

2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion	General/All	Probationary Plan New or Revised	2nd/3rd Full	3rd/5th OYR	4th/5th/6th, Tenure, and Promotion Full Reviews	Temporary Faculty Range Elevation and 3- Year Review	Market-Based Salary Increase Reviews
AUGUST/SEPTEMBER	---	---	---	---	---	---	---
Fall Semester Begins. Faculty are on contract.	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024	Mon, Aug 19, 2024
Instruction Begins	Wed, Aug 21, 2024	Wed, Aug 21, 2024	Wed, Aug 21, 2024	Wed, Aug 21, 2024	Wed, Aug 21, 2024	Wed, Aug 21, 2024	Wed, Aug 21, 2024
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.					Fri, Aug 23, 2024		
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 22, 2024	Thu, Aug 22, 2024	Thu, Aug 22, 2024		
Labor Day	Mon, Sep 2, 2024	Mon, Sep 2, 2024	Mon, Sep 2, 2024	Mon, Sep 2, 2024	Mon, Sep 2, 2024	Mon, Sep 2, 2024	Mon, Sep 2, 2024
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Wed, Sep 4, 2024	Wed, Sep 4, 2024	Wed, Sep 4, 2024	Wed, Sep 4, 2024	Wed, Sep 4, 2024	Wed, Sep 4, 2024	Wed, Sep 4, 2024
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 3, 2024	Tue, Sep 3, 2024	Tue, Sep 3, 2024	Tue, Sep 3, 2024	Tue, Sep 3, 2024	Tue, Sep 3, 2024	Tue, Sep 3, 2024
Faculty: Deadline to request a case to apply for Sabbatical or DIP							
Dean: Last day to notify faculty of material being added to their PAF.			Sep 13, 2024 5:00 PM	Sep 13, 2024 5:00 PM			
Early Tenure/Promotion: Appointments with the Provost should be completed.					Fri, Sep 20, 2024		
Dean: Case File (WPAF) closes.			Sep 23, 2024 5:00 PM	Sep 23, 2024 5:00 PM			
Faculty: Faculty Member: Sabbatical or DIP case submitted							
Faculty: Case closes, submit case.			Sep 24, 2024 8:59 PM	Sep 24, 2024 8:59 PM			
Department Review: First day to begin review			Wed, Sep 25, 2024	Wed, Sep 25, 2024			
Candidate: Should request Promotion Only case to allow minimal time to prepare.					Sep 27, 2024 5:00 PM		
Candidate: May begin requesting MBSI case for Spring review.							Fri, Sep 27, 2024
OCTOBER	---	---	---	---	---	---	---
Dean: Last day to notify faculty of material being added to their PAF.					Oct 4, 2024 5:00 PM		
Dean: Case File (WPAF) closes.					Oct 14, 2024 5:00 PM		
Candidate: Case closes, submit case.					Oct 15, 2024 8:00 AM		
Department Review: First day to begin review					Wed, Oct 16, 2024		
Consultation period to create the first draft of the Probationary Plan ends. Case File closes, load your plan into the case, and faculty submits case. Faculty member emails Word document to the Chair		Oct 21, 2024 5:00 PM					
Department Level consultation period for Probationary Plan.		10/21/24 - 11/4/24					
Department Review (all reviewers): complete the access log in the case file			Oct 21, 2024 12:00 PM	Oct 21, 2024 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 21, 2024 12:00 PM	Oct 21, 2024 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 21, 2024 5:00 PM	Oct 21, 2024 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 26, 2024 5:00 PM				
Department: Sabbatical/DIP Recommendations loaded and shared.							
