

Personnel Calendar Due Dates
Office of Academic Affairs 2023-2024

DEPARTMENT/ITEM	DUE DATE
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2023 w/Planning Pages (Fall Hire Date)	September 8, 2023
*New Temp., Probationary & Tenured Faculty Annual Reports 2024 w/Planning Pages (Spring Hire Date)	January 22, 2024
Deans' Offices	
IR Summaries: Course Evaluations for Probationary Faculty (Fall 2023)	January 8, 2024
2023 Annual Reports, Including Planning Pages 2023-24	March 8, 2024
Application for Promotion & Tenure	February 15, 2024
Office of the Provost & Senior Vice President for Academic Affairs	
Sabbatical Leave Reports (AY 2023-2024)	October 2, 2023
Sabbatical Leave Requests (AY 2024-2025)	October 2, 2023
Intention to Apply for Promotion / Tenure	October 11, 2023
Probationary Faculty Retention / Non-Retention Recommendations (Including 2023 Annual Reports and 2024 Planning Pages)	February 6, 2024
Promotion & Tenure Portfolios	March 25, 2024
Pre-Tenure Exceptional Recommendation (2024-2025) Due to Provost	March 25, 2024
2023 Annual Report of Faculty, Including 2023 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 4, 2024
Temporary Faculty Annual Reports – Hired for Fall 2023, AY, or Spring 2024 Only	April 26, 2024
Pre-Tenure Exceptional Decisions from Provost to Faculty	May 17, 2024
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 24 2024
President's Office	
Retention/Non-Retention Recommendations from Provost	February 14, 2024
Promotion & Tenure Recommendations for 2024-2025 from Provost	April 22, 2024
President Notifies Candidates for Tenure of Decision	April 30, 2024
Faculty	
Retention/Non-Retention Decisions from President	March 1, 2024
Promotion & Tenure Decisions from President	April 29, 2024
Pre-Tenure Exceptional Decision from Provost	May 17, 2024

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