

2026-2027 Academic Year Calendar for Retention, Tenure, & Promotion	2nd/3rd Full
AUGUST/SEPTEMBER	---
Fall Semester Begins. Faculty are on contract.	Wed, Aug 19, 2026
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Wed, Aug 19, 2026
Instruction Begins	Mon, Aug 24, 2026
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 2, 2026
Labor Day	Mon, Sep 7, 2026
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 7, 2026
Dean: Last day to notify faculty of material being added to their PAF.	Sep 11, 2026 5:00 PM
Dean: Case File (WPAF) closes.	Sep 21, 2026 5:00 PM
Faculty: Case closes, submit case.	Sep 23, 2026 8:59 PM
Department Review: First day to begin review	Thu, Sep 24, 2026
OCTOBER	---
Department Review (all reviewers): complete the access log in the case file	Oct 15, 2026 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 15, 2026 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 15, 2026 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 withing the 10 day response period)	Oct 20, 2026 5:00 PM
Candidate: Deadline to submit a written response	Oct 25, 2026 5:00 PM
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.	Mon, Oct 26, 2026
College/Dean: First day to begin review	Tue, Oct 27, 2026
NOVEMBER	---
Veteran's Day	Wed, Nov 11, 2026
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.	Thu, Nov 19, 2026 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.	Thu, Nov 19, 2026 5:00 PM
Thanksgiving Break Begins	Mon, Nov 23, 2026
Thanksgiving Break Ends	Fri, Nov 27, 2026
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)	Nov 24, 2026 5:00 PM
DECEMBER	---
Candidate: Deadline to submit a written response	Dec 1, 2026 5:00 PM
Dean: Forward case to the Faculty Affairs	Wed, Dec 2, 2026
Candidate: Faculty members whose cases were sent to UB RTP may request a 30 minute meeting with UB RTP prior to case review	Consult with UB RTP for Deadline
Fall Semester Ends	Wed, Dec 23, 2026
JANUARY	---
Spring Semester Begins	Wed, Jan 20, 2027
Spring Intruction Begins	Wed, Jan 20, 2027
UB RTP 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 22, 2027 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 UB RTP (to be scheduled within the 10 day response period)	Jan 27, 2027 5:00 PM
FEBRUARY	---
Candidate: Deadline to submit a written response to UB RTP	Feb 1, 2027 5:00 PM
UB RTP: Forward Case to Provost	Tue, Feb 2, 2027
Provost's anticipated date to share decisions with faculty candidates.	Fri, Feb 12, 2027
Contractual Deadline	Mon, Feb 15, 2027