

**ACADEMIC PERSONNEL CALENDAR  
AY 2024-2025**

<b>ELECTIONS:</b> University RTP Committee 8/26/2024 - 8/30/2024 Univ. Professional Leave Committee 8/26/2024 - 8/30/2024 Department Committees 9/3/2024 - 9/9/2024	<b>Deadline for notifying Academic Personnel</b>	<b>Departments distribute evaluation forms to faculty, staff, and students</b>	<b>Faculty Submit Materials By/ WPAF Closed</b>	<b>Department Chair Evaluation Forms from faculty, staff and students due to Dean</b>	<b>Emerit Nominations due to Dean</b>	<b>Sch/Div/ Dept Committee Evaluation Due</b>	<b>Department Chair's Evaluation Due</b>	<b>Dean's Evaluation Due</b>	<b>University RTP/PL Committee's Evaluation Due</b>	<b>Provost's Evaluation Due</b>	<b>President's Final Decision Due</b>
Periodic Evaluation: Tenure-Track Faculty (usually 1st yr. regardless of tenure credit, 3rd and 5th yr.)			2/3/2025			3/7/2025		4/11/2025			
Retention Review: Tenure-Track Faculty (2nd yr. & faculty granted 1 yr. tenure credit = 3rd yr.)			9/16/2024			10/11/2024		11/1/2024	12/2/2024	1/3/2025	1/24/2025
Retention/Tenure/Promotion Review: Tenure-Track Faculty (usually 4th and 6th yr.)			1/17/2025			2/7/2025		2/28/2025	3/28/2025	5/2/2025	5/23/2025
Faculty Applying for Promotion, Early Promotion, or Early Tenure	8/23/2024										
Post-Tenure Evaluation			9/23/2024			10/18/2024		11/15/2024			
Department Chair's Evaluation		9/3/2024		9/30/2024				12/6/2023			
Sabbatical Leave	8/23/2024		9/6/2024 (3/3/2025 for off-cycle DIP)			9/27/2024		10/18/2024	11/22/2024	12/13/2024	
Difference in Pay Leave											
Faculty Early Retirement Program (FERP)	Applications for 12-month faculty due by 1/2/2025. Applications for AY faculty due by 2/3/2025. Please submit to Department Chair.										
Emerit Nomination & Recommendation					2/3/2025			2/17/2025		3/3/2025	3/17/2025
Range Elevation			2/3/2025			2/21/2025		3/14/2024	*see below		
<b>Annual Lecturer Evaluations</b>											
Part-Time Lecturer		Fall - By 9/3/2024									
Full-Time Lecturer		Spring - By 2/3/2025	2/14/2025			3/7/2025	3/7/2025	4/18/2025			
<b>Cumulative Lecturer Evaluations</b>											
Part-Time Lecturer		Fall - By 9/3/2024	3/7/2025 to					5/2/2025			
Full-Time Lecturer		Spring - By 2/3/2025	Dean								

Rebuttals are due within 10 days of receipt of evaluations/reviews.

\*Peer Review Panel to convene within 30 days of notification of denial. Decision due within 30 days of hearing the case.