

## C.B.A. and Policy Dates for AY 2023-2024

Updated: 9/12/23

Note: if a C.B.A. or Policy date falls on a weekend, the due date will be changed (see highlighted dates in Column D.)			
DATE	TASK	Item	Due Date Changes
08/29/23	Fall semester begins	Calendar	
09/10/23	Tenured Faculty applying for promotion - first year of process - notify Chair of intent by the end of the second week of the semester	Prom	09/12/22
09/10/23	Tenure only (not applying for promotion) - applicant completes uploading electronic portfolio	Ten Jan	09/12/22
09/15/23	Sabbatical applications due for Fall 2023 or Spring 2024.	Sab	
09/23/23	Reg PT 1st year - January anniversary - due from Committee to Chair	Eval RPT 1st yr Jan	09/22/23
09/23/23	1st year -- January anniversary -- faculty evaluations due from Committee to Chair (Formative as Default)	Eval TT 1st yr Jan	09/22/23
09/30/23	Reg PT 1st year - January anniversary - due from Chair to Dean	Eval RPT 1st yr Jan	09/29/23
09/30/23	1st year -- January anniversary -- faculty evaluations due from Chair to Dean (Formative as Default)	Eval TT 1st yr Jan	09/29/23
10/01/23	Deadline for Departments to submit requests (and supporting data) to hire TT faculty, under Article 11 H. President's decisions due by November 15	11 H	10/02/23
10/01/23	Department Recommendation Committee AND Department Chair submits recommendations to electronic portfolio	Ten Jan	10/02/23
10/01/23	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure & Promo Sept	10/02/23
10/01/23	President notifies 5th year TT faculty to apply for tenure by Dec 31	Tenure Only Sept	10/02/23
10/22/23	Deans to submit Tenure recommendation	Ten Jan	10/23/23
10/31/23	Sabbatical reports for Spring 19 due from faculty to chair and dean.	Sab	
11/01/23	Reg PT 2-5 yr - due from Committee to Chair	Eval RPT 2-5 yr	
11/01/23	Temp Fall - faculty evaluations due from Committee to Chair	Eval Temp Fall	
11/01/23	2-4 year - January anniversary - faculty evaluations due from Committee to Chair	Eval TT 2-4 yr Jan	
11/01/23	2-5 year - September anniversary - faculty evaluations due from Committee to Chair	Eval TT 2-4 yr Sept	
11/01/23	Promotion applications due: Applicant will upload electronic portfolio	Prom	
11/01/23	Chairs submit names of faculty applying for promotion to Deans/Director and the Chair of TeP	Prom	
11/01/23	TeP Committee submits Tenure recommendations to President	Ten Jan	
11/01/23	For Tenure applicants also applying for promotion, faculty member may update narratives and curriculum vita in electronic portfolio. Applicant has until Nov 6th to update portfolio for promotion	Ten Jan	
11/01/23	<b>Applicant will complete uploading electronic portfolio for tenure and promotion</b>	Tenure & Promo Sept	
11/01/23	Chairs submit names of faculty applying for promotion to Deans/Director and the Chair of TeP	Tenure & Promo Sept	
11/01/23	Letter of intent to apply for tenure may be included in electronic portfolio if submitted on Nov 1st	Tenure & Promo Sept	
11/08/23	Reg PT 2-5 yr - due from Chair to Dean	Eval RPT 2-5 yr	
11/08/23	Temp Fall - faculty evaluations due from Chair to Dean	Eval Temp Fall	
11/08/23	2-4 year - January anniversary - faculty evaluations due from Chair to Dean	Eval TT 2-4 yr Jan	
11/08/23	2-4 year - September anniversary - faculty evaluations due from Chair to Dean	Eval TT 2-4 yr Sept	
11/15/23	11-H hiring requests - decisions due from President	11 H	
11/15/23	Sabbatical reports for Spring 20 due from Deans to Provost.	Sab	
11/15/23	Sabbatical recommendations due to Provost from SaLE	Sab	
11/22/23	If TeP recommendation for tenure is negative when 2 or more recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the President	Ten Jan	
11/23/23	Thanksgiving break begins	Calendar	
11/27/23	Classes resume	Calendar	
11/30/23	Reg PT 2-5 yr - due from Dean to Provost	Eval RPT 2-5 yr	
11/30/23	Temp Fall - faculty evaluations due from Dean to Provost	Eval Temp Fall	
11/30/23	2-4 year - January anniversary - faculty evaluations due from Dean to Provost	Eval TT 2-4 yr Jan	
12/01/23	Department Evaluation Committee Chair submits Promotion recommendations to electronic portfolio and applicant	Prom	
12/01/23	Department Chair submits promotion recommendations to electronic portfolio and applicant	Prom	

