

2022-2023 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	Probationary Plan New or Revised	2nd/3rd Full	3rd/5th OYR	4th/5th/6th, Tenure, and Promotion Full Reviews	Temporary Faculty Range Elevation and 3-Year Review	Market-Based Salary Increase Reviews
AUGUST/SEPTEMBER							
Fall Semester Begins. Faculty are on contract.	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022	Wed, Aug 17, 2022		
Instruction Begins	Mon, Aug 22, 2022	Mon, Aug 22, 2022	Mon, Aug 22, 2022	Mon, Aug 22, 2022	Mon, Aug 22, 2022	Mon, Aug 22, 2022	Mon, Aug 22, 2022
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.					Thu, Aug 25, 2022		
Faculty who wish to apply for early Tenure and Promotion or early Promotion must 1) declare intent to Faculty Affairs by requesting a case. 2) request meeting with the Provost per APM. 3) inform the Dean and the Department Chair for committee formation 4) request an early Tenure and or Promotion case via Google Form			Thu, Aug 25, 2022	Thu, Aug 25, 2022	Thu, Aug 25, 2022		
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 5, 2022	Fri, Sep 23, 2022	Fri, Sep 23, 2022	Fri, Sep 23, 2022	Fri, Sep 23, 2022	Fri, Sep 23, 2022	Fri, Sep 23, 2022
Labor Day	Mon, Sep 5, 2022	Mon, Sep 5, 2022	Mon, Sep 5, 2022	Mon, Sep 5, 2022	Mon, Sep 5, 2022	Mon, Sep 5, 2022	Mon, Sep 5, 2022
Department chair 1) declares in writing intent for all reviews to the Dean; and 2) certifies members of the elected committee to the Dean and Faculty Affairs. Email committee list to facultyaffairs indicating review type committees for each.	Tue, Sep 6, 2022	Tue, Sep 6, 2022	Tue, Sep 6, 2022	Tue, Sep 6, 2022	Tue, Sep 6, 2022	Tue, Sep 6, 2022	Tue, Sep 6, 2022
Dean: Last day to notify faculty of material being added to their PAF.			Sep 16, 2022 5:00 PM	Sep 16, 2022 5:00 PM			
Early Tenure/Promotion: Appointments with the Provost should be completed.					Fri, Sep 23, 2022		
Dean: Case File (WPAF) closes.			Sep 23, 2022 5:00 PM	Sep 23, 2022 5:00 PM			
Candidate: Case closes, submit case.			Sep 25, 2022 11:59 PM	Sep 25, 2022 11:59 PM			
Department Review: First day to begin review			Mon, Sep 26, 2022	Mon, Sep 26, 2022			
Candidate: Should to request Promotion Only case to allow minimal time to prepare.					Sep 30, 2022 12:00 AM		
Candidate: May begin requesting MBSI case for Spring review.							Fri, Sep 30, 2022

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OCTOBER							
Dean: Last day to notify faculty of material being added to their PAF.					Oct 7, 2022 5:00 PM		
Dean: Case File (WPAF) closes.					Oct 14, 2022 11:59 PM		
Candidate: Case closes, submit case.					Oct 16, 2022 11:59 PM		
Department Review: First day to begin review					Mon, Oct 17, 2022		
Consultation period to create the first draft of the Probationary Plan ends. Case File closes, load your plan into the case, and faculty submits case. Faculty member emails Word document to the Chair		Oct 21, 2022 5:00 PM					
Department Level consultation period for Probationary Plan.		10/21/22 - 11/4/22					
Department Review (all reviewers): complete the access log in the case file			Oct 21, 2022 12:00 PM	Oct 21, 2022 12:00 PM			
Department level review deadlines (Both) 1) Load the recommendation (written report). 2) Complete the recommendation form Note: Do not forward the case to the next level at this time.			Oct 21, 2022 12:00 PM	Oct 21, 2022 12:00 PM			
Department Chairs share comments and forms with the candidate. 1) Committee Manager shares both the recommendation letter and form with candidate. 2) If the Chair is making a separate recommendation, share letter and form. Note: Do not forward the case to the next level at this time.			Oct 21, 2022 5:00 PM	Oct 21, 2022 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)			Oct 26, 2022 5:00 PM				
Candidate: Deadline to submit a written response			Oct 31, 2022 5:00 PM				

