

2026-2027 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	Periodic Review of Tenured Faculty
AUGUST/SEPTEMBER	---	---	---	---	---	---
Fall Semester Begins. Faculty are on contract.	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026
Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	Wed, Aug 19, 2026	
Instruction Begins	Mon, Aug 24, 2026	Mon, Aug 24, 2026	Mon, Aug 24, 2026	Mon, Aug 24, 2026	Mon, Aug 24, 2026	Mon, Aug 24, 2026
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 21, 2026	
Faculty who wish to apply for early Tenure and Promotion or early Promotion must 1) declare intent to Faculty Affairs by requesting an early Tenure and or Promotion case via Google Form 2) request meeting with the Provost and submit the required memo at least two weeks prior to the meeting per APM. 3) inform the Dean and the Department Chair for committee formation			Fri, Aug 21, 2026	Fri, Aug 21, 2026	Fri, Aug 21, 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	Wed, Sep 2, 2026	Wed, Sep 2, 2026	Wed, Sep 2, 2026	Wed, Sep 2, 2026	Wed, Sep 2, 2026
Labor Day	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026
Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026	Mon, Sep 7, 2026
Dean: Last day to notify faculty of material being added to their PAF.			Sep 11, 2026 5:00 PM	Sep 11, 2026 5:00 PM		
Early Tenure/Promotion: Appointments with the Provost should be completed.					Fri, Sep 18, 2026	
Dean: Case File (WPAF) closes.			Sep 21, 2026 5:00 PM	Sep 21, 2026 5:00 PM		
Faculty: Case closes, submit case.			Sep 23, 2026 8:59 PM	Sep 23, 2026 8:59 PM		
Department Review: First day to begin review			Thu, Sep 24, 2026	Thu, Sep 24, 2026		
Candidate: Should request Promotion Only case to allow minimal time to prepare.					Sep 25, 2026 5:00 PM	
OCTOBER	---	---	---	---	---	---
Dean: Last day to notify faculty of material being added to their PAF.					Oct 2, 2026 5:00 PM	
Dean: Case File (WPAF) closes.					Oct 12, 2026 5:00 PM	
Candidate: Case closes, submit case.					Oct 14, 2026 9:00 PM	
Department Review: First day to begin review					Thu, Oct 15, 2026	
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 19, 2026 5:00 PM				
Department Level consultation period for Probationary Plan.		10/20/26 - 11/6/26				
Department Review (all reviewers): complete the access log in the case file			Oct 15, 2026 12:00 PM	Oct 23, 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	Oct 23, 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	Oct 23, 2026 12:00 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	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	Oct 28, 2026 12:00 PM		
Candidate: Deadline to submit a written response			Oct 25, 2026 5:00 PM	Nov 2, 2026 12:00 PM		
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.			Mon, Oct 26, 2026	Nov 3, 2026 5:00 PM		
College/Dean: First day to begin review			Tue, Oct 27, 2026			
NOVEMBER	---	---	---	---	---	---
Department Review (all reviewers): complete the access log in the case file					Nov 3, 2026 12:00 PM	

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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 3, 2026 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 3, 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	
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		Fri, Nov 6, 2026				
Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)					Nov 8, 2026 5:00 PM	
Veteran's Day	Wed, Nov 11, 2026	Wed, Nov 11, 2026	Wed, Nov 11, 2026	Wed, Nov 11, 2026	Wed, Nov 11, 2026	Wed, Nov 11, 2026
Candidate: Deadline to submit a written response					Nov 13, 2026 5:00 PM	
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.					Mon, Nov 16, 2026	
School/College Committee and Dean: First day to begin review					Tue, Nov 17, 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	Mon, Nov 23, 2026	Mon, Nov 23, 2026	Mon, Nov 23, 2026	Mon, Nov 23, 2026	Mon, Nov 23, 2026
Thanksgiving Break Ends	Fri, Nov 27, 2026	Fri, Nov 27, 2026	Fri, Nov 27, 2026	Fri, Nov 27, 2026	Fri, Nov 27, 2026	Fri, Nov 27, 2026
Faculty Affairs: Open Tenured Faculty Review cases. These are not shared with Faculty at this time. Cases are opened at this time for adding PAF Materials.						Fri, Dec 4, 2026
College Level consultation period Committee and Faculty Member.		11/9/26 - 12/11/26				
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	---	---	---	-4142		
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			
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 11, 2026				
Information only: Letters are to be shared on January 22, 2027 not early.					Informational	
Fall Semester Ends	Wed, Dec 23, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026
JANUARY	---	---	---	---	---	---
Spring Semester Begins	Tue, Jan 19, 2027	Tue, Jan 19, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027
Spring Intruccion Begins	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027	Wed, Jan 20, 2027

