

2023-2024 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
<b>AUGUST/SEPTEMBER</b>	---	---	---	---	---	---	---
Fall Semester Begins. Faculty are on contract.	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023	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	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023	Thu, Aug 17, 2023
Instruction Begins	Mon, Aug 21, 2023	Mon, Aug 21, 2023	Mon, Aug 21, 2023	Mon, Aug 21, 2023	Mon, Aug 21, 2023	Mon, Aug 21, 2023	Mon, Aug 21, 2023
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 24, 2023		
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 24, 2023	Thu, Aug 24, 2023	Thu, Aug 24, 2023		
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023
Labor Day	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	Mon, Sep 4, 2023	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	Tue, Sep 5, 2023	Tue, Sep 5, 2023	Tue, Sep 5, 2023	Tue, Sep 5, 2023	Tue, Sep 5, 2023
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 15, 2023 5:00 PM	Sep 15, 2023 5:00 PM			
Early Tenure/Promotion: Appointments with the Provost should be completed.					Fri, Sep 22, 2023		
Dean: Case File (WPAF) closes.			Sep 22, 2023 5:00 PM	Sep 22, 2023 5:00 PM			
Faculty: Case closes, submit case.			Sep 24, 2023 11:59 PM	Sep 24, 2023 11:59 PM			
Department Review: First day to begin review			Mon, Sep 25, 2023	Mon, Sep 25, 2023			
Candidate: Should request Promotion Only case to allow minimal time to prepare.					Sep 29, 2023 12:00 AM		
Candidate: May begin requesting MBSI case for Spring review.							Fri, Sep 29, 2023
<b>OCTOBER</b>	---	---	---	---	---	---	---
Dean: Last day to notify faculty of material being added to their PAF.					Oct 6, 2023 5:00 PM		
Dean: Case File (WPAF) closes.					Oct 13, 2023 11:59 PM		
Candidate: Case closes, submit case.					Oct 15, 2023 11:59 PM		
Department Review: First day to begin review					Mon, Oct 16, 2023		
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, 2023 5:00 PM					
Department Level consultation period for Probationary Plan.		10/21/23 - 11/3/23					
Department Review (all reviewers): complete the access log in the case file			Oct 20, 2023 12:00 PM	Oct 20, 2023 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, 2023 12:00 PM	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. <b>Note: Do not forward the case to the next level at this time.</b>			Oct 20, 2023 5:00 PM	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 within the 10 day response period)			Oct 25, 2023 5:00 PM				
Department: Sabbatical/DIP Recommendations loaded and shared.							
Candidate: Deadline to submit a written response			Oct 30, 2023 5:00 PM				
<b>NOVEMBER</b>	---	---	---	---	---	---	---
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>			Tue, Oct 31, 2023	Oct 31, 2023 5:00 PM			
School/College Committee and Dean: First day to begin review			Wed, Nov 1, 2023				
Department Review (all reviewers): complete the access log in the case file					Nov 3, 2023 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, 2023 12:00 PM		
Share comments and forms with the candidate. <b>Note: Do not forward the case to the next level at this time.</b> 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, 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		
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 6, 2023					
Candidate: Deadline to request a meeting with department (to be scheduled within the 10 day response period)					Nov 8, 2023 5:00 PM		

