

2025-2026 Academic Year Calendar for Retention, Tenure, & Promotion	4th/5th/6th, Tenure, and Promotion Full Reviews
Faculty Eligible to apply for Promotion 1) notify department chair if not applying for promotion (see CBA 14.3). 2) If applying for Promotion only, use Google form to request case file.	Fri, Aug 22, 2025
Faculty who wish to apply for early Tenure and Promotion or early Promotion must 1) declare intent to Faculty Affairs by requesting an early Tenure and or Promotion case via Google Form 2) request meeting with the Provost per APM. 3) inform the Dean and the Department Chair for committee formation	Fri, Aug 22, 2025
Early Tenure/Promotion: Appointments with the Provost should be completed.	Fri, Sep 19, 2025
Candidate: Should request Promotion Only case to allow minimal time to prepare.	Sep 26, 2025 5:00 PM
Dean: Last day to notify faculty of material being added to their PAF.	Oct 3, 2025 5:00 PM
Dean: Case File (WPAF) closes.	Oct 13, 2025 5:00 PM
Candidate: Case closes, submit case.	Oct 14, 2025 9:00 PM
Department Review: First day to begin review	Wed, Oct 15, 2025
Department Review (all reviewers): complete the access log in the case file	Nov 3, 2025 12:00 PM
Department level review deadlines Committee Manager and Department Chair if making a separate recommendation. <b>Note: Do not forward the case to the next level at this time.</b> 1) Load the recommendation (written report). 2) Complete the recommendation form	Nov 3, 2025 12:00 PM
Share comments and forms with the candidate. Note: Do not forward the case to the next level at this time. 1) Committee manager shares both the recommendation letter and form with candidate. 2) If the Chair is making a separate recommendation, share comments and form.	Nov 3, 2025 5:00 PM
Candidate: Period to consult with reviewers. Faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.	10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with department (to be scheduled within the 10 day response period)	Nov 8, 2025 5:00 PM
Candidate: Deadline to submit a written response	Nov 13, 2025 5:00 PM
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>	Fri, Nov 14, 2025
School/College Committee and Dean: First day to begin review	Mon, Nov 17, 2025
Information only: Letters are to be shared on January 23, 2025 not early.	Informational
School/College Committee deadline: 1) Committee Members: complete the access log in the case file 2) Committee Chair: load the recommendation and recommendation form 3) Committee Chair: share with the Candidate <b>Note: Do not forward the case to the next level. The Dean will forward the case.</b>	Jan 23, 2026 5:00 PM
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate <b>Note: Do not forward the case to the next level at this time.</b>	Jan 23, 2026 5:00 PM
Candidate: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation.	10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)	Jan 28, 2026 5:00 PM
Candidate: Deadline to submit a written response	Feb 2, 2026 5:00 PM
Dean: Forward case to the Faculty Affairs	Feb 3, 2026 5:00 PM
Candidate: Faculty members whose cases were sent to UB RTP may request a 30 minute meeting with UB RTP prior to case review	Consult with UB RTP for Deadline
UB RTP Anticipated Share deadline: 1) Committee Members: Complete the access log in the case file 2) Committee Chair: Load the recommendation and recommendation form 3) Committee Chair: Share with the Candidate	Mar 10, 2026 5:00 PM
Candidate: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation	10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with UB RTP (to be scheduled within the 10 day response period)	Mar 15, 2026 5:00 PM
Candidate: Deadline to submit a written response to UB RTP	Mar 20, 2026 5:00 PM
UB RTP: Forward Case to Provost	Mon, Mar 23, 2026
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)	Thu, May 14, 2026
Contractual Deadline for Retention and Tenure	Mon, Jun 1, 2026
Contractual Deadline for Promotion	Mon, Jun 15, 2026