

<p align="center">2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion</p>	<p align="center">General/All</p>	<p align="center">2nd/3rd Full</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>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>Dean: Last day to notify faculty of material being added to their PAF.</p>		<p>Sep 13, 2024 5:00 PM</p>
<p>Dean: Case File (WPAF) closes.</p>		<p>Sep 23, 2024 5:00 PM</p>
<p>Faculty: Case closes, submit case.</p>		<p>Sep 24, 2024 8:59 PM</p>
<p>Department Review: First day to begin review</p>		<p>Wed, Sep 25, 2024</p>
<p align="center">OCTOBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Department Review (all reviewers): complete the access log in the case file</p>		<p>Oct 21, 2024 12:00 PM</p>
<p>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.</p>		<p>Oct 21, 2024 12:00 PM</p>
<p>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.</p>		<p>Oct 21, 2024 5:00 PM</p>
<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>		<p align="center">10-DAY RESPONSE PERIOD</p>
<p>Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)</p>		<p>Oct 26, 2024 5:00 PM</p>
<p>Candidate: Deadline to submit a written response</p>		<p>Oct 31, 2024 5:00 PM</p>

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NOVEMBER	---	---
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.		Fri, Nov 1, 2024
School/College Committee and Dean: First day to begin review		Sat, Nov 2, 2024
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
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.		Mon, Dec 2, 2024 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.		Mon, Dec 2, 2024 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 7, 2024 5:00 PM
Candidate: Deadline to submit a written response		Dec 12, 2024 5:00 PM
Dean: Forward case to the Faculty Affairs		Fri, Dec 13, 2024
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 23, 2024	Mon, Dec 23, 2024
JANUARY	---	---
Spring Semester Begins	Wed, Jan 15, 2025	Wed, Jan 15, 2025
Spring Intruction Begins	Thu, Jan 16, 2025	Thu, Jan 16, 2025

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UBRTP 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		<p align="center">Jan 27, 2025 5:00 PM</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 align="center">10-DAY RESPONSE PERIOD</p>
<p align="center">FEBRUARY</p>	<p align="center">---</p>	<p align="center">---</p>
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)		<p align="center">Feb 1, 2025 5:00 PM</p>
Candidate: Deadline to submit a written response to UBRTP		<p align="center">Feb 6, 2025 5:00 PM</p>
UBRTP: Forward Case to Provost		<p align="center">Fri, Feb 7, 2025</p>
Provost's anticipated date to share decisions with faculty candidates.		<p align="center">Fri, Feb 14, 2025</p>
President's Day	<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>
Cesar Chavez Day	<p align="center">Mon, Mar 31, 2025</p>	<p align="center">Mon, Mar 31, 2025</p>
<p align="center">APRIL</p>	<p align="center">---</p>	<p align="center">---</p>
Spring Break Begins	<p align="center">Mon, Apr 14, 2025</p>	<p align="center">Mon, Apr 14, 2025</p>
<p align="center">MAY</p>	<p align="center">---</p>	<p align="center">---</p>