

2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	3rd/5th OYR
<b>AUGUST/SEPTEMBER</b>	---	---
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	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
Dean: Last day to notify faculty of material being added to their PAF.		Sep 13, 2024 5:00 PM
Dean: Case File (WPAF) closes.		Sep 23, 2024 5:00 PM
Faculty: Case closes, submit case.		Sep 24, 2024 8:59 PM
Department Review: First day to begin review		Wed, Sep 25, 2024
<b>OCTOBER</b>	---	---
Department Review (all reviewers): complete the access log in the case file		Oct 21, 2024 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 21, 2024 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 21, 2024 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.		
Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)		
Candidate: Deadline to submit a written response		
<b>NOVEMBER</b>	---	---
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>		Nov 1, 2024 5:00 PM
Veteran's Day	Mon, Nov 11, 2024	Mon, Nov 11, 2024
Thanksgiving Break Begins	Mon, Nov 25, 2024	Mon, Nov 25, 2024
Thanksgiving Break Ends	Fri, Nov 29, 2024	Fri, Nov 29, 2024
<b>DECEMBER</b>	---	---
Fall Semester Ends;	Mon, Dec 23, 2024	Mon, Dec 23, 2024
<b>JANUARY</b>	---	---
Spring Semester Begins	Wed, Jan 15, 2025	Wed, Jan 15, 2025
Spring Intruction Begins	Thu, Jan 16, 2025	Thu, Jan 16, 2025
<b>FEBRUARY</b>	---	---
President's Day	Mon, Feb 17, 2025	Mon, Feb 17, 2025
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate		Feb 18, 2024 5:00 PM
<b>MARCH</b>	---	---
Cesar Chavez Day	Mon, Mar 31, 2025	Mon, Mar 31, 2025
<b>APRIL</b>	---	---
Spring Break Begins	Mon, Apr 14, 2025	Mon, Apr 14, 2025
Spring Break Ends	Fri, Apr 18, 2025	Fri, Apr 18, 2025
<b>MAY</b>	---	---