

Summary of Major Personnel Actions and Other Procedures, AY 2025-2026

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 26-27 Sabbatical Leaves and Leaves With or Without Pay
- B. Request for exception to Board of Trustee policy on required return from AY 25-26 sabbatical leave
- C. Request for exception to Board of Trustee policy on immediate return from AY 25-26 sabbatical leave

III. REAPPOINTMENTS

- A. Reappointment to 2nd Probationary Year (AY 2025-2026 = 1st Probationary Year)
- B. Reappointment to 3rd Probationary Year (AY 2025-2026 = 2nd Probationary Year)
- C. Reappointment to 4th or 5th Probationary Year (AY 2025-2026 = 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 2025-2026)

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 2025

- 15** Reports from faculty to chairperson with appropriate sections completed; chairperson passes the reports to personnel committee

October 2025

- 01** Personnel committees return reports to chairperson with appropriate sections completed
- 06** Reports from chairperson to faculty (with appropriate sections completed by department personnel committee and chairperson)
- 14** Reports (with signature) returned by faculty to chairperson
- 15** Annual Faculty Reports from chairpersons to deans

B. Librarian Annual Reports

September 2025

- 09** Reports from librarians to immediate supervisor with appropriate sections completed
- 12** Annual reports returned to librarian for signature/comments

October 2025

- 01** Reports provided to Library Personnel Committee with comments of supervisor
 - 17** Reports from personnel committee to dean for review/comments
 - 31** Reports from dean to librarian for final signature/comments
- November 2025**
- 05** Annual reports from librarian (with final signature) forwarded to dean

II. LEAVES OF ABSENCE

A. Applications for AY 26-27 Sabbatical Leaves and Leaves With or Without Pay

October 2025

23 Applications for sabbatical leaves or leaves of absence for AY 26-27 from faculty to chairperson and from librarian to associate dean of university libraries

November 2025

13 Recommendations regarding sabbatical leaves and leaves of absence for AY 26-27 from chairperson/associate dean of university libraries to dean

December 2025

12 Sabbatical reports from Spring 25 due to provost

January 2026

17 Recommendations regarding sabbatical leaves and leaves of absence for AY 26-27 from dean to provost

April 2026

02 Notification to faculty/librarians regarding sabbatical or leaves of absence for AY 26-27

May 2026

01 Requests for modifications in period of sabbatical leave during AY 26-27 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)

07 Requests for modification in period of sabbatical leave during AY 26-27 from chairperson/department head to dean

12 Requests for modification in period of sabbatical leave during AY 26-27 from dean to provost

13 Sabbatical reports from Fall 25 due to provost

June 2026

15 Notification to faculty and librarians regarding requests for modification in period of sabbatical leave during AY 26-27

B. Request for exception to Board of Trustee policy on required return from AY 25-26 sabbatical leave

September 2025

02 Request from faculty or librarian to chairperson or department head in cases in which the sabbatical leave ends before 1/24/26 (NOTE: requests made after this date will normally not be considered)

08 Requests from chairperson/department head to dean in cases in which the sabbatical leave ends before 1/24/26

12 Requests from deans to provost in cases in which the leave ends before 1/24/26

October 2025

02 Requests from provost to chancellor in cases in which the sabbatical leave ends before 1/24/26

07 Requests from chancellor to president in cases in which the sabbatical leave ends before 1/24/26

November 2025

26 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 1/24/26

January 2026

17 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 25-26 or on leave in the Spring 2026 semester.

29 Requests from chairpersons/department heads to dean

February 2026

06 Requests from dean to provost

19 Requests from provost to chancellor

March 2026

04 Requests from chancellor to president

June 2026

18 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 25-26 sabbatical leave

C. Request for exception to Board of Trustee policy on immediate return from AY 25-26 sabbatical leave

September 2025

02 Requests from faculty or librarian to chairperson or department head in cases in which the sabbatical leave ends before 1/24/26 (NOTE: requests made after this date will normally not be considered)

