

Academic Affairs Planning Calendar

2025–2026 Schedule of Reviews

Tenure and Promotion Timeline for TT and NTT Faculty

(Applies to all teaching faculty, college-level administrators, and university-level administrators)

September 30, 2025 Faculty notify Deans of intent to apply for Promotion and/or Tenure for 2026-2027 Academic Year.

Timeframe	Review Step
July 1, 2025	Notification from Deans to Faculty eligible to apply for Promotion and/or Tenure in the next academic year.
September 19, 2025	Portfolio submission to Faculty Success and released to Department P&T Committee
September 19-26, 2025	Department P&T Committee Review
Optional Faculty Response Letter (10 calendar days) **	
October 10-24, 2025	Department Chair Review
Optional Faculty Response Letter (10 calendar days) **	
November 7 - December 3, 2025	College P&T Committee Review.
Optional Faculty Response Letter (10 calendar days) **	
December 16 - January 16, 2026	Dean Review
January 16, 2026	Dean submits recommendations to Provost/VPAA and candidate
Optional Faculty Response Letter (10 calendar days) **	
January 30 - February 20, 2026	Provost Review
Optional Faculty Response Letter (10 calendar days) **	
March 27, 2026	Presidential Notification

Pre-Tenure and Third-Year Review for TT and NTT Faculty

Timeframe	Review Step
September 12, 2025	Submission of PDP/Goals for first-year faculty
February 13, 2026	Portfolio submission to Faculty Success. * Note: the annual evaluation is embedded in the pre-tenure review

Timeframe	Review Step
February 13-27, 2026	Department Chair Annual Evaluation and third-year/pre-tenure review
Optional Faculty Response Letter (10 calendar days) **	
March 23 - April 3, 2026	Pre-tenure portfolios shared with the review committee (Accounts for spring break occurring March 14-20, 2026)
April 3, 2026	Pre-tenure Review Committee submits portfolio review to the candidate, department chair, and dean.
Optional Faculty Response Letter (10 calendar days) **	
April 30, 2026	Dean submits feedback on third-year/pre-tenure materials to department chair and faculty member

Fifth Year and Post-Tenure Review Timeline for TT and NTT Faculty

Timeframe	Review Step
January 9, 2026	Faculty for Fifth-Year and Post-Tenure Review submit their annual evaluation and post-tenure portfolios in Faculty Success
January 9-23, 2026	Department Chair Review
Optional Faculty Response Letter (10 calendar days) **	
February 6-20, 2026	College Committee Review
Optional Faculty Response Letter (10 calendar days) **	
March 27, 2026	Dean Evaluation Submitted
Optional Faculty Response Letter (10 calendar days) **	
April 10, 2026	Review process concludes. <i>Contact Office of the Provost regarding the timeline for the Post-tenure Appeals process.</i>

Annual Performance Review Timeline for TT and NTT Faculty

Timeframe	Review Step
January 9, 2026	Submission of Annual Evaluation Portfolios
February 13, 2026	All faculty not undergoing pre- or post-tenure review must submit evaluation portfolios in Faculty Success.
March 31, 2026	Department Chair Annual Reviews Completed
April 10, 2026	Administrator Performance Portfolios Due

Timeframe	Review Step
April 30, 2026	All Evaluations Finalized

*Note: All submissions and transactions should be submitted before 5:00 p.m. on the required due date in the electronic system to have access to technical support. While any transactions submitted by 11:59 p.m. on the due date will be deemed timely, no technical support will be available after 5:00 p.m. on the due date.

**Note: Within 10 calendar days from the date of Advance of each review recommendation, the faculty member has the right to respond to the committee's or administrator's recommendation and justifications by submitting a letter written by the faculty member to the reviewing committee or administrator for the information of the next level of review. The faculty member will place the response letter into the digital portfolio workflow. The response letter should address the interpretation of the information in the portfolio, but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.

***Portfolios will automatically advance on the due date of the optional faculty response.

[View the FULL Academic Affairs Planning Calendar](#)