

Personnel Calendar Due Dates
Office of Academic Affairs 2024-2025

DEPARTMENT/ITEM	DUE DATE
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2024 w/Planning Pages (Fall Hire Date)	September 9, 2024
*New Temp., Probationary & Tenured Faculty Annual Reports 2025 w/Planning Pages (Spring Hire Date)	January 24, 2025
Deans' Offices	
IR Summaries: Course Evaluations for Probationary Faculty (Fall 2024)	January 6, 2025
2024 Annual Reports, Including Planning Pages 2024-25	March 7, 2025
Application for Promotion & Tenure	February 14, 2025
Office of the Provost & Senior Vice President for Academic Affairs	
Number of Sabbaticals Available for 2025-2026 to Each College	August 12, 2024
Sabbatical Leave Reports (For Sabbaticals in AY 2023-2024)	October 4, 2024
Sabbatical Leave Requests (For Sabbaticals in AY 2025-2026)	October 4, 2024
Intention to Apply for Promotion / Tenure	October 11, 2024
Probationary Faculty Retention / Non-Retention Recommendations (Including 2024 Annual Reports and 2025 Planning Pages)	February 6, 2025
Promotion & Tenure Portfolios	March 25, 2025
Pre-Tenure Exceptional Recommendation (2025-2026) Due to Provost	March 25, 2025
2024 Annual Report of Faculty, Including 2024 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 4, 2025
Temporary Faculty Annual Reports – Hired for Fall 2024, AY, or Spring 2025 Only	April 25, 2025
Pre-Tenure Exceptional Decisions from Provost to Faculty	April 22, 2025
Promotion & Tenure Recommendations to Faculty	April 22, 2025
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 24, 2025
President's Office	
Retention/Non-Retention Recommendations from Provost	March 25, 2025
Promotion & Tenure Recommendations for 2025-2026 from Provost	April 22, 2025
President Notifies Candidates for Tenure of Decision	April 30, 2025
Faculty	
Retention/Non-Retention Decisions from President	March 3, 2025
Promotion & Tenure Decisions from President	April 30, 2025
Pre-Tenure Exceptional Decision from Provost	April 22, 2025

**Planning Pages Required for Temporary Faculty at the Discretion of each College*