

2025-2026 Academic Year Calendar for Retention, Tenure, & Promotion	2nd/3rd Full
AUGUST/SEPTEMBER	---
Fall Semester Begins. Faculty are on contract.	Mon, Aug 18, 2025
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Mon, Aug 18, 2025
Instruction Begins	Wed, Aug 20, 2025
Labor Day	Mon, Sep 1, 2025
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Wed, Sep 3, 2025
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.	Wed, Sep 3, 2025
Dean: Last day to notify faculty of material being added to their PAF.	Sep 12, 2025 5:00 PM
Dean: Case File (WPAF) closes.	Sep 22, 2025 5:00 PM
Faculty: Case closes, submit case.	Sep 23, 2025 8:59 PM
Department Review: First day to begin review	Wed, Sep 24, 2025
OCTOBER	---
Department Review (all reviewers): complete the access log in the case file	Oct 20, 2025 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, 2025 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, 2025 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, 2025 5:00 PM
Candidate: Deadline to submit a written response	Oct 30, 2025 5:00 PM
NOVEMBER	---
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.	Fri, Oct 31, 2025
School/College Committee and Dean: First day to begin review	Mon, Nov 3, 2025
Veteran's Day	Tue, Nov 11, 2025
Thanksgiving Break Begins	Mon, Nov 24, 2025
Thanksgiving Break Ends	Fri, Nov 28, 2025
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.	Wed, Dec 3, 2025 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.	Wed, Dec 3, 2025 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 8, 2025 5:00 PM
Candidate: Deadline to submit a written response	Dec 13, 2025 5:00 PM
Dean: Forward case to the Faculty Affairs	Mon, Dec 15, 2025
Candidate: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review	Consult with UBRTTP for Deadline
Fall Semester Ends;	Mon, Dec 22, 2025
JANUARY	---
Spring Semester Begins	Thu, Jan 15, 2026
Spring Instruction Begins	Thu, Jan 15, 2026
UBRTTP Committee 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	Jan 28, 2026 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	---
Candidate: Deadline to request a meeting with UBRTTP (to be scheduled within the 10 day response period)	Feb 2, 2026 5:00 PM
Candidate: Deadline to submit a written response to UBRTTP	Feb 7, 2026 5:00 PM
UBRTTP: Forward Case to Provost	Mon, Feb 9, 2026
Provost's anticipated date to share decisions with faculty candidates.	Fri, Feb 13, 2026
President's Day	Mon, Feb 16, 2026
MARCH	---
Spring Break Begins	Mon, Mar 30, 2026
Cesar Chavez Day	Tue, Mar 31, 2026
APRIL	---
MAY	---