|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Personnel Action from Unit** | **Unit files due to OAP/Dean’s office** | **College files due to provost’s office** | **Notification deadline** | **Notes** |
| **Promotion and Tenure Recommendation** | **September 18, 2024** | December 6, 2024 | May 12, 2025 | Submit preliminary portfolios by September 6, 2024.  |
| **Sabbatical Leave Applications**  | **October 1, 2024** | January 15, 2025 | December 16, 2024 | If approved, leave effective during 2025-26. Make sure prior sabbatical reports have been filed. |
| **Progress Toward Tenure**  | **December 6, 2024** | N/A | N/A | Required for all tenure-track faculty not going through Probationary or Promotion & Tenure Review |
| **Evaluation of Probationary Faculty** \* | **December 2, 2024** | March 3, 2025 | May 12, 2025 | “Probationary Review” |
| **Review for Renewal of Multi-Year Appointments**\* | **January 3, 2025** | March 3, 2025 | May 12, 2025 |  |
| **Promotion of Career-Track Faculty and Academic Professionals**\* | **January 3, 2025** | March 3, 2025 | May 12, 2025 | “Fixed-term promotion” |
| **Evaluation of Conditional Contracts for Current Year** | **December 2, 2024** | March 1, 2025 | April 10, 2025 | For 2023-24 Probationary candidates who were issued a conditional contract |
| **Annual Performance Evaluations** **for Faculty/Academic Professionals** | **April 14, 2025***(Spreadsheet and signed letters)***June 1, 2025***(Eval Final Reports in RPT)* | N/A | March 31, 2025*(Eval letters to faculty/APs)* | Watch for memorandum from The College dean’s office detailing timeline and process for annual review. |