

Summary of Major Personnel Actions and Other Procedures, AY 2024-2025

Except as noted (), the dates listed in this document are campus deadlines; dates preceded by asterisks are Trustee-mandated deadlines. When a Trustee-mandated deadline falls on a Saturday/Sunday personnel actions should be completed by the preceding Friday.*

Unit administrators who are not clear as to the application of these terms to their unit in this document should refer their questions to the provost's office.

I. ANNUAL REPORTS

- A. Annual Faculty Reports
- B. Librarian Annual Reports

II. LEAVES OF ABSENCE

- A. Applications for AY 25-26 Sabbatical Leaves and Leaves With or Without Pay
- B. Request for exception to Board of Trustee policy on required return from AY 24-25 sabbatical leave
- C. Request for exception to Board of Trustee policy on immediate return from AY 24-25 sabbatical leave

III. REAPPOINTMENTS

- A. Reappointment to 2nd Probationary Year (AY 2024-2025 = 1st Probationary Year)
- B. Reappointment to 3rd Probationary Year (AY 2024-2025 = 2nd Probationary Year)
- C. Reappointment to 4th or 5th Probationary Year (AY 2024-2025 = 3rd or 4th PY)
- D. Reappointment through 6th Probationary Year (through Tenure Decision Year, also called "Fourth Year Review")
- E. Reappointment with Tenure (Tenure Decision Year = AY 2024-2025)

IV. PROMOTIONS

- A. Tenured Faculty Promotion from Associate Professor to Full Professor (without tenure consideration)
- B. Non-Tenure Track Faculty Promotions to senior ranks
- C. Librarian Promotion to all ranks

V. PERIODIC MULTI-YEAR REVIEW (PMYR)

VI. EMERITUS

I. ANNUAL REPORTS

A. Annual Faculty Reports (AFRs)

September 2024

16 Reports from faculty to chairperson with appropriate sections completed; chairperson passes the reports to personnel committee

October 2024

02 Personnel committees return reports to chairperson with appropriate sections completed

07 Reports from chairperson to faculty (with appropriate sections completed by department personnel committee and chairperson)

15 Reports (with signature) returned by faculty to chairperson

16 Annual Faculty Reports from chairpersons to deans

B. Librarian Annual Reports

September 2024

10 Reports from librarians to immediate supervisor with appropriate sections completed

13 Annual reports returned to librarian for signature/comments

October 2024

02 Reports provided to Library Personnel Committee with comments of supervisor

18 Reports from personnel committee to dean for review/comments

November 2024

01 Reports from dean to librarian for final signature/comments

06 Annual reports from librarian (with final signature) forwarded to dean

II. LEAVES OF ABSENCE

A. Applications for AY 25-26 Sabbatical Leaves and Leaves With or Without Pay

October 2024

24 Applications for sabbatical leaves or leaves of absence for AY 25-26 from faculty to chairperson and from librarian to associate dean of university libraries

November 2024

14 Recommendations regarding sabbatical leaves and leaves of absence for AY 25-26 from chairperson/associate dean of university libraries to dean

December 2024

13 Sabbatical reports from Spring 24 due to provost

January 2025

18 Recommendations regarding sabbatical leaves and leaves of absence for AY 25-26 from dean to provost

April 2025

01 Notification to faculty/librarians regarding sabbatical or leaves of absence for AY 25-26

May 2025

01 Requests for modifications in period of sabbatical leave during AY 25-26 from applicant to chairperson. (NOTE: requests for changes from full-year to one-semester sabbaticals will normally not be granted if submitted after this date)

08 Requests for modification in period of sabbatical leave during AY 25-26 from chairperson/department head to dean

13 Requests for modification in period of sabbatical leave during AY 25-26 from dean to provost

14 Sabbatical reports from Fall 24 due to provost

June 2025

16 Notification to faculty and librarians regarding requests for modification in period of sabbatical leave during AY 25-26

B. Request for exception to Board of Trustee policy on required return from AY 23-24 sabbatical leave

September 2024

03 Request from faculty or librarian to chairperson or department head in cases in which the sabbatical leave ends before 1/26/25 (NOTE: requests made after this date will normally not be considered)

09 Requests from chairperson/department head to dean in cases in which the sabbatical leave ends before 1/26/25

13 Requests from deans to provost in cases in which the leave ends before 1/26/25

October 2024

03 Requests from provost to chancellor in cases in which the sabbatical leave ends before 1/26/25

08 Requests from chancellor to president in cases in which the sabbatical leave ends before 1/26/25

November 2024

27 By this date, notification to faculty or librarians regarding decision on request for exception to Board of Trustee policy on required return from sabbatical leave which ends before 1/26/25

January 2025

18 Requests for exception to Board of Trustee policy on required return from sabbatical leave from faculty or librarian to chairperson or department head in cases of faculty or librarians on leave for AY 24-25 or on leave in the Spring 2025 semester.

