

2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	Temporary Faculty Range Elevation and 3- Year Review
AUGUST/SEPTEMBER	---	---
Fall Semester Begins. Faculty are on contract.	Mon, Aug 19, 2024	Mon, Aug 19, 2024
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Mon, Aug 19, 2024	
Instruction Begins	Wed, Aug 21, 2024	Wed, Aug 21, 2024
Labor Day	Mon, Sep 2, 2024	Mon, Sep 2, 2024
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Wed, Sep 4, 2024	Wed, Sep 4, 2024
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 3, 2024	Tue, Sep 3, 2024
DECEMBER	---	---
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 20, 2024
Fall Semester Ends;	Mon, Dec 23, 2024	Mon, Dec 23, 2024
JANUARY	---	---
Spring Semester Begins	Wed, Jan 15, 2025	Wed, Jan 15, 2025
Spring Instruction Begins	Thu, Jan 16, 2025	Thu, Jan 16, 2025
Faculty Affairs: Email Faculty instructions and provide training dates.		Fri, Jan 17, 2025
FEBRUARY	---	---
Dean: Share cases with PAF's loaded with Temporary Faculty.		Mon, Feb 3, 2025
Faculty: Deadline for Range Elevation case request via Google Form.		Fri, Feb 14, 2025
President's Day	Mon, Feb 17, 2025	Mon, Feb 17, 2025
Dean: Last day to notify Temporary Faculty of materials being added to PAF to allow 5 day notice		Fri, Feb 21, 2025
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 21, 2025
Dean: PAF and WPAF files close.		Wed, Feb 26, 2025
MARCH	---	---
Department deadline: Both Committee and Chair to share with candidate		Mar 21, 2025 5:00 PM
Cesar Chavez Day	Mon, Mar 31, 2025	Mon, Mar 31, 2025
APRIL	---	---
Candidate: Deadline to submit a response if desired.		Apr 1, 2025 5:00 PM
Department forwards case to Dean		Wed, Apr 2, 2025
Spring Break Begins	Mon, Apr 14, 2025	Mon, Apr 14, 2025
Spring Break Ends	Fri, Apr 18, 2025	Fri, Apr 18, 2025
MAY	---	---
Dean: Share decision with Faculty member		Mon, May 12, 2025