08 Requests from chairperson/department head to dean in cases in which the sabbatical leave ends before 1/24/26

12 Requests from dean to provost in cases in which the sabbatical leave ends before 1/24/26

October 2025

02 Requests from provost to chancellor in cases in which the sabbatical leave ends before 1/24/26

07 Requests from chancellor to president in cases in which the sabbatical leave ends before 1/24/26

November 2025

26 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 1/24/26

January 2026

16 Requests from faculty or librarian to chairperson/department head in cases of faculty or librarians on leave for AY 25-26 year or on leave in the Spring 2026 semester

29 Requests from chairperson/department head to dean

February 2026

06 Requests from dean to provost

19 Requests from provost to chancellor

March 2026

04 Requests from chancellor to president

June 2026

18 By this date, notification to faculty or librarians regarding decision on requests for exception to Board of Trustee policy on immediate return from AY 25-26 sabbatical leave

III. REAPPOINTMENTS

A. Reappointment to 2nd Probationary Year (AY 2025-2026 = First Probationary Year)

September 2025

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

January 2026

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

February 2026

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

March 2026

01 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 1st service year (those whose current contracts expire 8/31/26) from Delegated Appointing Authority to candidates (with copies to intervening administrators)

B. Reappointment to 3rd Probationary Year (AY 2025-2026 = Second Probationary Year)

September 2025

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

October 2025

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

November 2025

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

December 2025

15 (*) By this date, notification of reappointment or expiration of appointment of probationary faculty in 2nd service year (those whose current contracts expire 8/31/26) from Delegated Appointing Authority to candidate (with copies to intervening administrators)

C. Reappointment to 4th or 5th Probationary Year (AY 2025-2026 = 3rd or 4th PY)

September 2025

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

March 2026

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

April 2026

17 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 8/31/26 from Delegated Appointing Authority to candidates

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

September 2025

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

November 2025

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

January 2026

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

February 2026

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

May 2026

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

August 2026

15 (*) By this date, notification of reappointment or expiration of appointment of all probationary faculty whose current contracts expire 8/31/26 from Delegated Appointing Authority to candidates

E. Reappointment with Tenure (Tenure Decision Year = AY 2025-2026)

September 2025

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

08 Tenure files from chairperson to department personnel committee for review

October 2025

07 Recommendations regarding tenure from department personnel committee to chairperson

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

November 2025

17 Recommendations regarding tenure from college personnel committee to dean

January 2026

09 Recommendations regarding tenure from dean to provost

March 2026

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

April 2026

10 All recommendations regarding tenure from chancellor to president

June 2026

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

August 2026

15 (*) By this date, deadline for notification of Expiration of Appointment (8/31/26) 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 2025

- 05** Chairs receive materials from faculty for personnel reviews scheduled during AY 25-26 and confirm to dean the faculty members being reviewed
- 08** Promotion files for rank of full professor from chairperson to departmental personnel committee

January 2026

- 12** Promotion files rank of full professor from department personnel committee to department chair
- 29** Recommendations regarding promotions to rank of full professor (without tenure consideration) from chairperson to dean for distribution to college personnel committee

February 2026

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

April 2026

- 06** Recommendations regarding promotions to rank of full professor from dean to provost
- 1** Written notification from tenured faculty members to chairperson of intent to submit name for promotion to full professor in AY 26-27

August 2026

- 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 2026

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

February 2026

- 18** NTT promotion files from department personnel committee to department chair

March 2026

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

April 2026

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

May 2026

13 Written notification from NTT faculty member to chairperson of intent to submit name for promotion to senior rank in AY 26-27

15 Recommendations regarding NTT faculty promotions from dean to provost

August 2026

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 2025

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

January 2026

20 Materials for librarian promotion files submitted to supervisor

February 2026

06 Recommendations regarding librarian promotions from supervisor to personnel committee

March 2026

04 Recommendations regarding librarian promotions from personnel committee to dean

April 2026

06 Recommendations regarding promotions from dean to provost

August 2026

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 2026

30 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 2026

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

April 2026

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

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

May 2026

01 Chairpersons submit names of faculty eligible for PMYR in AY 26-27 to dean (for reporting to provost). Chairpersons are responsible for ensuring that such faculty members are aware of their rights and responsibilities.

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

VI. EMERITUS

June 2026

01 Recommendation for emeritus status from department chair to dean

15 Recommendation for emeritus status from dean to provost

August 2026

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