HHS Retention, Tenure and Promotion Calendar 2024-2025

Who	2024-2025 Academic Year Calendar for Retention, Tenure, & Promotion	All Periodic Reviews	P2 & P3 (2+1) Faculty - 2nd yr with 1 yr. service credit	P3	P4 (2+2) Faculty in 2nd year with 2 yrs. service credit	P4	P5	P6 Tenure & Promotion Full Reviews (Early promotion)
Faculty Eligible to Apply for Promotion	Deadline to notify department chair if not applying for promotion (see CBA 14.3).							Mon, Aug 26, 2024
Faculty Applying for Early Tenure and Promotion or Early Promotion	Deadline to apply in writing to their primary committee							Mon, Aug 26, 2024
Department Chair:	1) Declare to the Dean in writing the intent for all reviews 2) Certifies members of the elected primary committee by emailing names to the Dean. 3) Submits secondary committee member names to Dean	Thur, Sep 5, 2024	Thur, Sep 5, 2024	Thur, Sep 5, 2024	Thur, Sep 5, 2024	Thur, Sep 5, 2024	Thur, Sep 5, 2024	Thur, Sep 5, 2024
College	Hold Retention, Tenure & Promotion Workshops	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024	Sept. 12 & 13, 2024
College	Last day to notify faculty of material being added to their WPAF and the File Closure Date	Fri. Jan. 24,2025	Mon . Sept. 16, 2024	Mon . Sept. 16, 2024	Mon . Sept. 16, 2024	Mon . Sept. 16, 2024	Mon . Sept. 16, 2024	Mon . Sept. 16, 2024
College: WPAF Closure Date	WPAF Closure Date	Tue. Jan. 28, 2025	Fri. Sept. 27, 2024	Fri. Sept. 27, 2024	Fri. Sept. 27, 2024	Fri. Sept. 27, 2024	Fri. Sept. 27, 2024	Fri. Oct. 11, 2024
Primary Review Committees (Department Level Review)	Begin Reviews	Fri. Jan. 31, 2025	Wed. Oct 2, 2024	Wed. Oct 2, 2024	Wed. Oct 2, 2024	Wed. Oct 2, 2024	Wed. Oct 2, 2024	Wed. Oct. 16, 2024
Primary Review Committees & Chairs	Recommendations Due to College Analyst	Fri. Feb. 14, 2025	Fri. Nov. 1, 2024	Tue. Oct 29, 2024	Wed. Oct 23, 2024	Mon, Oct 28, 2024	Tue, Oct 29, 2024	Mon. Nov. 18, 2024
College	Send Primary Review & Chair Recommendations to Faculty	Wed. Feb. 19, 2025	Wed. Nov 6, 2024	Fri. Nov. 1, 2024	Fri. Oct 25, 2024	Fri. Nov. 1, 2024	Fri. Nov. 1, 2024	Fri. Nov. 22, 2024
Faculty	Deadline to submit Primary Review Committee & Chair Recommendations Rebuttal (Faculty may submit a response in writing and/or request a meeting to discuss the recommendation within ten (10) days following receipt of the recommendation).	Fri. Feb. 28, 2025	Sat. Nov 16, 2024	Sun. Nov. 10, 2024	Sun. Nov 3, 2024	Sun. Nov. 10, 2024	Sun. Nov. 10, 2024	Sun.Dec. 1, 2024
Secondary Level Review Committee (College Level Review)	Begin Reviews	Not Applicable	Wed. Nov 20, 2024	Tues. Nov. 12, 2024	Tue. Nov 5, 2024	Tues. Nov. 12, 2024	Tues. Nov. 12, 2024	Wed. Dec. 4, 2024
Secondary Level Committee	Reviews Due to College Analyst	Not Applicable	Wed. Dec 11, 2024	Fri. Dec. 6, 2024	Tue. Nov 26, 2024	Fri. Dec. 6, 2024	Fri. Dec. 6, 2024	Fri. Jan. 24, 2025
College	Send Secondary Review Recommendations to Faculty	Not Applicable	Fri. Dec 13, 2024	Tues. Dec 10, 2024	Mon. Dec 2, 2024	Tues. Dec 10, 2024	Tues. Dec 10, 2024	Wed. Jan. 29, 2025
Faculty	Deadline to submit Secondary Level Committee Recommendations Rebuttal (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).	Not Applicable	Sun. Dec 22, 2024	Thurs Dec. 19, 2024	Wed. Dec 11, 2024	Thurs Dec. 19, 2024	Thurs Dec. 19, 2025	Fri. Feb. 7, 2025
Dean	Begins Review	Mon. March 3, 2025	Mon, Dec 23, 2024	Fri. Dec. 20, 2024	Fri, Dec 13, 2024	Fri. Dec. 20, 2024	Fri. Dec. 20, 2024	Mon. Feb.10, 2025
Dean	Recommendations Due to College Analyst	Mon. March 24, 2025	Thur. Feb 13, 2024	Mon. April 14, 2025	Thurs. Jan 2, 2025	Mon. Feb. 10, 2025	Mon. April 14, 205	Fri. March 7, 2025
College	Send Dean's Recommendations to Faculty	Wed. March 26, 2025	Mon. Feb 17, 2025	Thus. April 17, 2025	Mon . Jan. 6, 2025	Thurs. Feb.13, 2025	Thus. April 17, 2025	Wed. March 12, 2025
Faculty	Deadline to submit Dean's Recommendation Rebuttal (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).	Tue. April 1, 2025	Wed. Feb. 26, 2025	Sat. April 26, 2025	Wed. Jan. 15, 2025	Sat Feb. 22, 2025	Sat. April 26, 2025	Fri. March 21, 2025
College & Provost	College Grants Access of WPAF Files to Provost & OFA Provost's Review Begins	Not Applicable	Not Applicable	Not Applicable	Fri. Jan. 17, 2025	Mon. March 3, 2025	Not Applicable	Thus. April 3, 2025
Provost	Provost's decision due to faculty candidates	Not Applicable	Not Applicable	Not Applicable	Mon. Feb 17, 2025	Thus. April 17, 2025	Not Applicable	Mon. May 19, 2025
	Unit 3-CBA RTP Notifications Deadlines		Feb. 17, 2025					Tenue & Retention-6/2/25
								Promotions 6/16/25

*Secondary A Committee Reviews : P2 & P3 (2+1); P3, P4, P4(2+2) & P5

**Secondary B Committee Reviews: Tenure & Promotion

P1: First year of employment with no credit toward tenure at time of hire

P2*: First year of employment with 1 year credit toward tenure at time of hire

P3*: First year of employment with 2 years credit toward tenure at time of hire