

**Personnel Calendar Due Dates**  
Office of Academic Affairs 2025-2026

DEPARTMENT/ITEM	DUE DATE
<b>Chairperson's Office</b>	
*New Temp., Probationary & Tenured Faculty Annual Reports 2025 w/Planning Pages (Fall Hire Date)	September 1, 2025
Sabbatical Leave Request from Faculty (2026-27)	September 1, 2025
*New Temp., Probationary & Tenured Faculty Annual Reports 2026 w/Planning Pages (Spring Hire Date)	January 23, 2026
<b>Deans' Offices</b>	
Sabbatical Leave Recommendations from Chair for Sabbatical in AY (2026-27)	September 15, 2025
IR Summaries: Course Evaluations for Probationary Faculty (Fall 2026)	January 5, 2026
2024 Annual Reports, Including Planning Pages 2025-26	March 6, 2026
Application for Promotion & Tenure	February 16, 2026
<b>Office of the Provost &amp; Senior Vice President for Academic Affairs</b>	
Number of Sabbaticals Available (For 2026-2027) to Each College	May 1, 2025
Sabbatical Leave Reports (For Sabbaticals in AY 2024-2025)	October 3, 2025
Sabbatical Leave Requests (For Sabbaticals in AY 2026-2027)	October 15, 2025
Intention to Apply for Promotion / Tenure	October 10, 2025
Sabbatical Leave Requests from Provost to Faculty Personnel Committee (2026-27)	November 1, 2025
Recommendations from Faculty Personnel Committee for Sabbaticals (2026-27)	December 1, 2025
Sabbatical Notice to Faculty (For Sabbaticals in AY 2026-27) behalf of President	January 29, 2026
Probationary Faculty Retention / Non-Retention Recommendations (Including 2025 Annual Reports and 2026 Planning Pages)	February 6, 2026
Promotion & Tenure Portfolios	March 25, 2026
Pre-Tenure Exceptional Recommendation (2026-2027) Due to Provost	March 25, 2026
2025 Annual Report of Faculty, Including 2025 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 3, 2026
Temporary Faculty Annual Reports – Hired for Fall 2025, AY, or Spring 2026 Only	April 24, 2026
Pre-Tenure Exceptional Decisions from Provost to Faculty	April 24, 2026
Promotion & Tenure Recommendations to Faculty	April 24, 2026
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 25, 2026
<b>President's Office</b>	
Sabbatical Leave Requests (For Sabbaticals in AY 2026-27)	January 15, 2026
Retention/Non-Retention Recommendations from Provost	March 25, 2026
Promotion & Tenure Recommendations for 2026-2027 from Provost	April 22, 2026
President Notifies Candidates for Promotion & Tenure of Decision	April 30, 2026
<b>Faculty</b>	
Retention/Non-Retention Decisions from President	March 3, 2026
Promotion & Tenure Decisions from President	April 30, 2026
Pre-Tenure Exceptional Decision from Provost	April 22, 2026

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