

Personnel Calendar Due Dates
Office of Academic Affairs
2022-2023

DEPARTMENT/ITEM	DUE DATE
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2022 w/Planning Pages (Fall Hire Date)	September 6, 2022
*New Temp., Probationary & Tenured Faculty Annual Reports 2023 w/Planning Pages (Spring Hire Date)	January 23, 2023
Deans' Offices	
IR Summaries: Course Evaluations for Probationary Faculty (Fall 2022)	January 6, 2023
2022 Annual Reports, Including Planning Pages 2022-23	March 6, 2023
Application for Promotion & Tenure	February 15, 2023
Faculty	
Retention/Non-Retention Decisions	March 1, 2023
Promotion & Tenure Decisions	April 28, 2023
Office of the Provost & Senior Vice President for Academic Affairs	
Sabbatical Leave Reports (AY 2022-2023)	October 3, 2022
Sabbatical Leave Requests (AY 2023-2024)	October 3, 2022
Intention to Apply for Promotion / Tenure	October 10, 2022
Probationary Faculty Retention / Non-Retention Recommendations (Including 2022 Annual Reports and 2023 Planning Pages)	February 6, 2023
Promotion & Tenure Portfolios	March 24, 2023
Pre-Tenure Exceptional Recommendation (2023-2024)	March 24, 2023
2022 Annual Report of Faculty, Including 2022 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 3, 2023
Temporary Faculty Annual Reports – Hired for Fall 2022, AY, or Spring 2023 Only	April 24, 2023
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 22, 2023
President's Office	
Retention/Non-Retention Recommendations	February 14, 2023
Promotion & Tenure Recommendations for 2023-2024	April 22, 2023
President Notifies Candidates for Tenure of Decision	April 30, 2023

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