2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	3rd/5th OYR
AUGUST/SEPTEMBER	---	---
Fall Semester Begins. Faculty are on contract.	Thu, Aug 17, 2023	Thu, Aug 17, 2023
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Thu, Aug 17, 2023	Thu, Aug 17, 2023
Instruction Begins	Mon, Aug 21, 2023	Mon, Aug 21, 2023

Faculty who wish to apply for early Tenure and Promotion or early Promotion must
    1) declare intent to Faculty Affairs by requesting a case.
    2) request meeting with the Provost per APM.
    3) inform the Dean and the Department Chair for committee formation
    4) request an early Tenure and or Promotion case via Google Form
		Thu, Aug 24, 2023

Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 4, 2023	Mon, Sep 4, 2023
Labor Day	Mon, Sep 4, 2023	Mon, Sep 4, 2023

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 5, 2023	Tue, Sep 5, 2023

Dean: Last day to notify faculty of material being added to their PAF.		Sep 15, 2023 5:00 PM
Dean: Case File (WPAF) closes.		Sep 22, 2023 5:00 PM
Faculty: Case closes, submit case.		Sep 24, 2023 11:59 PM
OCTOBER	---	---
Department Review (all reviewers): complete the access log in the case file		Oct 20, 2023 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, 2023 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, 2023 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		

2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	3rd/5th OYR
NOVEMBER	---	---
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.		Oct 31, 2023 5:00 PM
School/College Committee and Dean: First day to begin review		
Veteran's Day	Fri, Nov 10, 2023	Fri, Nov 10, 2023
Thanksgiving Break Begins	Wed, Nov 22, 2023	Wed, Nov 22, 2023
Thanksgiving Break Ends	Fri, Nov 24, 2023	Fri, Nov 24, 2023
DECEMBER	---	---

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.
		Dec 1, 2023 5:00 PM

Fall Semester Ends;	Fri, Dec 22, 2023	Fri, Dec 22, 2023
JANUARY	---	---
Spring Semester Begins	Tue, Jan 16, 2024	Tue, Jan 16, 2024
Spring Intruction Begins	Thu, Jan 18, 2024	Thu, Jan 18, 2024
FEBRUARY	---	---
MARCH	---	---
Spring Break Begins	Mon, Mar 25, 2024	Mon, Mar 25, 2024
Spring Break Ends	Fri, Mar 29, 2024	Fri, Mar 29, 2024
APRIL	---	---
Cesar Chavez Day	Mon, Apr 1, 2024	Mon, Apr 1, 2024
MAY	---	---