

FACULTY ACTIONS CALENDAR Academic Year 2026-27

Tue Aug 04	INTENT TO APPLY (ITA) OPENS * except Architecture Peer Review Committee Chairs (PRC Chairs) accept ITAs from Applicants. External Reviewers are required for Full-Time Tenure and Part-Time CCE applicants in accordance with the Collective Bargaining Agreement (CBA).
Tue Sep 15	SABBATICAL, Intent to Apply DUE Faculty to Provost
Fri Sep 18	SABBATICAL, Application and Eligibility Provost to Faculty
Fri Oct 2	SABBATICAL, Application Deadline Faculty to Provost
Mon Oct 5	SABBATICAL, Faculty Request Faculty to Dept. Chair
Fri Oct 16	SABBATICAL, Faculty Request Dept. Chair to Dean
Fri Oct 23	SABBATICAL, Faculty Request Dean to Provost
Fri Dec 11	SABBATICAL, Faculty Notified of BOT Decision Provost to Faculty
Tue Dec 15	PEER REVIEW COMMITTEE (PRC) LETTER TO DEPT. CHAIR *** This is an Administrative deadline and cannot be changed. PRC Chairs send PRC Letters to Dept. Chairs (and Area Heads if applicable) for the following Faculty Actions: - Promotion in Rank (to Visiting, Assistant, Associate, Professor) - Full-Time Re-Appointment 3rd Year (for 4th & 5th years) - Full-Time Re-Appointment 5th Year (for 6th & 7th years) - Part-Time Change in Status (from Visiting to Adjunct) - Full-time Re-Appointment with Tenure - Part-time Certificate of Continuous Employment (CCE) Tenure - Emeriti Status

Fri Feb 05

DEPT. CHAIR LETTER TO DEAN

*** This is an Administrative deadline and cannot be changed.

Dept. Chair shares their letter and the PRC Letter with applicant.

Dept. Chairs sends their letter and the PRC Letter to Dean for the following Faculty Actions:

- Promotion in Rank (to Visiting, Assistant, Associate, Professor)
- Full-Time Re-Appointment 3rd Year (for 4th & 5th years)
- Full-Time Re-Appointment 5th Year (for 6th & 7th years)
- Part-Time Change in Status (from Visiting to Adjunct)
- Full-time Re-Appointment with Tenure
- Part-time Certificate of Continuous Employment (CCE) Tenure
- Emeriti Status

Fri Feb 26

APPEND & AFFIX TO DEPT. CHAIR LETTER DUE

(Faculty to Dean)

*** This is an Administrative deadline and cannot be changed.

Fri Mar 12

DEAN LETTER TO PROVOST

*** This is an Administrative deadline and cannot be changed.

Dean sends their letter to Provost for the following Faculty Actions:

- Promotion in Rank (to Visiting, Assistant, Associate, Professor)
- Full-Time Re-Appointment 3rd Year (for 4th & 5th years)
- Full-Time Re-Appointment 5th Year (for 6th & 7th years)
- Part-Time Change in Status (from Visiting to Adjunct)
- Full-time Re-Appointment with Tenure
- Part-time Certificate of Continuous Employment (CCE) Tenure
- Emeriti Status

Fri Apr 2

APPEND & AFFIX TO DEAN LETTER DUE

(Faculty to Provost)

*** This is an Administrative deadline and cannot be changed.

Fri Apr 23

PROVOST LETTER TO BOT

*** This is an Administrative deadline and cannot be changed.

Provost sends their letter to Board of Trustees (BOT) for the following Faculty Actions:

- Promotion in Rank (to Visiting, Assistant, Associate, Professor)
- Full-Time Re-Appointment 3rd Year (for 4th & 5th years)
- Full-Time Re-Appointment 5th Year (for 6th & 7th years)
- Part-Time Change in Status (from Visiting to Adjunct)
- Full-time Re-Appointment with Tenure
- Part-time Certificate of Continuous Employment (CCE) Tenure
- Emeriti Status

Fri May 7

APPEND & AFFIX TO PROVOST LETTER DUE

(Faculty to Provost)

*** This is an Administrative deadline and cannot be changed.

Fri May 14

BOT LETTER TO FACULTY

*** This is an Administrative deadline and cannot be changed.

Final decision letter sent to applicant for the following Faculty Actions:

- Promotion in Rank (to Visiting, Assistant, Associate, Professor)
- Full-Time Re-Appointment 3rd Year (for 4th & 5th years)
- Full-Time Re-Appointment 5th Year (for 6th & 7th years)
- Part-Time Change in Status (from Visiting to Adjunct)
- Full-time Re-Appointment with Tenure
- Part-time Certificate of Continuous Employment (CCE) Tenure
- Emeriti Status