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12/01/23	Department Evaluation Committee Chair submits Tenure and Promotion recommendations to electronic portfolio and applicant.	Tenure & Promo Sept	
12/01/23	Department Chair submits tenure and promotion recommendations to electronic portfolio and applicant	Tenure & Promo Sept	
12/05/23	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Ten Jan	
12/08/23	Applicant may submit written statement to TeP regarding promotion recommendations from Department Committee and Chair.	Prom	
12/08/23	Applicant may submit written statement to TeP regarding promotion recommendations from Department Committee and Chair.	Tenure & Promo Sept	
12/12/23	Fall semester ends	Calendar	
12/15/23	2-4 year - January anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 2-4 yr Jan	
12/15/23	2-4 year - September anniversary - faculty evaluations due from Deans/Directors to Provost	Eval TT 2-4 yr Sept	
12/15/23	Faculty notified of Sabbatical decisions	Sab	
12/22/23	Dean/Director submits promotion Recommendation to electronic portfolio and applicant	Prom	
12/22/23	Dean/Director submits separate tenure and promotion recommendation to electronic portfolio and applicant	Tenure & Promo Sept	
12/31/23	5th year - January anniversary - faculty notified of tenure status by President	Eval TT 5th yr Jan	01/02/24
12/31/23	Tenure yes/no letters go out (deadline 12/31)	Ten Jan	01/02/24
12/31/23	Tenure applicants submit "intent to apply letter" to President with a copy to Department	Tenure Only Sept	01/02/24
01/15/24	Applicant may submit written statement to TeP regarding promotion recommendations from Dean/Director	Prom	
01/15/24	Applicant may submit written statement to TeP regarding promotion recommendations from Dean/Director.	Tenure & Promo Sept	
01/20/24	<b>Tenure only (not applying for promotion) - applicant completes uploading electronic portfolio</b>	Tenure Only Sept	01/19/24
01/23/24	Spring semester begins	Calendar	
01/30/24	Reg PT 1st year - Sept anniversary - due from Committee to Chair	Eval RPT 1st yr Sep	
01/30/24	1st year -- September anniversary - faculty evaluations due from Committee to Chair (Formative as Default)	Eval TT 1st yr Sept	
01/30/24	2-4 year faculty notified of renewal by President (5th year faculty notified of tenure status by May 31)	Eval TT 2-4 yr Sept	
02/01/24	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP	Prom	
02/01/24	President notifies 5th year TT faculty with January anniversary to apply for tenure by May 1	Ten Jan	
02/01/24	Provost sends letters and promotion recommendations to faculty applicants and cc's TeP	Tenure & Promo Sept	
02/07/24	Reg PT 1st year - Sept anniversary - due from Chair to Dean	Eval RPT 1st yr Sep	
02/07/24	1st year -- September anniversary -- faculty evaluations due from Chair to Dean (Formative as Default)	Eval TT 1st yr Sept	
02/08/24	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Prom	
02/08/24	Promotion applicant may submit statement to TeP regarding Provost's recommendation	Tenure & Promo Sept	
02/15/24	Department Committee and Department Chair submits recommendation to electronic portfolio	Tenure Only Sept	
02/23/24	Tenure applicant may submit a statement regarding Department Committee and Chair recommendation.	Tenure Only Sept	
02/28/24	Reg PT 1st year - Sept anniversary - due from Dean to Provost	Eval RPT 1st yr Sep	
02/28/24	1st year -- September anniversary -- faculty evaluations due from Dean to Provost (Formative as Default)	Eval TT 1st yr Sept	
02/28/24	Sabbatical reports for Fall 20 due to chair and dean.	Sab	
03/08/24	Deans to submit Tenure recommendation	Ten Only Sept	
03/13/24	Spring Break begins at 5 pm	Calendar	
03/15/24	Sabbatical reports for Fall 20 due from Deans to Provost	Sab	
03/19/24	Spring Break ends at 8 am	Calendar	