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Faculty Affairs: Email Faculty instructions and provide training dates.						Wed, Jan 20, 2027
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 22, 2027 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 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 committee and/or Dean (to be scheduled within the 10 day response period)					Jan 27, 2027 5:00 PM	
Candidate: Deadline to submit a written response					Feb 1, 2027 5:00 PM	
Dean: Forward case to the Faculty Affairs					Feb 2, 2027 5:00 PM	
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	
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			
Dean Level consultation period with Faculty Member.		12/11/26 - 1/29/27				
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 Provost for review. Email 5) Email word document of the last draft version to the Faculty Affairs		Fri, Jan 29, 2027				
Dean: Share cases with PAF's loaded						Fri, Jan 22, 2027
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			
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate				2/12/2027		
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 submit a written response				2/22/2027		
President's Day	Mon, Feb 15, 2027	Mon, Feb 15, 2027	Mon, Feb 15, 2027	Mon, Feb 15, 2027	Mon, Feb 15, 2027	Mon, Feb 15, 2027
Dean: Last day to notify Faculty of materials being added to PAF to allow 5 day notice						Fri, Feb 5, 2027
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 5, 2027
Dean: PAF and WPAF files close.						Wed, Feb 10, 2027
Candidate: Case closes, submit case.						Fri, Feb 12 2027 9:00pm
MARCH	---	---	---	---	---	---

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Department deadline: Both Committee and Chair to share with candidate						Tue, Mar 9, 2027
Department Committee: Forward recommendation to Chair (do not share with candidate.)						
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 10, 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 UBRTP (to be scheduled within the 10 day response period)					Mar 15, 2027 5:00 PM	
Candidate: Deadline to submit a written response to UBRTP					Mar 20, 2027 5:00 PM	
UBRTP: Forward Case to Provost					Mon, Mar 22, 2027	
Candidate: Deandline to submit a response if desired.						Mar 19, 2027 12:00 AM
Spring Break Begins	Mon, Mar 22, 2027	Mon, Mar 22, 2027	Mon, Mar 22, 2027	Mon, Mar 22, 2027	Mon, Mar 22, 2027	Mon, Mar 22, 2027
Department forwards case to Dean(dean's office or Faculty Affairs can forward)						Mon, Mar 22, 2027
Spring Break Ends	Fri, Mar 26, 2027	Fri, Mar 26, 2027	-4142			Fri, Mar 26, 2027
Farm Workers Day	Wed, Mar 31, 2027	Wed, Mar 31, 2027	Wed, Mar 31, 2027	Wed, Mar 31, 2027	Wed, Mar 31, 2027	Wed, Mar 31, 2027
APRIL	---	---	---	---	---	---
MAY	---	---	---	---	---	---
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)					Fri, May 14, 2027	
Dean: Share decision with Faculty member						Mon, May 10, 2027
Candidate: Deadline to submit a written response						Thur, May 20, 2027 5:00 PM
Anticipated Date for Probationary Plans		Fri, May 14, 2027				
Contractual Deadline for Retention and Tenure					Tue, Jun 1, 2027	
Contractual Deadline for Promotion					Tue, Jun 15, 2027	