7-Year Calendar for Tenure-Track Faculty

Year on contract	Expectations for Tenure-Track Faculty in their Probationary Period	Tenure and Advancement (PAT) See Faculty Handbook, section III	Curricular and Artistic/Scholarly Development (FDC) See Faculty Development Handbook
Year 1	-No service expected; focus on teaching & establishing your research/publication agenda. -Recommended: Professional travel (one national conference a year) -Recommended: Apply for internal grants through FDC (especially CD and ASD).	-Attend the PAT "Making a Case" workshop at the end of the year to understand the promotion and tenure process.	-You should apply for a **Curriculum Development** (CD) grant every year for every new or revised course you are scheduled to teach. -You should apply for an **Artistic/Scholarly Development** (ASD) grant to develop your scholarship. -Explore other grants through FDC.
Year 2	-Student Advising & departmental service -Professional travel -One appointive/elective committee	**First Annual Review** -Covers the first year **Due December 1st in the Provost's Office**	--Apply for internal grants through FDC. -You are **eligible to apply for a Pre-tenure Leave to be taken in year 3 by November 1st.**
Year 3	-Student Advising & departmental service -Professional travel -One appointive/elective committee -Participation in University-wide activities -Apply for internal grants through FDC.	**Second Annual Review** -Covers the second year **Due to supervisor 11/1** **Due December 1st in the Provost's Office** -Attend the PAT "Making a Case" workshop at the end of the year.	--Apply for internal grants through FDC. -Consider applying to give a Faculty Colloquium. -Consider applying for Thorpe Awards. -You are **eligible to apply for a Pre-tenure Leave to be taken in year 4 by November 1st.**
Year 4	-Student Advising & departmental service -Professional travel -One appointive/elective Committee -Apply for internal grants through FDC.	**Major Pre-tenure Review** -Covers your time at IWU **Due to supervisor on the first day of class (Spring Semester)** **Due January 31st in the Provost's Office**	--Apply for internal grants through FDC. --Consider applying to give a Faculty Colloquium. -Consider applying for Thorpe Awards. -You are **eligible to apply for a Pre-tenure Leave to be taken in year 5 by November 1st.**
Year 5	-Student Advising & departmental service -Professional travel -One elective/appointive committee -Apply for internal grants through FDC.	*(Year off to prepare your case for tenure and promotion. See PAT supplemental guidelines)* -Attend the PAT "Making a Case" workshop at the end of the year.	-Apply for internal grants through FDC. **Intent to apply for a sabbatical leave due April 1st.**
Year 6	-Student Advising & departmental service -Professional travel -One elective/appointive committee -Apply for internal grants through FDC.	**Present Your Tenure/Promotion Case** **Due to supervisor 9/8** **Due October 15th in the Provost's Office** -Covers your entire time at IWU.	-Apply for internal grants through FDC in support of your sabbatical projects. **Apply for a Sabbatical Leave by November 1st.**
Year 7	**Take Sabbatical Leave**	**Take Sabbatical Leave**	**Take Sabbatical Leave**