

2025-2026 Academic Year Calendar for Retention, Tenure, & Promotion		3rd/5th OYR
<b>AUGUST/SEPTEMBER</b>		---
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: 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
<b>OCTOBER</b>		---
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 <b>Note: Do not forward the case to the next level at this time.</b>		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. <b>Note: Do not forward the case to the next level at this time.</b>		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.		
Candidate: Deadline to request a meeting with department (to be scheduled within the 10 day response period)		Sat, Oct 25, 2025 5:00 PM
Candidate: Deadline to submit a written response		Thu, Oct 30, 2025 12:00 AM
<b>NOVEMBER</b>		---
Department Level: Forward case to the School/College Committee and/or Dean - <b>do not forward early.</b>		Oct 31, 2025 5:00 PM
Veteran's Day		Tue, Nov 11, 2025
Thanksgiving Break Begins		Mon, Nov 24, 2025
Thanksgiving Break Ends		Fri, Nov 28, 2025
<b>DECEMBER</b>		---
Fall Semester Ends;		Mon, Dec 22, 2025
<b>JANUARY</b>		---
Spring Semester Begins		Thu, Jan 15, 2026
Spring Instruction Begins		Thu, Jan 15, 2026
<b>FEBRUARY</b>		---
President's Day		Mon, Feb 16, 2026
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate		Feb 20, 2026 5:00 PM