



2024-2025 ACADEMIC YEAR DEADLINES

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

FALL SEMESTER DEADLINES

September 16	List of TT/T faculty promotion and/or tenure cases from deans
October 1	Individual off-cycle salary increase requests (no change in duties/responsibilities; target start date for new salary: November 1)
October 1	Sabbatical leave requests: fall 2025, spring 2026, academic year 2025-26, calendar year 2026
November 1	List of CCAF faculty promotion cases from deans
November 1	Sabbatical leave reports for academic year 2023-24 & spring 2024 semester leaves
December 2	Faculty applications for Emerit status (retirements after fall semester)
December 15	Recommendations for reappointment of pre-tenure faculty in the second year of employment
December 16	TTF Promotion & Tenure dossiers

SPRING SEMESTER DEADLINES

February 1	Requests for new/increased special course fees
February 1	Individual off-cycle salary increase requests (no change in duties/responsibilities; target start date for new salary: March 1)
February 3	Faculty award nominations (call for nominations in November 2024)
February 17	CCAF promotion dossiers
March 1	Recommendations for reappointment of pre-tenure faculty in the first year of employment
March 3	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 2024 and fall 2024 semester leaves
April 15	Faculty annual performance reviews
April 15	Faculty post-tenure (comprehensive) reviews
April 15	Faculty mid-point (comprehensive) reviews
April 25	Faculty 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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[Financial Aid](#)

[Final Exams](#)

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