30 Requests from chairpersons/department heads to dean

February 2025

07 Requests from dean to provost

20 Requests from provost to chancellor

March 2025

05 Requests from chancellor to president

June 2025

21 By this date, notification to faculty members or librarians regarding decision on requests for exception to Board of Trustee policy on required return from AY 24-25 sabbatical leave

C. Request for exception to Board of Trustee policy on immediate return from AY 24-25 sabbatical leave

September 2024

03 Requests from faculty or librarian to chairperson or department head in cases in which the sabbatical leave ends before 1/26/25 (NOTE: requests made after this date will normally not be considered)

09 Requests from chairperson/department head to dean in cases in which the sabbatical leave ends before 1/26/25

13 Requests from dean to provost in cases in which the sabbatical leave ends before 1/21/24

October 2024

03 Requests from provost to chancellor in cases in which the sabbatical leave ends before 1/26/25

08 Requests from chancellor to president in cases in which the sabbatical leave ends before 1/26/25

November 2024

27 By this date, notification to faculty or librarians regarding decision on request for exception to Board of Trustee policy on immediate return from sabbatical leave which ends before 1/26/25

January 2025

18 Requests from faculty or librarian to chairperson/department head in cases of faculty or librarians on leave for AY 24-25 year or on leave in the Spring 2025 semester

30 Requests from chairperson/department head to dean

February 2025

07 Requests from dean to provost

20 Requests from provost to chancellor

March 2025

05 Requests from chancellor to president

June 2025

21 By this date, notification to faculty or librarians regarding decision on requests for exception to Board of Trustee policy on immediate return from AY 24-25 sabbatical leave

III. REAPPOINTMENTS

A. Reappointment to 2nd Probationary Year (AY 2024-2025 = First Probationary Year)

September 2024

06 Chairs receive materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

January 2025

30 Recommendations regarding reappointment to 2nd PY from department to dean

February 2025

07 Recommendations on reappointment to 2nd PY from dean to provost

March 2025

01 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 1st service year (those whose current contracts expire 8/31/25) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

B. Reappointment to 3rd Probationary Year (AY 2024-2025 = Second Probationary Year)

September 2024

06 Chairs received materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

October 2024

25 Recommendations regarding reappointment to 3rd PY from chair to dean

November 2024

12 Recommendations regarding reappointment to 3rd PY from dean to provost

December 2024

15 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 2nd service year (those whose current contracts expire 8/31/25) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

C. Reappointment to 4th or 5th Probationary Year (AY 2024-2025 = 3rd or 4th PY)

September 2024

06 Chairs receive materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

March 2025

21 Recommendations for reappointment to 4th or 5th PY from department to dean

April 2025

18 Recommendations for reappointment to 4th or 5th PY from dean to provost

August 2024

15 (*) By this date, notification of reappointment or expiration of appointment of all probationary faculty whose current contracts expire 8/31/25 from Delegated Appointing Authority to candidates

D. Reappointment through 6th Probationary Year (through Tenure Decision Year, also called “Fourth Year Review”)

September 2024

06 Chairs receive materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

November 2024

14 Recommendations regarding reappointment through the 6th Probationary Year (Fourth Year Review) from chairperson to dean for distribution to the college personnel committee

January 2025

30 Recommendations regarding reappointment through the 6th PY (Fourth Year Review) from college personnel committee to dean

February 2025

28 Recommendations for reappointment through the 6th PY (Fourth Year Review) from dean to provost

May 2025

14 Notification of reappointment through the 6th PY (Fourth Year Review) to faculty members

August 2025

15 (*) By this date, notification of reappointment or expiration of appointment of all probationary faculty whose current contracts expire 8/31/25 from Delegated Appointing Authority to candidates

