6-Year Calendar for Teaching-Track Faculty

Year on contract	Expectations for Teaching-Track Faculty in Their First Contract	Contract Renewal & Advancement in Rank (PAT) See Faculty Handbook Section III	Curricular and Artistic/Scholarly Development (FDC)
Year 1	-No service expected; focus on developing your teaching and research agenda, if interested in applying for promotion. -You have *3 course releases to be used during these 6 years* (no more than 2 releases may be taken in a given semester; consult with your supervisor). -Professional travel (one national conference a year)	-Attend the PAT workshop "Making a Case" at the end of the year to understand the process for contract renewal and advancement in rank, if applicable.	-You should apply for a **Curriculum Development** (CD) grant every year for each new or revised course you teach.
Year 2	-Student Advising & departmental service -Professional travel	**First Review** **Due to supervisor 11/1** **Due December 1st in the Provost's Office** -Covers first year -Attend the PAT "Making a Case" workshop at the end of the year.	-Apply for a CD grant for new or revised courses. -Explore other grants available through FDC to support your teaching and/or scholarship. -Use your professional development travel funds (up to $1000 per year)
Year 3	-Student Advising & departmental service -Professional travel		-Apply for a CD grant for new or revised courses -Explore other grants available through FDC to support your teaching and/or scholarship. -Use your professional development travel funds (up to $1000 per year)
Year 4	-Student Advising & departmental service -Professional travel .	**Major Pre-contract Renewal Review** **Due to supervisor on the first day of class (SPR)** **Due January 31st in the Provost's Office** -Covers years 1 through 3.	-Apply for a CD grant for new or revised courses. -Explore other grants available through FDC to support your teaching and/or scholarship. -Use your professional development travel funds (up to $1000 per year)
Year 5	-Student Advising & departmental service -Professional travel	-Eligible to apply for promotion. -Eligible to apply for a sabbatical leave (after six years of full-time teaching) -Attend PAT's workshop "Making the Case" at the end of the year.	-Apply for a CD grant for new or revised courses. -Explore other grants available through FDC to support your teaching or scholarship -Use your professional development travel funds (up to $1000 per year) -Send your **intent to apply for a sabbatical leave by April 1st.**
Year 6	-Student Advising & departmental service. - University-wide service is expected if thinking of applying for promotions at the time of contract renewal. -Professional travel	**First Contract Renewal** **Due to supervisor 9/8** **Due October 15 in the Provost's Office.** -Eligible to apply for promotion at the time of or after renewal of contract.	-Apply for a CD grant -Explore other grants available through FDC to support your teaching and/or scholarship. -Use your professional development travel funds (up to $1000 per year) **-Apply for a sabbatical leave by November 1st.**

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