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Veteran's Day	Fri, Nov 10, 2023	Fri, Nov 10, 2023	Fri, Nov 10, 2023	Fri, Nov 10, 2023	Fri, Nov 10, 2023	Fri, Nov 10, 2023	Fri, Nov 10, 2023
Candidate: Deadline to submit a written response					Nov 13, 2023 5:00 PM		
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>					Tue, Nov 14, 2023		
School/College Committee and Dean: First day to begin review					Wed, Nov 15, 2023		
School/College Committee Sabbatical and DIP recommendations loaded and shared							
Thanksgiving Break Begins	Wed, Nov 22, 2023	Wed, Nov 22, 2023	Wed, Nov 22, 2023	Wed, Nov 22, 2023	Wed, Nov 22, 2023	Wed, Nov 22, 2023	Wed, Nov 22, 2023
Thanksgiving Break Ends	Fri, Nov 24, 2023	Fri, Nov 24, 2023	Fri, Nov 24, 2023	Fri, Nov 24, 2023	Fri, Nov 24, 2023	Fri, Nov 24, 2023	Fri, Nov 24, 2023
<b>DECEMBER</b>	---	---	---	---	---	---	---
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>			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 <b>Note: Do not forward the case to the next level at this time.</b>			Fri, Dec 1, 2023 5:00 PM	Dec 1, 2023 5:00 PM			
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, Dean, Committee, Faculty Member.		11/7/23 - 12/15/23					
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				
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 College Level. Email 5) Email word document of the last draft version to the Dean		Tue, Dec 19, 2023					
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.						Fri, Dec 15, 2023	
Information only: Letters are to be shared on January 19, 2024 not early.					Informational		
Fall Semester Ends;	Fri, Dec 22, 2023	Fri, Dec 22, 2023	Fri, Dec 22, 2023	Fri, Dec 22, 2023	Fri, Dec 22, 2023	Fri, Dec 22, 2023	Fri, Dec 22, 2023
<b>JANUARY</b>	---	---	---	---	---	---	---
Spring Semester Begins	Tue, Jan 16, 2024	Tue, Jan 16, 2024	Tue, Jan 16, 2024	Tue, Jan 16, 2024	Tue, Jan 16, 2024	Tue, Jan 16, 2024	Tue, Jan 16, 2024
Spring Instruction Begins	Thu, Jan 18, 2024	Thu, Jan 18, 2024	Thu, Jan 18, 2024	Thu, Jan 18, 2024	Thu, Jan 18, 2024	Thu, Jan 18, 2024	Thu, Jan 18, 2024
Faculty: Deadline for MBSI case request via Google Form.							Fri, Jan 26, 2024
Faculty Affairs: Email Faculty instructions and provide training dates.						Fri, Jan 19, 2024	
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 19, 2024 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>					Jan 19, 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		
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)					Jan 24, 2024 5:00 PM		
Candidate: Deadline to submit a written response					Jan 29, 2024 5:00 PM		
Dean: Forward case to the Faculty Affairs					Jan 30, 2024 5:00 PM		
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		
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				
<b>FEBRUARY</b>	---	---	---	---	---	---	---
Dean: Share cases with PAF's loaded with Temporary Faculty.						Thu, Feb 1, 2024	
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)			Jan 31, 2024 5:00 PM				
Senate Research Committee (if needed) rank list to Provost							

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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				
Faculty: Deadline to submit MSBI Case							Fri, Feb 16, 2024
President's Day	Mon, Feb 19, 2024	Mon, Feb 19, 2024	Mon, Feb 19, 2024	Mon, Feb 19, 2024	Mon, Feb 19, 2024	Mon, Feb 19, 2024	Mon, Feb 19, 2024
Dean: Last day to notify Temporary Faculty of materials being added to PAF to allow 5 day notice						Fri, Feb 23, 2024	
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 23, 2024	
Dean: PAF and WPAF files close.						Wed, Feb 28, 2024	
<b>MARCH</b>	---	---	---	---	---	---	---
Department Committee: Forward recommendation to Chair (do not share with candidate.)							Fri, Mar 22, 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					Mar 15, 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		
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)					Mar 20, 2024 5:00 PM		
Candidate: Deadline to submit a written response to UBRTP					Mar 25, 2024 5:00 PM		
UBRTP: Forward Case to Provost					Tue, Mar 26, 2024		
Department deadline: Both Committee and Chair to share with candidate						Mar 22, 2024 5:00 PM	
Spring Break Begins	Mon, Mar 25, 2024	Mon, Mar 25, 2024	Mon, Mar 25, 2024	Mon, Mar 25, 2024	Mon, Mar 25, 2024	Mon, Mar 25, 2024	Mon, Mar 25, 2024
Spring Break Ends	Fri, Mar 29, 2024	Fri, Mar 29, 2024	Fri, Mar 29, 2024	Fri, Mar 29, 2024	Fri, Mar 29, 2024	Fri, Mar 29, 2024	Fri, Mar 29, 2024
<b>APRIL</b>	---	---	---	---	---	---	---
Cesar Chavez Day	Mon, Apr 1, 2024	Mon, Apr 1, 2024	Mon, Apr 1, 2024	Mon, Apr 1, 2024	Mon, Apr 1, 2024	Mon, Apr 1, 2024	Mon, Apr 1, 2024
Department Chair: Recommendation shared with Candidate and forwarded to Provost							Fri, Apr 12, 2024
Faculty: If received negative rec, deadline to submit a written response to Provost							Fri, Apr 19, 2024
Candidate: Deadline to submit a response if desired.						Apr 10, 2024 5:00 PM	
Department forwards case to Dean						Thu, Apr 11, 2024	
<b>MAY</b>	---	---	---	---	---	---	---
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)					Wed, May 15, 2024		
Dean: Share decision with Faculty member						Fri, May 10, 2024	
Provost's anticipated date to share decision with candidate.							Mon, Jul 1, 2024
Anticipated Date for Probationary Plans		Sat, Jun 1, 2024					
Contractual Deadline for Retention and Tenure					Sat, Jun 1, 2024		
Contractual Deadline for Promotion					Sat, Jun 15, 2024		