Candidate: Deadline to submit a written response			Oct 31, 2024 5:00 PM				
NOVEMBER	---	---	---	---	---	---	---
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.			Fri, Nov 1, 2024	Nov 1, 2024 5:00 PM			
School/College Committee and Dean: First day to begin review			Sat, Nov 2, 2024				
Department Review (all reviewers): complete the access log in the case file					Nov 1, 2024 12:00 PM		
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					Nov 1, 2024 12:00 PM		
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.					Nov 1, 2024 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		
Load 1) New draft Plan is loaded into the case along with a 2) Summary changes (if any) and 3) Document describing unresolved issues if any. Then 4) Forward the case to the College Level. Email 5) Email word document of the last draft version to the Dean		Tue, Nov 5, 2024					
Candidate: Deadline to request a meeting with department (to be scheduled within the 10 day response period)					Nov 6, 2024 5:00 PM		
Veteran's Day	Mon, Nov 11, 2024	Mon, Nov 11, 2024	Mon, Nov 11, 2024	Mon, Nov 11, 2024	Mon, Nov 11, 2024	Mon, Nov 11, 2024	Mon, Nov 11, 2024
Candidate: Deadline to submit a written response					Nov 11, 2024 5:00 PM		
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.					Tue, Nov 12, 2024		
School/College Committee and Dean: First day to begin review					Wed, Nov 13, 2024		
School/College Committee Sabbatical and DIP recommendations loaded and shared							

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Thanksgiving Break Begins	Mon, Nov 25, 2024	Mon, Nov 25, 2024	Mon, Nov 25, 2024	Mon, Nov 25, 2024	Mon, Nov 25, 2024	Mon, Nov 25, 2024	Mon, Nov 25, 2024
Thanksgiving Break Ends	Fri, Nov 29, 2024	Fri, Nov 29, 2024	Fri, Nov 29, 2024	Fri, Nov 29, 2024	Fri, Nov 29, 2024	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				
Dean Sabbatical and DIP recommendations loaded and shared							
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				
College Level consultation period Committee and Faculty Member.		11/6/24 - 12/13/24					
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 UBRTP may request a 30 minute meeting with UBRTP prior to case review			Consult with UBRTP for Deadline				
Faculty Affairs Generates Reports and Counts							
Load 1) New draft Plan is loaded into the case along with a 2) Summary changes (if any) and 3) Document describing unresolved issues if any. Then 4) Forward the case to the Dean for review. Email 5) Email word document of the last draft version to the Dean		Fri, Dec 13, 2024					
Dean Level consultation period Committee and Faculty Member.		12/13/24 - 1/31/25					
Faculty Affairs: Open 3-year review cases and Range Elevation Eligible. These are not shared with Faculty at this time. Cases are opened at this time for adding PAF Materials.						Fri, Dec 20, 2024	
Informational only: Letters are to be shared on January 24, 2025 not early.					Informational		
Fall Semester Ends;	Mon, Dec 23, 2024	Mon, Dec 23, 2024	Mon, Dec 23, 2024	Mon, Dec 23, 2024	Mon, Dec 23, 2024	Mon, Dec 23, 2024	Mon, Dec 23, 2024
JANUARY	---	---	---	---	---	---	---
Spring Semester Begins	Wed, Jan 15, 2025	Wed, Jan 15, 2025	Wed, Jan 15, 2025	Wed, Jan 15, 2025	Wed, Jan 15, 2025	Wed, Jan 15, 2025	Wed, Jan 15, 2025
Spring Intruccion Begins	Thu, Jan 16, 2025	Thu, Jan 16, 2025	Thu, Jan 16, 2025	Thu, Jan 16, 2025	Thu, Jan 16, 2025	Thu, Jan 16, 2025	Thu, Jan 16, 2025
Faculty: Deadline for MBSI case request via Google Form.							Fri, Jan 24, 2025
Faculty Affairs: Email Faculty instructions and provide training dates.						Fri, Jan 17, 2025	
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.					Jan 24, 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.					Jan 24, 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)					Jan 29, 2025 5:00 PM		
