

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	January 30, 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 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)			

Updated 09/24/2025

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
2025 - 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

2025 - 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