

PROVOST'S OFFICE ACADEMIC YEAR DEADLINES 2023-2024

These deadlines reflect dates that documents are due to the Office of the Provost, typically after dean approval — for college-level deadlines, please contact your college dean's office.

FALL SEMESTER DEADLINES

September 15	List of TT/T faculty promotion and/or tenure cases from deans
October 1	Individual off-cycle salary requests (target start date for new salary: November 1)
October 2	Sabbatical leave requests: fall 2024, spring 2025, academic year 2024-25, calendar year 2025
November 1	List of CCAF faculty promotion cases from deans
November 1	Sabbatical leave reports for academic year 2022-23 & spring 2023 semester leaves
December 1	Applications for Emerit status (retirements after fall semester)
December 15	TTF Promotion & Tenure dossiers
December 15	Recommendations for reappointment of pre-tenure faculty in the second year of employment

SPRING SEMESTER DEADLINES

February 1	Faculty award nominations (call for nominations in November 2023)
February 1	Requests for new/increased special course fees
February 1	Individual off-cycle salary requests (target start date for new salary: March 1)
February 19	CCAF promotion dossiers
March 1	Recommendations for reappointment of pre-tenure faculty in the first year of employment
March 1	Contract and continuing faculty professional development release time applications (<i>reports are due within three months of the completion of the leave</i>)
April 1	Sabbatical leave reports for calendar year 2023 and fall 2023 semester leaves
April 15	Faculty annual performance reviews
April 15	Faculty post-tenure (comprehensive) reviews
April 15	Faculty mid-point (comprehensive) reviews
April 26	Applications for Emerit status (retirements after spring semester)
May 1	Recommendations for reappointment of pre-tenure faculty beyond the second year of employment

Other Campus Calendars:

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[Registration](#)

[Financial Aid](#)

[Final Exams](#)

[Commencement](#)

[University Events](#)

[Holiday Schedule](#)

[Faculty Council](#)

[SALX Guidelines](#)