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NOVEMBER							
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.			Tue, Nov 1, 2022	Nov 1, 2022 5:00 PM			
School/College Committee and Dean: First day to begin review			Wed, Nov 2, 2022				
Department Review (all reviewers): complete the access log in the case file					Nov 4, 2022 12:00 PM		
Department level review deadlines Committee Manager and Department Chair if making a separate recommendation. Note: Do not forward the case to the next level at this time. 1) Load the recommendation (written report). 2) Complete the recommendation form					Nov 4, 2022 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 4, 2022 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		
Load 1) New draft Plan is loaded into the case along with a 2) Summary changes (if any) and 3) Document describing unresolved issues if any. Then 4) Forward the case to the College Level. Email 5) Email word document of the last draft version to the Dean		Mon, Nov 7, 2022					
Candidate: Deadline to request a meeting with department (to be scheduled within the 10 day response period)					Nov 9, 2022 5:00 PM		
Veteran's Day	Fri, Nov 11, 2022	Fri, Nov 11, 2022	Fri, Nov 11, 2022	Fri, Nov 11, 2022	Fri, Nov 11, 2022	Fri, Nov 11, 2022	Fri, Nov 11, 2022
Candidate: Deadline to submit a written response					Nov 14, 2022 5:00 PM		
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.					Tue, Nov 15, 2022		
School/College Committee and Dean: First day to begin review					Wed, Nov 16, 2022		
Thanksgiving Break Begins	Wed, Nov 23, 2022	Wed, Nov 23, 2022	Wed, Nov 23, 2022	Wed, Nov 23, 2022	Wed, Nov 23, 2022	Wed, Nov 23, 2022	Wed, Nov 23, 2022
Thanksgiving Break Ends	Fri, Nov 25, 2022	Fri, Nov 25, 2022	Fri, Nov 25, 2022	Fri, Nov 25, 2022	Fri, Nov 25, 2022	Fri, Nov 25, 2022	Fri, Nov 25, 2022

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DECEMBER							
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 Note: Do not forward the case to the next level. The Dean will forward the case.			Fri, Dec 2, 2022 5:00 PM				
Dean: Deadline: 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.			Fri, Dec 2, 2022 5:00 PM	Dec 2, 2022 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				
College Level consultation period, Dean, Committee, Faculty Member.		11/8/22 - 12/16/22					
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)			Dec 7, 2022 5:00 PM				
Candidate: Deadline to submit a written response			Dec 12, 2022 5:00 PM				
Dean: Forward case to the Faculty Affairs			Tue, Dec 13, 2022				
Candidate: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review			Consult with UBRTTP for Deadline				
Load 1) New draft Plan is loaded into the case along with a 2) Summary changes (if any) and 3) Document describing unresolved issues if any. Then 4) Forward the case to the College Level. Email 5) Email word document of the last draft version to the Dean		Tue, Dec 20, 2022					
Faculty Affairs: Open 3-year review cases and Range Elevation Eligible. These are not shared with Faculty at this time. Cases are opened at this time for adding PAF Materials.						Thu, Dec 15, 2022	
Information only: Letters are to be shared on January 20, 2023 not early.					Informational		
Fall Semester Ends;	Thu, Dec 22, 2022	Wed, Dec 21, 2022	Wed, Dec 21, 2022	Wed, Dec 21, 2022	Wed, Dec 21, 2022	Wed, Dec 21, 2022	Wed, Dec 21, 2022

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JANUARY							
Spring Semester Begins	Tue, Jan 17, 2023	Tue, Jan 17, 2023	Tue, Jan 17, 2023	Tue, Jan 17, 2023	Tue, Jan 17, 2023	Tue, Jan 17, 2023	Tue, Jan 17, 2023
Spring Intruction Begins	Thu, Jan 19, 2023	Fri, Jan 20, 2023	Fri, Jan 20, 2023	Fri, Jan 20, 2023	Fri, Jan 20, 2023	Fri, Jan 20, 2023	Fri, Jan 20, 2023
Faculty: Deadline for MBSI case request via Google Form.							Fri, Jan 20, 2023
Faculty Affairs: Email Faculty instructions and provide training dates.						Fri, Jan 20, 2023	
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 Note: Do not forward the case to the next level. The Dean will forward the case.					Jan 20, 2023 5:00 PM		
Dean: Deadline: 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.					Jan 20, 2023 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 25, 2023 5:00 PM		
Candidate: Deadline to submit a written response					Jan 30, 2023 5:00 PM		
Dean: Forward case to the Faculty Affairs					Jan 31, 2023 5:00 PM		
Candidate: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review					Consult with UBRTTP for Deadline		
UBRTTP 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			Jan 27, 2023 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				
Faculty: Deadline to submit MSBI Case							Tue, Jan 31, 2023

