Academic Affairs Calendar - Department Full Review

2026 - 2027

Faculty Retention Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Faculty			
Current Year	**Renewal For**	**Due**	
1	Year 2 OR years 2 and 3	January 29, 2027	Department recommendations due in Dean's office
		February 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		February 26, 2027	Vice Chancellor notifies incumbent
2	Year 3 OR years 3 and 4	October 16, 2026	Department recommendations due in Dean's office
		November 13, 2026	Dean (or Dean's assistant) uploads letter to Teams folder
		December 11, 2026	Vice Chancellor notifies incumbent
	Year 2 requires two notifications: First notification – sent approximately 6 months before Year 3 begins Second notification – sent approximately 1 year before Year 4 begins NOTE: If Years 3 and 4 are both approved through the first notification (as a 2-year renewal), the second notification is not needed.		
	Year 4 OR years 4 and 5	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
3	Year 5 OR years 5 and 6	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
4	Year 6	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
5	Year 7	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
6	Year 8 AND Tenure	November 13, 2026	Department recommendations due in Dean's office
		December 11, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		February 26, 2027	Vice Chancellor notifies incumbent
	Off-Cycle Tenure Decisions	October 16, 2026	Department recommendations due in Dean's office
		November 13, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		December 11, 2026	Vice Chancellor notifies incumbent

(See 'Faculty Retention/Tenure Explanation' sheet for more info)

7/20/2026

Academic Affairs Calendar - Budget Review

2026 - 2027

Faculty Retention Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Faculty			
Current Year	**Renewal For**	**Due**	
1	Year 2	January 29, 2027	Department recommendations due in Dean's office
		February 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		February 26, 2027	Vice Chancellor notifies incumbent
2	Year 3	October 16, 2026	Department recommendations due in Dean's office
		November 13, 2026	Dean (or Dean's assistant) uploads letter to Teams folder
		December 11, 2026	Vice Chancellor notifies incumbent
	Year 2 requires two notifications: First notification – sent approximately 6 months before Year 3 begins Second notification – sent approximately 1 year before Year 4 begins		
	For second renewal, see "Academic Affairs Calendar - Department Full Review"		
3	Year 5	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
4	Year 6	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent
5	Year 7	February 5, 2027	Department recommendations due in Dean's office
		March 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		May 14, 2027	Vice Chancellor notifies incumbent

(See 'Faculty Retention/Tenure Explanation' sheet for more info)

Academic Affairs Calendar

2026 - 2027

Grow-Your-Own (GYO) Retention Schedule

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Grow-Your-Own (converted to Faculty with receipt of Doctorate) Retention Notification Instructional Academic Staff Original contract states max time of degree completion and conversion to faculty status.			
Current Year	**Renewal For**	**Due**	
1	Year 2	January 22, 2027	Department recommendations due in Dean's office
		February 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		February 19, 2027	Vice Chancellor notifies incumbent (if academic year appt)
2	Year 3	January 22, 2027	Department recommendations due in Dean's office
		February 5, 2027	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		February 19, 2027	Vice Chancellor notifies incumbent (if academic year appt)
3	Year 4	October 23, 2026	Department recommendations due in Dean's office
		November 6, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		November 20, 2026	Vice Chancellor notifies incumbent (if academic year appt)
4	Year 5	October 23, 2026	Department recommendations due in Dean's office
		November 6, 2026	Dean (or Dean's assistant) uploads letter to Teams folder
		November 20, 2026	Vice Chancellor notifies incumbent (if academic year appt)
5	Year 6	October 23, 2026	Department recommendations due in Dean's office
		November 6, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		November 20, 2026	Vice Chancellor notifies incumbent (if academic year appt)
6	Year 7	October 23, 2026	Department recommendations due in Dean's office
		November 6, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		November 20, 2026	Vice Chancellor notifies incumbent (if academic year appt)
7	Year 8	October 23, 2026	Department recommendations due in Dean's office
		November 6, 2026	Dean notifies incumbant of recommendation and submits recommendation and retention materials to provost.
		November 20, 2026	Vice Chancellor notifies incumbent (if academic year appt)

Academic Affairs Calendar

2026 - 2027

Promotion & Emeritus Schedules

NOTE: In the event that the dean, vice chancellor, or chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next level.

Promotion Schedule		
Position/Status	**Due**	
Faculty (Professor, Associate Professor)	November 13, 2026	Department recommendations due in Dean's office
	December 11, 2026	Dean notifies incumbent of recommendation and submits recommendation and promotion materials to provost.
	February 26, 2027	Chancellor & Vice Chancellor notifies incumbent
Instructional Academic Staff (Category B)	November 13, 2026	Department recommendations due in Dean's office
	December 11, 2026	Dean notifies incumbant of recommendation and submits recommendation and promotion materials to provost.
	February 26, 2027	Chancellor & Vice Chancellor notifies incumbent

Emeritus Schedule		
	Due	
Emeritus (for July, August, September submissions)	September 29, 2026	Department recommendations due in Dean's office
	October 16, 2026	Dean notifies incumbent of recommendation and submits recommendation to provost.
	November 13, 2026	Chancellor notifies incumbent
Emeritus (for October, November, December submissions)	December 30, 2026	Department recommendations due in Dean's office
	January 15, 2027	Dean notifies incumbent of recommendation and submits recommendation to provost.
	February 12, 2027	Chancellor notifies incumbent
Emeritus (for January, February, March submissions)	March 30, 2027	Department recommendations due in Dean's office
	April 16, 2027	Dean notifies incumbant of recommendation and submits recommendation to provost.
	May 7, 2027	Chancellor notifies incumbent
Emeritus (for April, May, June submissions)	June 29, 2027	Department recommendations due in Dean's office
	July 9, 2027	Dean notifies incumbent of recommendation and submits recommendation to provost.
	August 13, 2027	Chancellor notifies incumbent

Academic Affairs Calendar
2026 - 2027

Post Tenure Review

March 13, 2027	Department Recommendations due to Dean
May 14, 2027	Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2026-27/FY27)

Employee should be notified of any departmental decision or dean recommendation prior to submission to the next level of review.

Academic Affairs Calendar
2026 - 2027

Additional Dates

Semester 1	August 24, 2026 January 6, 2027	**Semester 2**	January 7, 2027 May 23, 2027

November 30, 2026	Deans' recommendations on graduate assistantships due in Vice Chancellor's office.
January 4, 2027	Deans notified of graduate assistantship allocations.
February 5, 2027	Program Assessment Reports (*Due every year by the 1st Friday of February)

Things to Note

"Pay-plan" and "Outside Activity Reporting" process is coordinated through Human Resources.

Employee should be notified of any departmental decision or dean recommendation prior to submission to the next level of review.

A 2-year renewal can be requested, however, renewal will be issued in one-year increments