copy of the recommendation to the applicant and notify each applicant of his/her positive recommendation. **NO LATER THAN OCTOBER 1, 2012.**

REFERENCES: *Agreement*, **Article 6.5**

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CHAIRPERSON'S CHECK-OFF SHEET: PROMOTION IN FACULTY RANK

EACH CHAIRPERSON SHOULD:

1. Remind your faculty that persons who wish to apply for promotion in faculty rank must submit a completed *Application for Promotion* to the Office of Human Resources **no later than 5:00 p.m. NOVEMBER 1, 2011**. After the information is reviewed and verified as related to minimum eligibility for promotion (*Article 12.4*) the application form will then be forwarded to the appropriate department chairperson.
2. Advise your faculty that a Department Promotion Committee (DPC), to review promotions applications, must be elected **no later than November 1, 2011**.
3. Receive all *Applications for Promotion* from the Office of Human Resources by **NOVEMBER 1, 2011**.
4. Since your department **MUST** have a DPC, proceed to:
 - a. Deliver to the chairperson of the DPC all *Applications for Promotion*.
 - b. Advise the DPC Chair that all DPC members are to review the promotion applicants' Official Personnel File, the promotion application, and any support materials submitted by the applicant, before making a decision or recommendation. The sole repository for promotion materials is the Office of Human Resources.
 - c. Advise the DPC Chair that records/minutes must be maintained of all proceedings, ~~AND that copies of DPC Minutes must be sent to the Office of Human Resources. Copies should be received in the Office of Human Resources by December 15, 2010.~~
 - d. Receive and review the recommendations of the DPC, which are to be submitted to you **no later than DECEMBER 1, 2011**.
 - e. **Advise the DPC that all applicants are to be informed of their recommendations.**
 - f. Review Article 12 of the *Agreement*.
 - g. Review the University's policy on Affirmative Action.
 - h. Review the Official Personnel File and supplementary materials of each applicant.
 - i. Develop recommendations on promotions applications.
 - j. Record your recommendations on Page 6 of the *Application for Promotion*, in Section 2. Sign each form.
 - k. Forward all *Applications for Promotion* to the Dean by **DECEMBER 15, 2011**.
 - l. **Inform all applicants of your recommendation.**

REFERENCES: *Agreement*, [Article 15](#)

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SAMPLE "E"

DATE:

TO: Linda D. Moore
Office of Human Resources

FROM: (Department Chairperson)

SUBJECT: DEPARTMENT PROMOTIONS COMMITTEE (DPC)

My department has voted to have the following faculty members serve on the DPC:
(Also indicate chairperson of the DPC committee.)

c: Dean

NOTE: PLEASE COMPLETE AND RETURN BY NOVEMBER 1, 2011 to:
Linda Moore, Human Resources or email this information to lmoore@ysu.edu

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CHAIRPERSON'S CHECK-OFF SHEET: NON-REAPPOINTMENT OF NON-TENURED FACULTY

EACH CHAIRPERSON SHOULD:

1. Review records of performance of non-tenured faculty with particular attention to situations in which the performance of the individual may warrant non-renewal.
2. Consult with your Dean and Human Resources if you are considering recommending the non-renewal of a non-tenured faculty member.
3. Remember that **deadlines** for written notification of intention to recommend non-renewal are specified in the *Agreement*, and **may not be missed**.
4. **BEFORE** providing notification to the faculty member, consult with the Director of Faculty Relations and the Chief Human Resources Officer or Mr. Steve Lucivjansky of Human Resources concerning text of letter, mode of delivery, documentation of delivery, etc.

For 2011-12, those dates are:

YEAR OF NOTIFICATION	NON-TENURED FACULTY WHO HAVE COMPLETED TWO (2) OR MORE YEARS AT YSU	NON-TENURED FACULTY WHO HAVE COMPLETED LESS THAN TWO (2) YEARS AT YSU
2011-12	November 15, 2011	January 20, 2012

5. The **deadline for the Office of Human Resources** to provide written notice of non-reappointment to a faculty member on a Term contract is **MARCH 1, 2012**.

REFERENCES: *Agreement*, Article 10b.1

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CHAIRPERSON'S CHECK-OFF SHEET: CHAIRPERSON'S EVALUATION

EACH CHAIRPERSON SHOULD:

1. See that each faculty member to be evaluated completes and signs the evaluation form and submits it to you no later than **APRIL 15**. Faculty members to be evaluated will include:
 - a. all non-tenured faculty;
 - b. tenured faculty who are scheduled for evaluation this year. (*You will receive a list of these from The Office of Human Resources during Spring Semester.*)
2. Please remind faculty members that they have the right to consult with you before you complete your section(s). (*See Article 11.7, p. 32 of the YSU/YSU-OEA Agreement.*)
3. Review the Official Personnel File of the faculty member (available in the Office of Human Resources, Jones Hall, Room 3015) and, if applicable, consult with the chairperson of the academic department in which the faculty member is cross-appointed.
4. Please note that a scheduled evaluation may occur (1) year earlier or one (1) year later when a faculty member is on leave for one complete academic year or longer during the evaluation period, provided that the faculty member provides a written request for such a change to the department chairperson by January 1 of the year in which the evaluation is scheduled. However, in no case shall the number of years of paid university-related service evaluated exceed two for non-tenured faculty, three for tenured faculty below the rank of Professor, and five for tenured Full Professors.
5. Review the information on the evaluation form, as well as other relevant information available to you.
6. Record on the evaluation form the date you inspected the faculty member's official personnel file.
7. Complete Parts III thru VIII (pages 7 – 9) of the evaluation form.
8. Page 8 requests that you describe and document strengths or weaknesses of the faculty member and Page 9 requires recommendations and optional comments. Each area will allow approximately 1-2 paragraphs of text. If you wish to include more data than will fit on these pages, please include it as a separate document and insert it behind the appropriate page once you have printed out the online pages. Be sure to note "See Attached" at the bottom of the online page for which you are inserting additional pages.
9. When you have completed Parts III thru VIII, **print the pages**. (Keep in mind that, depending upon the version of Adobe Acrobat you have, you may not be able to "save" your data.)
10. **Sign your name and record the date at the bottom of Page 9.**
11. Combine Parts III thru VIII with Parts I and II completed by the faculty member and return the document to the faculty member for his/her review.
12. **The faculty member will** complete Part IX (optional comments), **sign Page 10**, and return the evaluation to you.
13. Collect all evaluations from your faculty, **sign Page 10** to certify that you have read any optional comments and verify that faculty member has signed the evaluation form in all the required areas.
14. Forward the evaluations to the dean for review **by MAY 30**.

REFERENCES: *Agreement*, Article 11.6

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CHAIRPERSON'S CHECK-OFF SHEET: EXTENDED TEACHING SERVICE (E.T.S.)

EACH CHAIRPERSON SHOULD:

1. Advise department faculty of the receipt of a written request from a retiring faculty member applying for E.T.S. (*Faculty seeking a departmental recommendation for E.T.S. shall notify the department chairperson no later than November 15.*)
 - a. Provide a copy of all correspondence regarding requests for ETS to Human Resources.
2. Schedule a meeting with department faculty to consider request for E.T.S.
3. Document outcome of deliberations either by recorded minutes or in memorandum.
4. Forward recommendation by department to applicant and college dean no later than **December 15**.
5. Develop (in consultation with ETS faculty member) a schedule for each year of ETS before May 1 of the year preceding. Any changes related to TH's must be approved by the Provost.

REFERENCES: *Agreement*, Article 16.5