

Academic Affairs Calendar

2025 - 2026

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 6, 2026 | Department recommendations due in Dean's office |
| | | February 13, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | February 27, 2026 | Vice Chancellor notifies incumbent |
| 2 | Year 3 OR year 3 plus year 4 as budget renewal | October 17, 2025 | Department recommendations due in Dean's office |
| | | November 14, 2025 | Dean (or Dean's assistant) uploads letter to Teams folder |
| | | December 12, 2025 | 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 6, 2026 | Department recommendations due in Dean's office |
| | | March 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | May 15, 2026 | Vice Chancellor notifies incumbent |
| 3 | Year 5 OR year 5 plus year 6 as budget renewal | February 6, 2026 | Department recommendations due in Dean's office |
| | | March 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | May 15, 2026 | Vice Chancellor notifies incumbent |
| 4 | Year 6 | February 6, 2026 | Department recommendations due in Dean's office |
| | | March 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | May 15, 2026 | Vice Chancellor notifies incumbent |
| 5 | Year 7 | February 6, 2026 | Department recommendations due in Dean's office |
| | | March 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | May 15, 2026 | Vice Chancellor notifies incumbent |
| 6 | Year 8 AND Tenure | November 14, 2025 | Department recommendations due in Dean's office |
| | | December 12, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | February 27, 2026 | Vice Chancellor notifies incumbent |
| | Off-Cycle Tenure Decisions | October 17, 2025 | Department recommendations due in Dean's office |
| | | November 14, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | December 12, 2025 | 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

2025 - 2026

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 23, 2026 | Department recommendations due in Dean's office |
| | | February 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | February 20, 2026 | Vice Chancellor notifies incumbent (if academic year appt) |
| 2 | Year 3 | January 23, 2026 | Department recommendations due in Dean's office |
| | | February 6, 2026 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | February 20, 2026 | Vice Chancellor notifies incumbent (if academic year appt) |
| 3 | Year 4 | October 24, 2025 | Department recommendations due in Dean's office |
| | | November 7, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | November 21, 2025 | Vice Chancellor notifies incumbent (if academic year appt) |
| 4 | Year 5 | October 24, 2025 | Department recommendations due in Dean's office |
| | | November 7, 2025 | Dean (or Dean's assistant) uploads letter to Teams folder |
| | | November 21, 2025 | Vice Chancellor notifies incumbent (if academic year appt) |
| 5 | Year 6 | October 24, 2025 | Department recommendations due in Dean's office |
| | | November 7, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | November 21, 2025 | Vice Chancellor notifies incumbent (if academic year appt) |
| 6 | Year 7 | October 24, 2025 | Department recommendations due in Dean's office |
| | | November 7, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | November 21, 2025 | Vice Chancellor notifies incumbent (if academic year appt) |
| 7 | Year 8 | October 24, 2025 | Department recommendations due in Dean's office |
| | | November 7, 2025 | Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost. |
| | | November 21, 2025 | Vice Chancellor notifies incumbent (if academic year appt) |

Academic Affairs Calendar

2025 - 2026

Promotion & Emeritus Schedules

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 14, 2025 | Department recommendations due in Dean's office |
| | December 12, 2025 | Dean notifies incumbant of recommendation and submits recommendation and promotion materials to provost. |
| | February 27, 2026 | Chancellor & Vice Chancellor notifies incumbent |
| Instructional Academic Staff (Category B) | November 14, 2025 | Department recommendations due in Dean's office |
| | December 12, 2025 | Dean notifies incumbant of recommendation and submits recommendation and promotion materials to provost. |
| | February 27, 2026 | Chancellor & Vice Chancellor notifies incumbent |
| Emeritus Schedule | | |
| | Due | |
| Emeritus (for July, August, September submissions) | September 30, 2025 | Department recommendations due in Dean's office |
| | October 17, 2025 | Dean notifies incumbant of recommendation and submits recommendation to provost. |
| | November 14, 2025 | Chancellor notifies incumbent |
| Emeritus (for October, November, December submissions) | December 31, 2025 | Department recommendations due in Dean's office |
| | January 16, 2026 | Dean notifies incumbant of recommendation and submits recommendation to provost. |
| | February 13, 2026 | Chancellor notifies incumbent |
| Emeritus (for January, February, March submissions) | March 31, 2026 | Department recommendations due in Dean's office |
| | April 17, 2026 | Dean notifies incumbant of recommendation and submits recommendation to provost. |
| | May 8, 2026 | Chancellor notifies incumbent |
| Emeritus (for April, May, June submissions) | June 30, 2026 | Department recommendations due in Dean's office |
| | July 10, 2026 | Dean notifies incumbant of recommendation and submits recommendation to provost. |
| | August 14, 2026 | Chancellor notifies incumbent |

Academic Affairs Calendar

2026 - 2026

Post Tenure Review

| | |
|----------------|---|
| March 14, 2026 | Department Recommendations due to Dean |
| May 15, 2026 | Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2025-26/FY26) |

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

Academic Affairs Calendar 2026 - 2026

Additional Dates

| | | | |
|-------------------|------------------------------------|-------------------|---------------------------------|
| Semester 1 | August 25, 2025 January 7, 2026 | Semester 2 | January 8, 2026 May 24, 2026 |
|-------------------|------------------------------------|-------------------|---------------------------------|

December 1, 2025 Deans' recommendations on graduate assistantships due in Vice Chancellor's office.

January 2, 2026 Deans notified of graduate assistantship allocations.

February 6, 2026 Program Assessment Reports (*Due every year by the 1st Friday of February)

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