


2024-2025 Academic Personnel Processes Calendar

		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)		---	---	12/16/24 (Dean's office)	12/16/24 (Dean's office)	12/16/24 (Dean's Office)	End of first week of winter term (Development plan to Dean)	12/16/24 (Dean's office)	12/16/24 (Dean's office)	12/2/24 (Dean's Office)	12/16/24 (Provost and Dean)
Completed By	Dean	3/21/25	12/16/24	1/13/25	12/16/24	1/13/25	Dean will meet with faculty by end of ninth week of winter term	3/21/25	---	12/13/24	---
	CPC	---	---	2/17/25	---	2/17/25	---	---	---	12/06/24	---
	FPC	---	---	3/21/25	---	3/21/25	---	---	---	---	---
	Provost	---	---	5/2/25	---	5/2/25	--	---	---	12/20/24	---
President Announces		---	---	5/16/25	---	5/16/25	---	---	---	---	---

Dates for this calendar are obtained from the Personnel Process and Procedure Handbook

Updated May 2024