


2025-2026 Academic Personnel Procedures Schedule

		First Year Review	Second Year Review	Third Year Review	Fourth Year Review	Tenure and/or Promotion Review	Post Tenure Review Biennial	Fixed Term	Adjuncts	Sabbatical & Faculty Scholar Program	Sabbatical & Faculty Scholar Reports for prior AY
Faculty Notified (From)		End of first week of fall term (Dean)	2 nd week of May (Dean)	2 nd week of May (Dean)	2 nd week of May (Dean)	2 nd week of May (Dean)	End of the first week of fall term (Dean)	2 nd week of May (Dean)	2 nd week of May (Dean)	End of first week of fall term (Provost office)	End of first week of fall term (Provost office)
Faculty Complete File (and Submit to)		---	---	12/19/25 (Dean's office)	11/15/25 (Dean's office)	12/19/25 (Dean's Office)	End of first week of winter term (Development plan to Dean)	12/19/25 (Dean's office)	12/19/25 (Dean's office)	12/1/25 (Dean's Office)	12/19/25 (Provost and Dean)
C o m p l e t e d B y	Dean	3/1/26	12/15/25	1/16/26	12/1/25	1/16/26	Dean will meet with faculty by end of ninth week of winter term	3/15/26	---	12/15/25	---
	CPC	---	---	2/20/26	---	2/20/26	---	---	---	12/08/25	---
	FPC	---	---	3/20/26	---	3/20/26	---	---	---	---	---
	Provost	---	---	5/1/26	---	5/1/26	--	---	---	12/19/25	---
President Announces		3/15/26	---	5/15/26	---	5/15/26	---	---	---	---	---

Dates for this schedule are obtained from the Retention, Tenure, Promotion Handbook

Updated April 2025