

2025-2026 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
AUGUST/SEPTEMBER	---	---	---	---	---
Fall Semester Begins. Faculty are on contract.	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025	Mon, Aug 18, 2025
Instruction Begins	Wed, Aug 20, 2025	Wed, Aug 20, 2025	Wed, Aug 20, 2025	Wed, Aug 20, 2025	Wed, Aug 20, 2025
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			Thu, Aug 21, 2025	Thu, Aug 21, 2025	Thu, Aug 21, 2025
Labor Day	Mon, Sep 1, 2025	Mon, Sep 1, 2025	Mon, Sep 1, 2025	Mon, Sep 1, 2025	Mon, Sep 1, 2025
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025
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 Faculty Affairs indicating review type committees for each.	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025	Wed, Sep 3, 2025
Faculty: Deadline to request a case to apply for Sabbatical or DIP					
Dean: Last day to notify faculty of material being added to their PAF.			Sep 12, 2025 5:00 PM	Sep 12, 2025 5:00 PM	
Early Tenure/Promotion: Appointments with the Provost should be completed.					Fri, Sep 19, 2025
Dean: Case File (WPAF) closes.			Sep 22, 2025 5:00 PM	Sep 22, 2025 5:00 PM	
Faculty:Faculty Member: Sabbatical or DIP case submitted					
Faculty: Case closes, submit case.			Sep 23, 2025 8:59 PM	Sep 23, 2025 8:59 PM	
Department Review: First day to begin review			Wed, Sep 24, 2025	Wed, Sep 24, 2025	
Candidate: Should request Promotion Only case to allow minimal time to prepare.					Sep 26, 2025 5:00 PM
Candidate: May begin requesting MBSI case for Spring review.					
OCTOBER	---	---	---	---	---
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
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 20, 2025 5:00 PM			
Department Level consultation period for Probationary Plan.		10/20/25 - 11/4/25			
Department Review (all reviewers): complete the access log in the case file			Oct 20, 2025 12:00 PM	Oct 20, 2025 12:00 PM	
Department level review deadlines (Both) 1) Load the recommendation (written report). 2) Complete the recommendation form <b>Note: Do not forward the case to the next level at this time.</b>			Oct 20, 2025 12:00 PM	Oct 20, 2025 12:00 PM	

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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. <b>Note: Do not forward the case to the next level at this time.</b>			Oct 20, 2025 5:00 PM	Oct 20, 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 withing the 10 day response period)			Oct 25, 2025 5:00 PM		
Department: Sabbatical/DIP Recommendations loaded and shared.					
Candidate: Deadline to submit a written response			Oct 30, 2025 5:00 PM		
NOVEMBER	---	---	---	---	---
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>			Fri, Oct 31, 2025	Oct 31, 2025 5:00 PM	
School/College Committee and Dean: First day to begin review			Mon, Nov 3, 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
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) Foward the case to the College Level. Email 5) Email word document of the last draft version to the Dean		Tue, Nov 4, 2025			
Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)					Nov 8, 2025 5:00 PM
Veteran's Day	Tue, Nov 11, 2025	Tue, Nov 11, 2025	Tue, Nov 11, 2025	Tue, Nov 11, 2025	Tue, Nov 11, 2025
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
School/College Committee Sabbatical and DIP recommendations loaded and shared					
Thanksgiving Break Begins	Mon, Nov 24, 2025	Mon, Nov 24, 2025	Mon, Nov 24, 2025	Mon, Nov 24, 2025	Mon, Nov 24, 2025
Thanksgiving Break Ends	Fri, Nov 28, 2025	Fri, Nov 28, 2025	Fri, Nov 28, 2025	Fri, Nov 28, 2025	Fri, Nov 28, 2025

