



**ACADEMIC PERSONNEL CALENDAR**  
**AY 2023-2024**

ELECTIONS anticipated to begin: University RTP Committee <b>8/28/2023</b> Department Committees <b>9/5/2023</b>	Deadline for notifying Academic Personnel	Departments distribute evaluation forms to faculty, staff, and students	Faculty Submit Materials By/ WPAF Closed	Dept. Chair Evaluation Forms from faculty, staff and students due to Dean	Emeritus Nominations due to Dean	Sch/Div/ Dept Committee Evaluation Due	Dept. Chair's Evaluation Due	Dean's Evaluation Due	University RTP Committee's Evaluation Due	Provost's Evaluation Due	President's Final Decision Due
Periodic Evaluation: Tenure-Track Faculty (usually 1st yr. regardless of tenure credit, 3rd and 5th yr.)			2/5/2024			3/8/2024		4/12/2024			
Retention Review: Tenure-Track Faculty (2nd yr. & faculty granted 1 yr. tenure credit = 3rd yr.)			9/18/2023			10/13/2023		11/3/2023	12/1/2023	1/5/2024	1/26/2024
Retention/Tenure/Promotion Review: Tenure-Track Faculty (usually 4th and 6th yr.)			1/19/2024			2/9/2024		3/1/2024	4/5/2024	5/3/2024	5/24/2024
Faculty Applying for Promotion, Early Promotion, or Early Tenure	<b>8/25/2023</b>										
Post-Tenure Evaluation			9/25/2023			10/20/2023		11/17/2023			
Department Chair's Evaluation		9/5/2023		10/2/2023				12/1/2023			
Sabbatical Leave	<b>8/25/2023</b>		9/8/2023 (3/1/2024 for off-cycle DIP)			9/29/2023		10/20/2023	11/13/2023	12/1/2023	
Difference in Pay Leave											
Faculty Early Retirement Program (FERP)	Applications for 12-month faculty due by 1/2/2024. Applications for AY faculty due by 2/5/2024. Please submit to Department Chair.										
Emerit Nomination & Recommendation					2/1/2024			2/15/2024		3/1/2024	3/15/2024
Range Elevation			2/1/2024			2/22/2024		3/15/2024			Panel to convene by 4/15/2024. Decision due by 5/15/2024.
<b>Annual Lecturer Evaluations</b>											
Part-Time Lecturer		Fall - By 9/5/2023	2/16/2024			3/8/2024	3/8/2024	4/19/2024			
Full-Time Lecturer		Spring - By 2/5/2024									
<b>Cumulative Lecturer Evaluations</b>											
Part-Time Lecturer		Fall - By 9/5/2023	3/8/2024 to Dean					5/3/2024			
Full-Time Lecturer		Spring - By 2/5/2024									