

<p align="center">2023-2024 Academic Year Calendar for Retention, Tenure, & Promotion</p>	<p align="center">General/All</p>	<p align="center">4th/5th/6th, Tenure, and Promotion Full Reviews</p>
<p align="center">AUGUST/SEPTEMBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Fall Semester Begins. Faculty are on contract.</p>	<p align="center">Thu, Aug 17, 2023</p>	<p align="center">Thu, Aug 17, 2023</p>
<p>Faculty Affairs Opens Cases that are mandated to file, and continues to open requested.</p>	<p align="center">Thu, Aug 17, 2023</p>	<p align="center">Thu, Aug 17, 2023</p>
<p>Instruction Begins</p>	<p align="center">Mon, Aug 21, 2023</p>	<p align="center">Mon, Aug 21, 2023</p>
<p>Faculty Eligible to apply for Promotion 1) notify department chair if not applying for promotion (see CBA 14.3). 2) If applying for Promotion only, use Google form to request case file.</p>		<p align="center">Thu, Aug 24, 2023</p>
<p>Faculty who wish to apply for early Tenure and Promotion or early Promotion must 1) declare intent to Faculty Affairs by requesting a case. 2) request meeting with the Provost per APM. 3) inform the Dean and the Department Chair for committee formation 4) request an early Tenure and or Promotion case via Google Form</p>		<p align="center">Thu, Aug 24, 2023</p>
<p>Evaluation Criteria made available to faculty by 14th day of instruction. Article 15.3</p>	<p align="center">Mon, Sep 4, 2023</p>	<p align="center">Mon, Sep 4, 2023</p>
<p>Labor Day</p>	<p align="center">Mon, Sep 4, 2023</p>	<p align="center">Mon, Sep 4, 2023</p>
<p>Department chair 1) declares in writing intent for all reviews to the Dean; and 2) certifies members of the elected committee to the Dean and Faculty Affairs. Email committee list to Faculty Affairs indicating review type committees for each.</p>	<p align="center">Tue, Sep 5, 2023</p>	<p align="center">Tue, Sep 5, 2023</p>
<p>Early Tenure/Promotion: Appointments with the Provost should be completed.</p>		<p align="center">Fri, Sep 22, 2023</p>
<p>Candidate: Should request Promotion Only case to allow minimal time to prepare.</p>		<p align="center">Sep 29, 2023 12:00 AM</p>
<p align="center">OCTOBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Dean: Last day to notify faculty of material being added to their PAF.</p>		<p align="center">Oct 6, 2023 5:00 PM</p>
<p>Dean: Case File (WPAF) closes.</p>		<p align="center">Oct 13, 2023 11:59 PM</p>
<p>Candidate: Case closes, submit case.</p>		<p align="center">Oct 15, 2023 11:59 PM</p>
<p>Department Review: First day to begin review</p>		<p align="center">Mon, Oct 16, 2023</p>
<p align="center">NOVEMBER</p>	<p align="center">---</p>	<p align="center">---</p>
<p>Department Review (all reviewers): complete the access log in the case file</p>		<p align="center">Nov 3, 2023 12:00 PM</p>
<p>Department level review deadlines Committee Manager and Department Chair if making a separate recommendation. Note: Do not forward the case to the next level at this time. 1) Load the recommendation (written report). 2) Complete the recommendation form</p>		<p align="center">Nov 3, 2023 12:00 PM</p>
<p>Share comments and forms with the candidate. Note: Do not forward the case to the next level at this time. 1) Committee manager shares both the recommendation letter and form with candidate. 2) If the Chair is making a separate recommendation, share comments and form.</p>		<p align="center">Nov 3, 2023 5:00 PM</p>

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Candidate: Period to consult with reviewers. Faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation.		10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with department (to be scheduled withing the 10 day response period)		Nov 8, 2023 5:00 PM
Veteran's Day	Fri, Nov 10, 2023	Fri, Nov 10, 2023
Candidate: Deadline to submit a written response		Nov 13, 2023 5:00 PM
Department Level: Forward case to the School/College Committee and/or Dean - do not forward early.		Tue, Nov 14, 2023
School/College Committee and Dean: First day to begin review		Wed, Nov 15, 2023
Thanksgiving Break Begins	Wed, Nov 22, 2023	Wed, Nov 22, 2023
Thanksgiving Break Ends	Fri, Nov 24, 2023	Fri, Nov 24, 2023
DECEMBER	---	---
Information only: Letters are to be shared on January 19, 2024 not early.		Informational
Fall Semester Ends;	Fri, Dec 22, 2023	Fri, Dec 22, 2023
JANUARY	---	---
Spring Semester Begins	Tue, Jan 16, 2024	Tue, Jan 16, 2024
Spring Intruccion Begins	Thu, Jan 18, 2024	Thu, Jan 18, 2024
School/College Committee deadline: 1) Committee Members: complete the access log in the case file 2) Committee Chair: load the recommendation and recommendation form 3) Committee Chair: share with the Candidate Note: Do not forward the case to the next level. The Dean will forward the case.		Jan 19, 2024 5:00 PM
Dean: Deadline: 1) Complete log form. 2) Load recommendation and complete recommendation form 3) Share the files with the candidate Note: Do not forward the case to the next level at this time.		Jan 19, 2024 5:00 PM
Candidate: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation.		10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with committee and/or Dean (to be scheduled within the 10 day response period)		Jan 24, 2024 5:00 PM
Candidate: Deadline to submit a written response		Jan 29, 2024 5:00 PM
Dean: Forward case to the Faculty Affairs		Jan 30, 2024 5:00 PM
Candidate: Faculty members whose cases were sent to UBRTTP may request a 30 minute meeting with UBRTTP prior to case review		Consult with UBRTTP for Deadline

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FEBRUARY	---	---
President's Day	Mon, Feb 19, 2024	Mon, Feb 19, 2024
MARCH	---	---
UBRTP Committee deadline: 1) Committee Members: Complete the access log in the case file 2) Committee Chair: Load the recommendation and recommendation form 3) Committee Chair: Share with the Candidate		Mar 15, 2024 5:00 PM
Candidate: Timeframe to consult with reviewers. Ten (10) day period where faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation		10-DAY RESPONSE PERIOD
Candidate: Deadline to request a meeting with UBRTP (to be scheduled within the 10 day response period)		Mar 20, 2024 5:00 PM
Candidate: Deadline to submit a written response to UBRTP		Mar 25, 2024 5:00 PM
UBRTP: Forward Case to Provost		Tue, Mar 26, 2024
Spring Break Begins	Mon, Mar 25, 2024	Mon, Mar 25, 2024
Spring Break Ends	Fri, Mar 29, 2024	Fri, Mar 29, 2024
APRIL	---	---
Cesar Chavez Day	Mon, Apr 1, 2024	Mon, Apr 1, 2024
MAY	---	---
Provost's anticipated date to share decisions with faculty candidates. (This is not a contractual deadline.)		Wed, May 15, 2024
Contractual Deadline for Retention and Tenure		Sat, Jun 1, 2024
Contractual Deadline for Promotion		Sat, Jun 15, 2024