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04/01/24	Reg PTs >5 years, evaluated every 3rd year - due from Committee to Chair	Eval RPT 3 years	
04/01/24	Temp AY or Spr - faculty evaluations due from Committee to Chair	Eval Temp AY or Spr	
04/01/24	Tenured 5th year - faculty evaluations due from Committee to Chair	Eval Tenured	
04/01/24	1st year - January anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 1st yr Jan	
04/01/24	1st year - September anniversary - probationary faculty notified of renewal/non-renewal by President	Eval TT 1st yr Sept	
04/08/24	Reg PTs >5 years, evaluated every 3rd year - due from Chair to Dean	Eval RPT 3 years	
04/08/24	Temp AY or Spr - faculty evaluations due from Chair to Dean	Eval Temp AY or Spr	
04/08/24	Tenured 5th year - faculty evaluations due from Chair to Dean	Eval Tenured	
04/15/24	Non-renewal letters for RPT faculty due from President	Eval RPT	
04/15/24	Promotion recommendations due from TeP. Letter from TeP Chair sent to faculty	Prom	
04/15/24	TeP Committee submits Tenure and Promotion recommendations to the President	Tenure & Promo Sept	
04/15/24	If TeP recommendation for Tenure is negative when at least 2 recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the President	Tenure & Promo Sept	
04/15/24	If TeP recommendation for Promotion is negative when 3 or more of the other recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the President	Tenure & Promo Sept	
04/15/24	TeP Committee submits Tenure recommendations	Tenure Only Sept	
04/15/24	If TeP recommendation for Tenure is negative when at least two recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the President	Tenure Only Sept	
04/23/24	If TeP recommendation for Promotion is negative when 3 or more of the other recommendations were positive, TeP must submit written synopsis of reasons to the applicant and the President	Prom	
04/23/24	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Prom	
04/23/24	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sept	
04/23/24	Promotion applicant may submit written clarification to President, regarding the TeP recommendation	Tenure & Promo Sept	
04/23/24	Tenure applicant may submit written clarification to President, regarding the TeP recommendation	Tenure Only Sept	
05/01/24	By 5/1 - Departments to vote on converting temporary faculty who have 5 years of service, to TT status (C.B.A. Article 11 G)	11 G	
05/01/24	Summer Binding contracts for non-classroom assignments are sent out by the Provost Office	Summer	
05/01/24	Tenure applicants submit "intent to apply letter" to President with a copy to department	Ten Jan	
05/07/24	Spring semester ends	Calendar	
05/15/24	Reg PTs >5 years, evaluated every 3rd year - due from Dean to Provost	Eval RPT 3 years	
05/15/24	Temp AY or Spr - faculty evaluations due from Dean to Provost	Eval Temp AY or Spr	
05/15/24	Tenured 5th year - faculty evaluations due from Dean to Provost	Eval Tenured	
05/15/24	Tenured Faculty applying for promotion - first year of process - evaluations due to Provost	Prom	
05/31/24	President notifies faculty of tenure decisions	Tenure & Promo Sept	
05/31/24	President notifies faculty of tenure decisions	Tenure Only Sept	
07/01/24	Reg PTs >5 years reappointment letters due to RPT faculty from President	Eval RPT 3 years	
07/15/24	Faculty notified of promotion decisions by President	Prom	
07/15/24	Faculty notified of promotion decisions by President	Tenure & Promo Sept	