

# FACULTY ACTION CALENDAR Academic Year 2025-26

## SUMMARY OF DEADLINES by action type

### **SABBATICAL APPLICATIONS ONLY** (Faculty and Administrative ONLY. No Peer Review.)

#### **OCTOBER**

- MON 13** SABBATICALS, Intent to Apply, Faculty to Provost  
**MON 20** SABBATICALS, Application and Eligibility, Provost to Faculty  
**MON 27** SABBATICALS, Faculty Request to Chair

#### **NOVEMBER**

- MON 03** SABBATICALS, Chair to Dean  
**MON 10** SABBATICALS, Dean to Provost

#### **DECEMBER**

- FRI 12** SABBATICALS, Faculty Notified, Board of Trustees decision

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### **EXTERNAL EVALUATIONS FOR TENURE APPLICANTS ONLY (FULL-TIME AND PART-TIME)**

**MONTHS and Days can be adjusted by Deans and Committees to be earlier if possible.**

- AUG 29** Intent to Apply for Part Time (CCE) and Full Time Tenure  
**SEP 5** Peer Review Committees solicit suggested external evaluators from Tenure applicants  
**SEP 12** Deans and Peer Review Committees create external evaluator list per UFCT Contract  
**SEP 15** Deans contact External Evaluators per UFCT Contract with initial contact letter  
**OCT 3** Peer Review Committees initiate External Evaluation function in Interfolio for Evaluators  
**NOV 14** Evaluators upload letter to their linked External Evaluator portal in Interfolio

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### **ARPT and EMERITI APPLICATIONS ONLY** (Faculty, Peer Review Committee, Administrative)

#### **DEADLINES: SCHOOL OF ARCHITECTURE PEER REVIEW COMMITTEE ONLY** PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

#### **INTENT TO APPLY - SCHOOL OF ARCHITECTURE ONLY**

#### **AUGUST**

- FRI 29** CCE (TENURE - ADJUNCT FACULTY): Faculty to Peer Review Chair  
TENURE (FULL-TIME): Faculty to Peer Review Chair

#### **SEPTEMBER**

- TUE 02** ALL OTHER RANK AND/OR STATUS APPLICATIONS: Faculty to Peer Review Chair

#### **APPLICATION MATERIALS DUE: SCHOOL OF ARCHITECTURE ONLY**

- WED 10** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee

## FACULTY ACTION CALENDAR Academic Year 2025-26

CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee  
EMERITI STATUS, Faculty Recommendations to Peer Review Committee  
PROMOTION (in Rank), Faculty to Peer Review Committee

### OCTOBER

**MON 06** REAPPOINTMENT (in 3rd and 5th Year), Faculty to Peer Review Committee  
TENURE, Faculty to Peer Review Committee

### SCHOOL OF ARCHITECTURE SUBCOMMITTEE (5 weeks to review)

Subcommittee Recommendation to Peer Review Committee

**FRI 31** CCE for ADJUNCT FACULTY, Sub-Committee to Peer Review Committee  
CHANGE OF STATUS (Visiting to Adjunct), Sub-Committee to Peer Review Committee  
PROMOTION (in Rank), Sub-Committee to Peer Review Committee  
REAPPOINTMENT (in 3rd and 5th Year), Sub-Committee to Peer Review Committee  
TENURE, Sub-Committee to Peer Review Committee

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### SUGGESTED DEADLINES: ALL PEER REVIEW COMMITTEES (EXCEPT ARCHITECTURE)

PEER REVIEW COMMITTEE CHAIR for ARPT and EMERITI APPLICATIONS

### INTENT TO APPLY FACULTY to PRC CHAIR

### AUGUST

**FRI 29** CCE for ADJUNCT FACULTY, Faculty to Peer Review Chair  
TENURE, Faculty to Peer Review Chair

### SEPTEMBER

**FRI 05** CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Chair  
EMERITI STATUS, Faculty Recommendations to Peer Review Chair  
PROMOTION (in Rank), Faculty to Peer Review Chair  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Faculty to Peer Review Chair

