1) noify department chair if not applying for promotion (see CBA 14-3). 2) If applying for Promotion only, use Google from to request case file. Faculty who wish to apply for early Tenure and Promotion on 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 Early Tenure Promotion. Appointments with the Provost should be completed. Candidate: Stould request Promotion Only case to allow minimal time to prepare. Dean: Lest 4gt to entity faculty of material being added to their PAF. Dean: Case File (WPAP) closes. Candidate: Stould request Promotion Only case to allow minimal time to prepare. Department Review: First 4gt to begin review Department Review: Brist 4gt to begin review Department Review: Brist 4gt to begin review Department level review deadlines Committee Manager and Department Chair if making a separate recommendation. Noise: Do not forward the case to the next level at this time. 1) Loamlitect menager shares both the recommendation letter and form with case to the next level at this time. 1) Committee the recommendation form Share comments and forms with the candidate. Note: Do not forward the case to the next level at this time. 1) Committee the recommendation within ten (10) days following receipt of the recommendation. 2 of the Chair is making a separate recommendation share commens and form. 2 of the Chair is making a separate recommendation share commens and form. 2 of the Chair is share to the School/College Committee and/or Dean - do not forward early. 2 School/College Committee and form with case. 1) Committee Chair: Isolate never the case of the next level at this time. 2) Committee Chair: Isolate never the case of the next level at this time. 3) Share the files with the candidate Note: Do not forward the case to the next level at this time. 3) Committee Chair: Isolate necessing in the case file 1) Committee	2025-2026 Academic Year Calendar for Retention, Tenure, & Promotion	4th/5th/6th, Tenure, and Promotion Full Reviews
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1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate Note: Do not forward the case to the next level at this time. 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. Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period) Candidate: Deadline to submit a written response Dean: Forward case to the Faculty Affairs Candidate: Faculty members whose cases were sent to UBRTP may request a 30 minute meeting with UBRTP for Deadline UBRTP Anticipated Share deadline: 1) Committee Chair: Load the recommendation and recommendation form 3) Committee Chair: Share with the Candidate 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 Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period) Candidate: Deadline to submit a written response to UBRTP War 10, 2026 5:00 PM Mar 10, 2026 5:00 PM Mar 12, 2026 5:00 PM Mar 15, 2026 5:00 PM Mar 20, 2026 5:00 PM Mon, Mar 23, 2026 Thu, May 14, 2026 Thu, May 14, 2026	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 Note: Do not forward the case to the next level. The Dean will forward the case.	Jan 23, 2026 5:00 PM
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	Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)	•
	Contractual Deadline for Retention and Tenure Contractual Deadline for Promotion	Mon, Jun 1, 2026 Mon, Jun 15, 2026