

PP&R Visual Calendar 2024-25

Note: This is an abbreviated version of the Section 600 + 700 calendars. Please see the Administrative manuals for more details.

	Lecturer	Probationary Faculty	Tenured Faculty	DPC	Chair	CPC	Dean	PP&R	Provost
FALL SEMESTER 2024									
August 21 (Wed.) or earlier									Promotions Announcement
August 28 (Wed.) or earlier					Distribute dept personnel procedures to all faculty				
August 28 (Wed.)								First Meeting	
September 6 (Fri.) or earlier						Election of CPC Chairs/Members			
September 13 (Fri.) or earlier				Election of DPC Chairs/Members					
September 20 (Fri.)			Sabbatical Leave Applications due to Chair						
September 27 (Fri.) or earlier	Receive notice of range elevation eligibility	Leave Without Pay Return to Duty Notification for Spring Semester Due to Provost							
September 30 (Mon.) or earlier				Begin Dept. Level Review and Deliberation on 2nd Year Faculty RTP candidates					
October 1 (Tue.) or earlier				Preferred deadline for dept. to notify students and faculty of opportunity to submit comments regarding faculty RTP candidates					
October 4 (Fri.) or earlier				Sabbatical Leave Evals due to applicants					
October 11 (Fri.) or earlier		3-6 Year Candidates Declare Type Of RTP Review to Chair and Faculty Affairs		Sabbatical Leave Applications due to CPC		CPC receives Sabbatical Leave Applications			
October 18 (Fri.) or earlier		2nd year faculty receive dept RTP recommendations		RTP Recommendations due to 2nd Year Faculty					
October 28 (Mon.) or earlier	Request range elevation evaluation from chair			Second-year RTP Recommendations due to Deans		CPC + Dean receive second year RTP files			
November 1 (Fri.) or earlier				Revisions to Personnel Procedures due to CPC		CPC receives dept. personnel procedure revisions			
November 6 (Wed.) or earlier						Sabbatical Leave Recommendations due to Applicants			
November 13 (Wed.) or earlier						Sabbatical Leave Recommendations due to Deans	Dean receives sabbatical leave recommendation		
November 15 (Fri.) or earlier	Receive chair range elevation evaluation				Notify lecturer of range evaluation recommendation		Positive range elevations received		
November 19 (Tues.) or earlier							Sabbatical Leave Recommendations due to President		
November 26 (Tues.) or earlier		2nd year faculty receive college RTP recommendations				RTP Recommendations to 2nd Year Candidates Due			

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	Lecturer	Probationary Faculty	Tenured Faculty	DPC	Chair	CPC	Dean	PP&R	Provost
November 27 (Wed.) or earlier					Forward range elevation requests to dean		Receive all range elevation requests		
November 29 (Fri.) or earlier		Last day for submission of PIF (3-6 year faculty)		Department Level Deliberations Begin on 3-6 Year Faculty RTP Candidates					
December 6 (Fri.) or earlier	Receive dean's range elevation decision						RTP Recommendations for 2nd Year Candidates due to Provost AND Notify lecturer of range elevation decision		Provost receives recommendations for 2nd year candidates
December 10 (Tues.) or earlier						Approved College and Dept personnel procedures due to Faculty Affairs		PP&R receives revised personnel procedures	
December 16 (Mon.) or earlier		Appeals from 2 nd year RTP candidates due to PP&R						PP&R receives 2nd year RTP appeals	
December 18 (Wed.) or earlier	Appeal deadline for range elevation								
WINTER & SPRING SEMESTER 2025									
Jan 3 (Fri.) or earlier									Sabbatical leave decisions due to applicants
Jan 17 (Fri.) or earlier		3-6 year RTP recommendations received from dept		Dept. RTP Recommendations for 3-6 Year Candidates Due to Candidates				Decisions on 2 nd year candidate appeals due to appellants	
January 24 (Fri.) or earlier		Emeritus status nominations due to DPC or Department Emeritus Committee							
January 28 (Tues.) or earlier				Dept. RTP Recommendations for 3-6 Year Faculty Candidates Due to Dean			Dean receives 3-6 year RTP files		
January 29 (Wed.) or earlier								Discussion of 2 nd year RTP candidates	
January 31 (Fri.) or earlier	ESSA Award Recommendations due to Department Chairs				Receive ESSA applications				
February 7 (Fri.) or earlier		2nd year faculty receive RTP decision			ESSA Award Recommendation from Dept. Chair due to College		Dean receives ESSA applications		Notify 2 nd year candidates of RTP decision
February 14 (Fri.) or earlier	Range elevation appeal meeting scheduled						ESSA Award Recommendation from Dean due to Faculty Affairs		
February 21 (Fri.) or earlier		GRIF applications due to deans					Receive GRIF applications		
February 25 (Tues.) or earlier		3-6 year RTP recommendations received from college		Emeritus status recommendations due to dean			Receive emeritus recommendations		
						RTP recommendations due to 3-6 year faculty candidates			
February 26 (Wed.) or earlier			Preferred deadline for submission of PTR review materials to Dept. Chair		Receive PTR review materials				
March 7 (Fri.) or earlier					GRIF recommendations due to deans	CPC Chair submits final RTP recommendations for 3-6 year faculty candidates	RTP recommendations for 3-6 year due to Provost.		Provost receives 3-6 year RTP files
							Receive GRIF recommendations		
March 14 (Fri.) or earlier	Receive notification of appeal decision on range elevation								
		Receive notification of ESSA decision							

Spring Recess March 17-23, 2025

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March 17 (Mon.) or earlier		Appeals from 3-6 year RTP candidates due to Faculty Affairs						PP&R receives 3-6 year RTP appeals	
March 18 (Tues.) or earlier							Emeritus status recommendations due to Faculty Affairs		
March 28 (Fri.) or earlier	Receive notice of range elevation eligibility	Leave without pay return to duty notifications due to Provost for Fall semester		Preferred deadline for PTR candidate evaluation			GRIF recommendations due to RSP & Provost		Provost receives GRIF recommendations
April 10 (Thurs.) or earlier									GRIF decisions due to applicants
April 28 (Mon.) or earlier	Request range elevation evaluation from chair								
April 29 (Tues.) or earlier								PP&R recommendations on 3-6 year candidate appeals due to appellants	
May 12 (Mon.) or earlier	Receive chair range elevation evaluation				Notify lecturer of range evaluation recommendation		Positive range elevations received		
May 13 (Tues.) or earlier							Post Tenure Review Evaluations from Dean due to Faculty		
May 14 (Wed.) or earlier									Provost & VP of Academic Affairs meet with PP&R regarding RTP cases
								Discussion of 3-6 year RTP cases	
May 21 (Wed.) or earlier					Forward range elevation requests to dean		Receive all range elevation requests		
June 1 (Sun.) or earlier		3-6 year faculty receive RTP decision							Notifies 3-6 year faculty of RTP decisions
		Applications for extension of leave without pay due to Provost							Provost receives applications for extension of leave without pay
August 22 (Fri.) or earlier	Receive dean's range elevation decision						Notify lecturer of range elevation decision		
September 3 (Wed.) or earlier	Appeal deadline for range elevation								
September 29 (Mon.) or earlier	Range elevation appeal meeting scheduled								
October 24 (Fri.) or earlier	Receive notification of appeal decision on range elevation								

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