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FEBRUARY							
Dean: Share cases with PAF's loaded with Temporary Faculty.						Wed, Feb 1, 2023	
Candidate: Deadline to request a meeting with UBRTTP (to be scheduled within the 10 day response period)			Feb 1, 2023 5:00 PM				
Candidate: Deadline to submit a written response to UBRTTP			Feb 6, 2023 5:00 PM				
UBRTTP: Forward Case to Provost			Tue, Feb 7, 2023				
Provost's anticipated date to share decisions with faculty candidates.			Wed, Feb 15, 2023				
President's Day	Mon, Feb 20, 2023	Mon, Feb 20, 2023	Mon, Feb 20, 2023	Mon, Feb 20, 2023	Mon, Feb 20, 2023	Mon, Feb 20, 2023	Mon, Feb 20, 2023
Department Committee: Forward recommendation to Chair (do not share with candidate.)							Fri, Feb 24, 2023
MARCH							
Dean: Last day to notify Temporary Faculty of materials being added to PAF to allow 5 day notice						Fri, Mar 3, 2023	
Candidate: Submit materials to the Dean's office to ensure materials will be added to the PAF and loaded into the Case File before the deadline.						Fri, Feb 3, 2023	
Dean: PAF and WPAF files close.						Wed, Mar 8, 2023	
Case File Closes. Last day for application; faculty submits case. No materials submitted to the PAF will be added to the Case after this date.						Mar 15, 2023 11:59 PM	
Department Chair: Forward recommendation to Dean (do not share with candidate.)							Fri, Mar 17, 2023
UBRTTP 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					Mar 17, 2023 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 UBRTTP (to be scheduled within the 10 day response period)					Mar 22, 2023 5:00 PM		
Candidate: Deadline to submit a written response to UBRTTP					Mar 27, 2023 5:00 PM		
UBRTTP: Forward Case to Provost					Tue, Mar 28, 2023		
Dean: Recommendation shared with Candidate and forwarded to Provost							Fri, Mar 31, 2023
Department deadline: Both Committee and Chair to share with candidate						Mar 30, 2023 5:00 PM	
Cesar Chavel Day	Fri, Mar 31, 2023	Fri, Mar 31, 2023	Fri, Mar 31, 2023	Fri, Mar 31, 2023	Fri, Mar 31, 2023	Fri, Mar 31, 2023	Fri, Mar 31, 2023

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APRIL							
Spring Break Begins	Mon, Apr 3, 2023	Mon, Apr 3, 2023	Mon, Apr 3, 2023	Mon, Apr 3, 2023	Mon, Apr 3, 2023	Mon, Apr 3, 2023	Mon, Apr 3, 2023
Spring Break Ends	Fri, Apr 7, 2023	Fri, Apr 7, 2023	Fri, Apr 7, 2023	Fri, Apr 7, 2023	Fri, Apr 7, 2023	Fri, Apr 7, 2023	Fri, Apr 7, 2023
Faculty: If received negative rec, deadline to submit a written response to Provost							Mon, Apr 10, 2023
Candidate: Deadline to submit a response if desired.						Apr 17, 2023 5:00 PM	
Department forwards case to Dean						Tue, Apr 18, 2023	
May							
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)					Wed, May 10, 2023		
Dean: Share decision with Faculty member						Fri, May 12, 2023	
Provost's anticipated date to share decision with candidate.							Fri, May 19, 2023
Anticipated Date for Probationary Plans		Thu, Jun 1, 2023					
Contractual Deadline for Retention and Tenure					Thu, Jun 1, 2023		
Contractual Deadline for Promotion					Thu, Jun 15, 2023		