

<p align="center">2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion</p>	<p align="center">General/All</p>	<p align="center">4th/5th/6th, Tenure, and Promotion Full Reviews</p>
<p align="center">AUGUST/SEPTEMBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Fall Semester Begins. Faculty are on contract.</p>	<p>Mon, Aug 19, 2024</p>	<p>Mon, Aug 19, 2024</p>
<p>Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.</p>	<p>Mon, Aug 19, 2024</p>	<p>Mon, Aug 19, 2024</p>
<p>Instruction Begins</p>	<p>Wed, Aug 21, 2024</p>	<p>Wed, Aug 21, 2024</p>
<p>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.</p>		<p>Fri, Aug 23, 2024</p>
<p>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</p>		<p>Thu, Aug 22, 2024</p>
<p>Labor Day</p>	<p>Mon, Sep 2, 2024</p>	<p>Mon, Sep 2, 2024</p>
<p>Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3</p>	<p>Wed, Sep 4, 2024</p>	<p>Wed, Sep 4, 2024</p>
<p>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.</p>	<p>Tue, Sep 3, 2024</p>	<p>Tue, Sep 3, 2024</p>
<p>Early Tenure/Promotion: Appointments with the Provost should be completed.</p>		<p>Fri, Sep 20, 2024</p>
<p>Candidate: Should request Promotion Only case to allow minimal time to prepare.</p>		<p>Sep 27, 2024 5:00 PM</p>
<p align="center">OCTOBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Dean: Last day to notify faculty of material being added to their PAF.</p>		<p>Oct 4, 2024 5:00 PM</p>
<p>Dean: Case File (WPAF) closes.</p>		<p>Oct 14, 2024 5:00 PM</p>
<p>Candidate: Case closes, submit case.</p>		<p>Oct 15, 2024 8:00 PM</p>
<p>Department Review: First day to begin review</p>		<p>Wed, Oct 16, 2024</p>
<p align="center">NOVEMBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Department Review (all reviewers): complete the access log in the case file</p>		<p>Nov 1, 2024 12:00 PM</p>

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Department level review deadlines Committee Manager and Department Chair if making a separate recommendation. Note: Do not forward the case to the next level at this time. 1) Load the recommendation (written report). 2) Complete the recommendation form		<p align="center">Nov 1, 2024 12:00 PM</p>
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.		<p align="center">Nov 1, 2024 5:00 PM</p>
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.		<p align="center">10-DAY RESPONSE PERIOD</p>
Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)		<p align="center">Nov 6, 2024 5:00 PM</p>
Veteran's Day	<p align="center">Mon, Nov 11, 2024</p>	<p align="center">Mon, Nov 11, 2024</p>
Candidate: Deadline to submit a written response		<p align="center">Nov 11, 2024 5:00 PM</p>
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.		<p align="center">Tue, Nov 12, 2024</p>
School/College Committee and Dean: First day to begin review		<p align="center">Wed, Nov 13, 2024</p>
Thanksgiving Break Begins	<p align="center">Mon, Nov 25, 2024</p>	<p align="center">Mon, Nov 25, 2024</p>
Thanksgiving Break Ends	<p align="center">Fri, Nov 29, 2024</p>	<p align="center">Fri, Nov 29, 2024</p>
<p align="center">DECEMBER</p>	<p align="center">---</p>	<p align="center">---</p>
Information only: Letters are to be shared on January 24, 2025 not early.		<p align="center">Informational</p>
Fall Semester Ends;	<p align="center">Mon, Dec 23, 2024</p>	<p align="center">Mon, Dec 23, 2024</p>
<p align="center">JANUARY</p>	<p align="center">---</p>	<p align="center">---</p>
Spring Semester Begins	<p align="center">Wed, Jan 15, 2025</p>	<p align="center">Wed, Jan 15, 2025</p>
Spring Intruction Begins	<p align="center">Thu, Jan 16, 2025</p>	<p align="center">Thu, Jan 16, 2025</p>

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<p>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.</p>		<p align="center">Jan 24, 2025 5:00 PM</p>
<p>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.</p>		<p align="center">Jan 24, 2025 5:00 PM</p>
<p>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.</p>		<p align="center">10-DAY RESPONSE PERIOD</p>
<p>Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)</p>		<p align="center">Jan 29, 2025 5:00 PM</p>
<p>Candidate: Deadline to submit a written response</p>		<p align="center">Feb 3, 2025 5:00 PM</p>
<p>Dean: Forward case to the Faculty Affairs</p>		<p align="center">Feb 4, 2025 5:00 PM</p>
<p>Candidate: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review</p>		<p align="center">Consult with UBRTTP for Deadline</p>
<p align="center">FEBRUARY</p>	<p align="center">---</p>	<p align="center">---</p>
<p>President's Day</p>	<p align="center">Mon, Feb 17, 2025</p>	<p align="center">Mon, Feb 17, 2025</p>
<p align="center">MARCH</p>	<p align="center">---</p>	<p align="center">---</p>
<p>UBRTTP 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</p>		<p align="center">Mar 14, 2025 5:00 PM</p>
<p>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</p>		<p align="center">10-DAY RESPONSE PERIOD</p>
<p>Candidate: Deadline to request a meeting with UBRTTP (to be scheduled within the 10 day response period)</p>		<p align="center">Mar 19, 2025 5:00 PM</p>

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Candidate: Deadline to submit a written response to UBRTTP		Mar 24, 2025 5:00 PM
UBRTP: Forward Case to Provost		Tue, Mar 25, 2025
Cesar Chavez Day	Mon, Mar 31, 2025	Mon, Mar 31, 2025
APRIL	---	---
Spring Break Begins	Mon, Apr 14, 2025	Mon, Apr 14, 2025
Spring Break Ends	Fri, Apr 18, 2025	Fri, Apr 18, 2025
MAY	---	---
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)		Thu, May 15, 2025
Contractual Deadline for Retention and Tenure		Sun, Jun 1, 2025
Contractual Deadline for Promotion		Sun, Jun 15, 2025