

**2025-2026 Academic Year
Calendar for Retention, Tenure, & Promotion**

	Due Date and Time
Faculty Affairs: Provide eligibility lists to Colleges	Fri, Aug 15, 2025
Department chairs submit memo to the Dean 1) declares recommendation intent for all reviews; and 2) certifies <u>election</u> of department committee members.	Wed, Sep 3, 2025
Faculty Member: Recommended last date to request a case to apply for Sabbatical or DIP	Fri, Sep 5, 2025 11:59 PM
Faculty Member: 1) Sabbatical or DIP case submitted 2) All sections and application are submitted	Mon, Sep 22, 2025 8:59 PM
Department level deadline: 1) Department Review Committee: complete recommendation statement and form. 2) Department Chair: complete statement regarding possible effects on curriculum and operation. 3) Department Level: share recommendation(s) and form(s) with candidate. 4) Department Level: forward case to the College Committee.	Fri, Oct 17, 2025 5:00 PM
College review committee deadline: 1) Recommendation and recommendation form 2) Share recommendation and form with candidate 3) Forward case to the Dean.	Fri, Nov 14, 2025 5:00 PM
Dean's decision deadline: 1) Complete decisions and decision form. 2) Share decision with the faculty member. 3) Forward case to Faculty Affairs for counts.	Mon, Dec 15, 2025 5:00 PM
Faculty Affairs: 1) Reports to Provost if the target Sabbatical number was met. 2) If target was not met, cases are forwarded to the Senate Research Committee.	Fri, Dec 19, 2025
Senate Research Committee deadline: 1) If needed, completes rank form for each case 2) Provide rank order summary to the Provost via Faculty Affairs	Fri, Feb 6, 2026

If dates fall on a holiday, feel free to take action the day before.

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