Candidate: Deadline to submit a written response					Feb 3, 2025 5:00 PM		
Dean: Forward case to the Faculty Affairs					Feb 4, 2025 5:00 PM		
Candidate: Faculty members whose cases were sent to UBRTP may request a 30 minute meeting with UBRTP prior to case review					Consult with UBRTP for Deadline		
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			Jan 27, 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				
Load 1) New draft Plan is loaded into the case along with a 2) Summary changes (if any) and 3) Document describing unresolved issues if any. Then 4) Forward the case to the Dean for review. Email 5) Email word document of the last draft version to the Faculty Affairs		Fri, Jan 31, 2025					
FEBRUARY	---	---	---	---	---	---	---
Dean: Share cases with PAF's loaded with Temporary Faculty.						Mon, Feb 3, 2025	
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)			Feb 1, 2025 5:00 PM				
Senate Research Committee (if needed) rank list to Provost							
Candidate: Deadline to submit a written response to UBRTP			Feb 6, 2025 5:00 PM				
UBRTP: Forward Case to Provost			Fri, Feb 7, 2025				
Provost's anticipated date to share decisions with faculty candidates.			Fri, Feb 28, 2025				
Faculty: Deadline to submit MSBI Case							Wed, Feb 14, 2024
Faculty: Deadline for Range Elevation case request via Google Form.						Fri, Feb 14, 2025	
President's Day	Mon, Feb 17, 2025	Mon, Feb 17, 2025	Mon, Feb 17, 2025	Mon, Feb 17, 2025	Mon, Feb 17, 2025	Mon, Feb 17, 2025	Mon, Feb 17, 2025

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Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate				Feb 18, 2024 5:00 PM			
Dean: Last day to notify Temporary Faculty of materials being added to PAF to allow 5 day notice						Fri, Feb 21, 2025	
Candidate: Submit materials to the Dean's office to ensure materials will be added to the PAF and loaded into the Case File before the deadline.						Fri, Feb 21, 2025	
Dean: PAF and WPAF files close.						Wed, Feb 26, 2025	
MARCH	---	---	---	---	---	---	---
Department Committee: Forward recommendation to Chair (do not share with candidate.)							Fri, Mar 21, 2025
UBRTP 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					Mar 14, 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 UBRTP (to be scheduled within the 10 day response period)					Mar 19, 2025 5:00 PM		
Candidate: Deadline to submit a written response to UBRTP					Mar 24, 2025 5:00 PM		
UBRTP: Forward Case to Provost					Tue, Mar 25, 2025		
Department deadline: Both Committee and Chair to share with candidate						Mar 21, 2025 5:00 PM	
Cesar Chavez Day	Mon, Mar 31, 2025	Mon, Mar 31, 2025	Mon, Mar 31, 2025	Mon, Mar 31, 2025	Mon, Mar 31, 2025	Mon, Mar 31, 2025	Mon, Mar 31, 2025
APRIL	---	---	---	---	---	---	---
Candidate: Deadline to submit a response if desired.						Apr 1, 2025 5:00 PM	
Department forwards case to Dean						Wed, Apr 2, 2025	
Spring Break Begins	Mon, Apr 14, 2025	Mon, Apr 14, 2025	Mon, Apr 14, 2025	Mon, Apr 14, 2025	Mon, Apr 14, 2025	Mon, Apr 14, 2025	Mon, Apr 14, 2025
Spring Break Ends	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Apr 18, 2025	Fri, Apr 18, 2025
Department Chair: Recommendation shared with Candidate and forwarded to Provost							Fri, Apr 11, 2025
Faculty: If received negative rec, deadline to submit a written response to Provost							Mon, Apr 21, 2025
MAY	---	---	---	---	---	---	---
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)					Thu, May 15, 2025		
Dean: Share decision with Faculty member						Mon, May 12, 2025	
Provost's anticipated date to share decision with candidate.							Tue, Jul 1, 2025
Anticipated Date for Probationary Plans		Sat, Jun 1, 2024					
Contractual Deadline for Retention and Tenure					Sun, Jun 1, 2025		
Contractual Deadline for Promotion					Sun, Jun 15, 2025		