E. Reappointment with Tenure (Tenure Decision Year = AY 2024-2025)

September 2024

06 Chairs receive materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

09 Tenure files from chairperson to department personnel committee for review

October 2024

08 Recommendations regarding tenure from department personnel committee to chairperson

15 Recommendations regarding tenure from chairperson to dean for distribution to college personnel committee

November 2024

18 Recommendations regarding tenure from college personnel committee to dean

January 2025

10 Recommendations regarding tenure from dean to provost

March 2025

14 By this date, all recommendations regarding tenure from provost to chancellor

April 2025

11 All recommendations regarding tenure from chancellor to president

June 2025

16 By this date, notification to faculty of Board of Trustee approval of tenure in cases submitted for consideration at the June Board Meeting

August 2024

15 (*) By this date, deadline for notification of Expiration of Appointment (8/31/25) in tenure cases in which the chancellor does not recommend tenure to the President and the Board of Trustees

IV. PROMOTIONS

A. Tenured Faculty Promotion from Associate Professor to Full Professor (without tenure consideration)

September 2024

06 Chairs receive materials from faculty for personnel reviews scheduled during AY 24-25 and confirm to dean the faculty members being reviewed

09 Promotion files for rank of full professor from chairperson to departmental personnel committee

January 2025

13 Promotion files rank of full professor from department personnel committee to department chair

30 Recommendations regarding promotions to rank of full professor (without tenure consideration) from chairperson to dean for distribution to college personnel committee

February 2025

28 Recommendations regarding promotions to rank of full professor (without tenure consideration) from college personnel committee to dean

April 2025

04 Recommendations regarding promotions to rank of full professor from dean to provost

22 Written notification from tenured faculty members to chairperson of intent to submit name for promotion to full professor in AY 25-26

August 2025

15 (*) By this date, notification of promotion from Delegated Appointing Authority to faculty (with copies to intervening administrators); this deadline may be extended in certain cases

B. Non-Tenure Track (NTT) Faculty Promotion to senior rank (Senior Lecturer, Senior Lecture II and III)

January 2025

27 Chairs receive materials from NTT faculty for personnel reviews scheduled during AY 25-26 and confirm to dean the faculty members being reviewed

28 NTT faculty promotion files from chairperson to departmental personnel committee

February 2025

19 NTT promotion files from department personnel committee to department chair

March 2025

08 Recommendations regarding NTT faculty promotions from chairperson to dean for distribution to college personnel committee

April 2025

18 Recommendations regarding NTT faculty promotions from college personnel committee to dean

May 2025

14 Written notification from NTT faculty member to chairperson of intent to submit name for promotion to senior rank in AY 25-26

16 Recommendations regarding NTT faculty promotions from dean to provost

August 2025

15 (*) By this date, notification of promotion from Delegated Appointing Authority to faculty (with copies to intervening administrators); this deadline may be extended in certain cases

C. Librarian Promotions (to all ranks)

November 2024

27 Written notification from librarian to dean of intent to submit name for promotion

January 2025

21 Materials for librarian promotion files submitted to supervisor

February 2025

07 Recommendations regarding librarian promotions from supervisor to personnel committee

March 2025

05 Recommendations regarding librarian promotions from personnel committee to dean

April 2024

04 Recommendations regarding promotions from dean to provost

August 2024

15 Notification of promotion from Delegated Appointing Authority to librarians with copies to intervening administrators (this deadline may be extended in certain cases)

V. PERIODIC MULTI-YEAR REVIEW (PMYR)

January 2025

31 By this date, faculty scheduled for PMYR submit their 2000 word (or less) statement and CV to departmental personnel committee and chairperson, and chairperson provides personnel committee with annual reports and student evaluations for PMYR faculty

February 2025

28 Recommendations of personnel committee and chairperson to PMYR faculty and dean

April 2025

15 Deans submit recommendations to PMYR faculty, personnel committee, and chairperson

18 PMYR development plans, if needed, submitted from faculty to dean

May 2025

02 Chairpersons submit names of faculty eligible for PMYR in AY 25-26 to dean (for reporting to provost). Chairpersons are responsible for ensuring that such faculty members are aware of their rights and responsibilities.

09 Deans submit annual PMYR report to provost for faculty reviewed during AY 24-25

VI. EMERITUS

June 2025

02 Recommendation for emeritus status from department chair to dean

16 Recommendation for emeritus status from dean to provost

August 2025

15 Notification of emeritus status from provost to retiree, dean, and department chair