

Academic Affairs Calendar

2024 - 2025

Faculty Retention Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Faculty			
Current Year	Renewal For	Due	
1	Year 2 OR year 2 plus year 3 as budget renewal	February 7, 2025	Department recommendations due in Dean's office
		February 14, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		February 28, 2025	Vice Chancellor notifies incumbent
2	Year 3 OR year 3 plus year 4 as budget renewal	October 18, 2024	Department recommendations due in Dean's office
		November 15, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		December 13, 2024	Vice Chancellor notifies incumbent
	Note: Year 2 requires 2 notifications. First notification takes place approx. 6 months prior to 3rd year start; Second notification takes place approx. 1 year prior to 4th year start.		
	Year 4	February 7, 2025	Department recommendations due in Dean's office
		March 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
May 16, 2025		Vice Chancellor notifies incumbent	
3	Year 5 OR year 5 plus year 6 as budget renewal	February 7, 2025	Department recommendations due in Dean's office
		March 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		May 16, 2025	Vice Chancellor notifies incumbent
4	Year 6	February 7, 2025	Department recommendations due in Dean's office
		March 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		May 16, 2025	Vice Chancellor notifies incumbent
5	Year 7	February 7, 2025	Department recommendations due in Dean's office
		March 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		May 16, 2025	Vice Chancellor notifies incumbent
6	Year 8 AND Tenure	November 15, 2024	Department recommendations due in Dean's office
		December 13, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		February 28, 2024	Vice Chancellor notifies incumbent
	Off-Cycle Tenure Decisions	October 18, 2024	Department recommendations due in Dean's office
		November 15, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		December 13, 2024	Vice Chancellor notifies incumbent
A 2-year renewal can be requested, however, renewal will be issued in one-year increments			
(See 'Faculty Retention/Tenure Explanation' sheet for more info)			

Academic Affairs Calendar
2024 - 2025
Grow-Your-Own (GYO) Retention Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Grow-Your-Own (converted to Faculty with receipt of Doctorate)			
Retention Notification Instructional Academic Staff			
Original contract states max time of degree completion and conversion to faculty status.			
Current Year	Renewal For	Due	
1	Year 2	January 24, 2025	Department recommendations due in Dean's office
		February 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		February 21, 2025	Vice Chancellor notifies incumbent (if academic year appt)
2	Year 3	January 24, 2025	Department recommendations due in Dean's office
		February 7, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
		February 21, 2025	Vice Chancellor notifies incumbent (if academic year appt)
3	Year 4	October 25, 2024	Department recommendations due in Dean's office
		November 8, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		November 22, 2024	Vice Chancellor notifies incumbent (if academic year appt)
4	Year 5	October 25, 2024	Department recommendations due in Dean's office
		November 8, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		November 22, 2024	Vice Chancellor notifies incumbent (if academic year appt)
5	Year 6	October 25, 2024	Department recommendations due in Dean's office
		November 8, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		November 22, 2024	Vice Chancellor notifies incumbent (if academic year appt)
6	Year 7	October 25, 2024	Department recommendations due in Dean's office
		November 8, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		November 22, 2024	Vice Chancellor notifies incumbent (if academic year appt)
7	Year 8	October 25, 2024	Department recommendations due in Dean's office
		November 8, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
		November 22, 2024	Vice Chancellor notifies incumbent (if academic year appt)

Academic Affairs Calendar

2024 - 2025

Promotion Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Promotion Schedule		
Position/Status	Due	
Faculty (Professor, Associate Professor)	November 15, 2024	Department recommendations due in Dean's office
	December 13, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
	February 28, 2025	Chancellor & Vice Chancellor notifies incumbent
Instructional Academic Staff (Category B)	November 15, 2024	Department recommendations due in Dean's office
	December 13, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
	February 28, 2025	Chancellor & Vice Chancellor notifies incumbent
Emeritus Schedule		
	Due	
Emeritus (for July, August, September submissions)	September 30, 2024	Department recommendations due in Dean's office
	October 18, 2024	Dean (or Dean's assistant) uploads letter to Teams folder
	November 15, 2024	Chancellor notifies incumbent
Emeritus (for October, November, December submissions)	December 31, 2024	Department recommendations due in Dean's office
	January 18, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
	February 14, 2025	Chancellor notifies incumbent
Emeritus (for January, February, March submissions)	March 31, 2025	Department recommendations due in Dean's office
	March 11, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
	April 18, 2025	Chancellor notifies incumbent
Emeritus (for April, May, June submissions)	June 30, 2025	Department recommendations due in Dean's office
	July 12, 2025	Dean (or Dean's assistant) uploads letter to Teams folder
	July 18, 2025	Chancellor notifies incumbent

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Additional Dates

Semester 1		Semester 2
	August 26, 2024	January 9, 2025
	January 8, 2025	May 25, 2025
December 2, 2024	Deans' recommendations on graduate assistantships due in Vice Chancellor's office.	
January 3, 2025	Deans notified of graduate assistantship allocations.	
February 7, 2025	Program Assessment Reports (*Due every year by the 1st Friday of February)	
May 30, 2025	Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2024-25/FY25).	

Things to Note

"Pay-plan" and "Outside Activity Reporting" process is coordinated through Human Resources.

Employee should be notified of any departmental decision or dean recommendation prior to submission to the next level of review.

A 2-year renewal can be requested, however, renewal will be issued in one-year increments