



FACULTY ACTIONS CALENDAR Academic Year 2026-27

*** please note that **actions in green** are suggested deadlines and applicants should confirm dates with their PRC Chair

Mon Aug 03	FACULTY ACTIONS CALENDAR 2026-27 PUBLISHED (Posted on the Pratt Institute website)
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 08	INTENT TO APPLY (ITA) DUE EXTERNAL REVIEWERS (ER) FROM APPLICANT DUE * except Architecture ** This is a suggested deadline. PRC Chairs and Deans may adjust date. 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
Wed Sep 16	EMERITI STATUS RECOMMENDATION LETTER DUE (To PRC Chairs) Faculty or Administrators may recommend a tenured faculty member for Emeriti Status. ** This is a suggested deadline. PRC Chairs may adjust date.
Thu Sep 17	DEANS CONTACT EXTERNAL REVIEWERS (ER) * except Architecture ** This is a suggested deadline. PRC Chairs and Deans may adjust date. Deans contact External Reviewers. A minimum of one and a maximum of two External Reviewers will be selected from those submitted by the applicant in accordance with the Collective Bargaining Agreement (CBA).
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
Tue Oct 06	ARPT APPLICATION DUE IN INTERFOLIO (Applicant to PRC Chair) * except Architecture ** This is a suggested deadline. PRC Chairs may adjust date.
Tue Oct 13	PRC CHAIRS CONTACT EXTERNAL REVIEWERS (ER) PRC Chair contacts External Reviewers already contacted by Dean and provides access to Interfolio Case of applicant. ** This is a suggested deadline. PRC Chairs may adjust date.
Fri Oct 16	SABBATICAL, Faculty Request Dept. Chair to Dean
Fri Oct 23	SABBATICAL, Faculty Request Dean to Provost
Tue Nov 03	EXTERNAL REVIEWERS LETTERS DUE FOR ARCHITECTURE * only Architecture
Fri Nov 13	EXTERNAL REVIEWERS LETTERS DUE * except Architecture ** This is a suggested deadline. PRC Chairs may adjust date.
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

Tue May 04

INTENT TO APPLY (ITA) OPENS FOR ARCHITECTURE

* only Architecture

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

Tue May 18

INTENT TO APPLY (ITA) DUE for ARCHITECTURE

EXTERNAL REVIEWERS (ER) FROM APPLICANT DUE for ARCHITECTURE

* only Architecture

Architecture applicant submits ITA to the Architecture PRC Chair. If applying for Full-Time Tenure or Part-Time CCE applicants submit a minimum of two potential External Reviewers to the PRC Chair in accordance with the Collective Bargaining Agreement (CBA).

Applicants should contact PRC Chair in Architecture regarding additional requirements such as the CVs for External Reviewers.

Fri Jul 16

DEAN CONTACTS EXTERNAL REVIEWERS for ARCHITECTURE

* only Architecture

Architecture Dean contacts External Reviewers. A minimum of one and a maximum of two External Reviewers will be selected from those submitted by the applicant in accordance with the Collective Bargaining Agreement (CBA).