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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 <b>Note: Do not forward the case to the next level. The Dean will forward the case.</b>			Wed, Dec 3, 2025 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>			Wed, Dec 3, 2025 5:00 PM		
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.					
Dean Sabbatical and DIP recommendations loaded and shared					
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 Committee and Faculty Member.		11/5/25 - 12/12/25			
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)			Dec 8, 2025 5:00 PM		
Candidate: Deadline to submit a written response			Dec 13, 2025 5:00 PM		
Dean: Forward case to the Faculty Affairs			Mon, Dec 15, 2025		
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		
Faculty Affairs Generates Reports and Counts					
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 Dean for review. Email 5) Email word document of the last draft version to the Dean		Fri, Dec 12, 2025			
Information only: Letters are to be shared on January 23, 2025 not early.					Informational
Fall Semester Ends;	Mon, Dec 22, 2025	Mon, Dec 22, 2025	Mon, Dec 22, 2025	Mon, Dec 22, 2025	Mon, Dec 22, 2025
JANUARY	---	---	---	---	---
Spring Semester Begins	Thu, Jan 15, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026
Spring Intruction Begins	Fri, Jan 16, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026	Thu, Jan 15, 2026
Faculty: Deadline for MBSI case request via Google Form.					
Faculty Affairs: Email Faculty instructions and provide training dates.					
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

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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 Committee 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			Jan 28, 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		
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 Provost for review. Email 5) Email word document of the last draft version to the Faculty Affairs		Fri, Jan 30, 2026			
Dean: Share cases with PAF's loaded with Temporary Faculty.					
<b>FEBRUARY</b>	---	---	---	---	---
Candidate: Deadline to request a meeting with UB RTP (to be scheduled within the 10 day response period)			Feb 2, 2026 5:00 PM		
Senate Research Committee (if needed) rank list to Provost					
Candidate: Deadline to submit a written response to UB RTP			Feb 7, 2026 5:00 PM		
UB RTP: Forward Case to Provost			Mon, Feb 9, 2026		
Provost's anticipated date to share decisions with faculty candidates.			Fri, Feb 13, 2026		
Faculty: Deadline to submit MSBI Case					
Faculty: Deadline for Range Elevation case request via Google Form.					
President's Day	Mon, Feb 16, 2026	Mon, Feb 16, 2026	Mon, Feb 16, 2026	Mon, Feb 16, 2026	Mon, Feb 16, 2026
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate				Feb 20, 2026 5:00 PM	

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Dean: Last day to notify Temporary Faculty of materials being added to PAF to allow 5 day notice					
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.					
Dean: PAF and WPAF files close.					
MARCH	---	---	---	---	---
Department Committee: Forward recommendation to Chair (do not share with candidate.)					
UBRTP 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 UBRTP (to be scheduled within the 10 day response period)					Mar 15, 2026 5:00 PM
Candidate: Deadline to submit a written response to UBRTP					Mar 20, 2026 5:00 PM
UBRTP: Forward Case to Provost					Mon, Mar 23, 2026
Department deadline: Both Committee and Chair to share with candidate					
Candidate: Deandline to submit a response if desired.					
Department forwards case to Dean					
Spring Break Begins	Mon, Mar 30, 2026	Mon, Mar 30, 2026	Mon, Mar 30, 2026	Mon, Mar 30, 2026	Mon, Mar 30, 2026
Cesar Chavez Day	Tue, Mar 31, 2026	Tue, Mar 31, 2026	Tue, Mar 31, 2026	Tue, Mar 31, 2026	Tue, Mar 31, 2026
APRIL	---	---	---	---	---
Spring Break Ends	Fri, Apr 3, 2026	Fri, Apr 3, 2026	Fri, Apr 3, 2026	Fri, Apr 3, 2026	Fri, Apr 3, 2026
Department Chair: Recommendation shared with Candidate and forwarded to Provost					
Faculty: If received negative rec, deandline to submit a written response to Provost					
MAY	---	---	---	---	---
Provost’s anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)					Thu, May 14, 2026
Dean: Share decision with Faculty member					
Candidate: Deadline to submit a written response					
Provost's anticipated date to share decision with canidate.					
Anticipated Date for Probationary Plans		Fri, May 15, 2026			
Contractual Deadline for Retention and Tenure					Mon, Jun 1, 2026
Contractual Deadline for Promotion					Mon, Jun 15, 2026