### APPLICATION MATERIALS DUE: ALL SCHOOLS (EXCEPT ARCHITECTURE)

### OCTOBER

**WEDS 1** CCE for ADJUNCT FACULTY, Faculty to Peer Review Committee  
TENURE, Faculty to Peer Review Committee

**FRI 10** CHANGE OF STATUS (Visiting to Adjunct), Faculty to Peer Review Committee  
EMERITI STATUS, Faculty Recommendations to Peer Review Committee  
PROMOTION (in Rank), Faculty to Peer Review Committee  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Faculty to Peer Review Committee

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### COURSE EVALUATIONS:

<Use these deadline IF your ARPT Department Guidelines REQUIRE Faculty Course Evaluations>

# FACULTY ACTION CALENDAR Academic Year 2025-26

## REQUIRED DEADLINES

### OCTOBER

#### MON 20 FACULTY COURSE EVALUATIONS: REQUEST

Faculty Course Evaluations, PRC Chair to UFCT Faculty Actions Administrator (Jason Vigneri Beane)  
(request via google form)

#### MON 27 FACULTY COURSE EVALUATIONS: TRANSMITTAL

Faculty Course Evaluations, UFCT Faculty Actions Administrator to PRC Chair  
(via secure google drive)

### NOVEMBER

#### MON 03 FACULTY COURSE EVALUATIONS: NOTIFICATION OF ADDITION TO APPLICATION

Faculty Course Evaluations, PRC Chair to Faculty (*PRC Chair to Upload Course Evaluations to Faculty Application in Interfolio and notify faculty via Interfolio email*)

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## OFFICIAL ADMINISTRATIVE DEADLINES

### (PRC LETTERS TO CHAIR, CHAIR, DEAN, PROVOST and FINAL BOT LETTERS)

for ARPT and EMERITI APPLICATIONS

### DECEMBER

**FRI 12** CCE for ADJUNCT FACULTY, Peer Review Committees to Chair  
CHANGE OF STATUS (Visiting to Adjunct), Peer Review Committees to Chair  
EMERITI STATUS, Faculty Recommendations to Chair  
PROMOTION (in Rank), Peer Review Committees to Chair  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> Year), Peer Review Committees to Chair  
TENURE, Peer Review Committees to Chair

### JANUARY

**FRI 30 (5 weeks to review + 2 holiday weeks)**  
CCE for ADJUNCT FACULTY, Chair to Dean  
CHANGE OF STATUS (Visiting to Adjunct), Chair to Dean  
EMERITI STATUS, Chair to Dean  
PROMOTION (in Rank), Chair to Dean  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Chair to Dean  
TENURE, Chair to Dean

### FEBRUARY

**FRI 20** Deadline for Append / Affix to Chair letter

### MARCH

**FRI 20 (7 weeks to review)**  
CCE for ADJUNCT FACULTY, Dean to Provost  
CHANGE OF STATUS, (Visiting to Adjunct), Dean to Provost

## FACULTY ACTION CALENDAR Academic Year 2025-26

EMERITI STATUS, Dean to Provost  
PROMOTION (in Rank), Dean to Provost  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Dean to Provost  
TENURE, Dean to Provost

### APRIL

**FRI 10**      **Deadline for Append / Affix to Dean letter**

**FRI 24**      **(6 weeks to review)**

CCE for ADJUNCT FACULTY, Provost to Faculty  
CHANGE OF STATUS (Visiting to Adjunct), Provost to Faculty  
EMERITI STATUS, Provost to Faculty  
PROMOTION (in Rank), Provost to Faculty  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Provost to Faculty  
TENURE, Provost to Faculty

### MAY

**FRI 8**      **Deadline for Append / Affix to Provost letter**

**FRI 15**      CCE for ADJUNCT FACULTY, Faculty Notified BOT Decision  
CHANGE OF STATUS (Visiting to Adjunct), Faculty Notified BOT Decision  
EMERITI STATUS, Former Faculty Notified BOT Decision  
PROMOTION (in Rank) (in Rank), Faculty Notified BOT Decision  
REAPPOINTMENT (in 3<sup>rd</sup> and 5<sup>th</sup> year), Faculty Notified BOT Decision  
TENURE, Faculty Notified BOT Decision