

**DUE DATES FOR FIVE YEAR REVIEW OF TENURED FACULTY  
2019-2020**

DATE	ACTION
<b>2019</b>	
Fri. Sept 6	Deadline for chairs to notify faculty to be reviewed and to distribute <i>2019-2020 *Procedures for Evaluation of Faculty at UH Mānoa, (revised 2019)</i> .
Mon. Sept 30	Deadline for deans/directors (D/D) transmittal of <b>revised</b> departmental expectations to the Mānoa Chancellor's Office (MCO), attention: Dr. Beverly McCreary, Hawai'i Hall 209.
Mon. Sept 30	Deadline for returning printouts and exemption requests to MCO, attention: Dr. Beverly McCreary.
Fri., Oct 4	Deadline for MCO to compile and forward departmental expectations to UHPA.
Mon., Dec 2	Deadline for faculty to submit academic profile to chair.
<b>2020</b>	
Mon., Feb 3	Deadline for chairs to complete review of academic profiles. <ul style="list-style-type: none"> <li>◆ If no deficiencies are found, the chair notifies the faculty member and the D/D. The review is complete. Chair notifies D/D.</li> <li>◆ If deficiencies are identified, see Procedures.</li> </ul>
Fri., Feb 28	Deadline for D/D's review (conducted when there is disagreement as to the finding of deficiencies, see Step #6).
Fri., Feb 28	Deadline for D/D's to inform MCO on Periodic Review outcomes for 2019-2020 (ie. no deficiencies, PDP being formulated, etc.).
Mon., Mar 30	Deadline for faculty member, chair, and D/D to complete formulation of Professional Development Plan (PDP).
Thurs., Apr 9	D/D begins review of progress of ongoing PDPs and completes "Professional Development Plan Status Report" (attached).
Fri., May 29	Deadline for D/D's transmittal to MCO: 1) "Professional Development Plan Status Report"; 2) "Dean/Director Summary: Professional Development Plan Update"; and 3) one copy of each newly initiated Professional Development Plan.