

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 | | | |

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| 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 | | | |
| 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 | | | | | | | |

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|--|--|---|--|---|---|---|--|---|--|
| 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 | | | | | | | | | |
| 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 |

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| 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 | | | | | | | PTR evals due to faculty | | |
| May 14 (Wed.) or earlier | | | | | | | Post Tenure Review Evaluations from Dean due to Faculty | | 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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