2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	2nd/3rd Full
AUGUST/SEPTEMBER	---	---
Fall Semester Begins. Faculty are on contract.	Thu, Aug 17, 2023	Thu, Aug 17, 2023
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Thu, Aug 17, 2023	Thu, Aug 17, 2023
Instruction Begins	Mon, Aug 21, 2023	Mon, Aug 21, 2023
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 4, 2023	Mon, Sep 4, 2023
Labor Day	Mon, Sep 4, 2023	Mon, Sep 4, 2023

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.
	Tue, Sep 5, 2023	Tue, Sep 5, 2023

Dean: Last day to notify faculty of material being added to their PAF.		Sep 15, 2023 5:00 PM
Dean: Case File (WPAF) closes.		Sep 22, 2023 5:00 PM
Faculty: Case closes, submit case.		Sep 24, 2023 11:59 PM
Department Review: First day to begin review		Mon, Sep 25, 2023
OCTOBER	---	---
Department Review (all reviewers): complete the access log in the case file		Oct 20, 2023 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 20, 2023 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 20, 2023 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, 2023 5:00 PM
Candidate: Deadline to submit a written response		Oct 30, 2023 5:00 PM
NOVEMBER	---	---
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.		Tue, Oct 31, 2023
School/College Committee and Dean: First day to begin review		Wed, Nov 1, 2023

2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	2nd/3rd Full
Veteran's Day	Fri, Nov 10, 2023	Fri, Nov 10, 2023
Thanksgiving Break Begins	Wed, Nov 22, 2023	Wed, Nov 22, 2023
Thanksgiving Break Ends	Fri, Nov 24, 2023	Fri, Nov 24, 2023
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 1, 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.
		Fri, Dec 1, 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)		Dec 6, 2023 5:00 PM
Candidate: Deadline to submit a written response		Dec 11, 2023 5:00 PM
Dean: Forward case to the Faculty Affairs		Tue, Dec 12, 2023
Candidate: Faculty members whose cases were sent to UBRTP may request a 30 minute meeting with UBRTP prior to case review		Consult with UBRTP for Deadline
Fall Semester Ends;	Fri, Dec 22, 2023	Fri, Dec 22, 2023
JANUARY	---	---
Spring Semester Begins	Tue, Jan 16, 2024	Tue, Jan 16, 2024
Spring Intruction Begins	Thu, Jan 18, 2024	Thu, Jan 18, 2024

UBRTP 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 26, 2024 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
FEBRUARY	---	---

2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	2nd/3rd Full
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)		Jan 31, 2024 5:00 PM
Candidate: Deadline to submit a written response to UBRTP		Feb 5, 2024 5:00 PM
UBRTP: Forward Case to Provost		Tue, Feb 6, 2024
Provost's anticipated date to share decisions with faculty candidates.		Thu, Feb 15, 2024
President's Day	Mon, Feb 19, 2024	Mon, Feb 19, 2024
MARCH	---	---
Spring Break Begins	Mon, Mar 25, 2024	Mon, Mar 25, 2024
Spring Break Ends	Fri, Mar 29, 2024	Fri, Mar 29, 2024
APRIL	---	---
Cesar Chavez Day	Mon, Apr 1, 2024	Mon, Apr 1, 2024
MAY	---	---