

Personnel Calendar Due Dates
Office of Academic Affairs 2026-2027

DEPARTMENT/ITEM	DUE DATE
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2026 w/Planning Pages (Fall Hire Date)	September 1, 2026
Sabbatical Leave Request from Faculty (for AY 2027-2028)	September 1, 2026
*New Temp., Probationary & Tenured Faculty Annual Reports 2027 w/Planning Pages (Spring Hire Date)	January 22, 2027
Deans' Offices	
Sabbatical Leave Recommendations from Chair for Sabbatical in AY 2027-2028	September 15, 2026
2026 Annual Reports, Including Planning Pages 2026-2027	March 5, 2027
Application for Promotion & Tenure	February 15, 2027
Office of the Provost & Senior Vice President for Academic Affairs	
Number of Sabbaticals Available (for AY 2027-2028) to Each College	May 1, 2026
Sabbatical Leave Reports (For Sabbaticals in AY 2025-2026)	October 2, 2026
Sabbatical Leave Requests (For Sabbaticals in AY 2027-2028)	October 15, 2026
Intention to Apply for Promotion / Tenure	October 12, 2026
Sabbatical Leave Requests from Provost to Faculty Personnel Committee (2027-2028)	November 2, 2026
Recommendations from Faculty Personnel Committee for Sabbaticals (2027-2028)	December 1, 2026
Sabbatical Notice to Faculty (AY 27-28 Sabbaticals) on behalf of President	January 29, 2027
Probationary Faculty Retention / Non-Retention Recommendations (Including 2026 Annual Reports and 2027 Planning Pages)	February 5, 2027
Promotion & Tenure Portfolios	March 25, 2027
Pre-Tenure Exceptional Recommendation (2027-2028) Due to Provost	March 25, 2027
2026 Annual Report of Faculty, Including 2026-27 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 2, 2027
Temporary Faculty Annual Reports – Hired for Fall 2026, AY, or Spring 2027 Only	April 23, 2027
Pre-Tenure Exceptional Decisions from Provost to Faculty (cc to President)	April 23, 2027
Promotion & Tenure Recommendations to Faculty from Provost	April 23, 2027
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 24, 2027
President's Office	
Sabbatical Leave Recommendations from Provost (AY 2027-28 Sabbaticals)	January 15, 2027
Retention/Non-Retention Recommendations from Provost	February 15, 2027
Promotion & Tenure Recommendations for 2027-2028 from Provost	April 22, 2027
President Notifies Candidates for Promotion & Tenure of Decision	April 30, 2027
Faculty	
Retention/Non-Retention Decisions from President	March 1, 2027
Promotion & Tenure Decisions from President	April 30, 2027
Pre-Tenure Exceptional Decision from Provost	April 23, 2027

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