



## CLASS Master Calendar 2025 – 2026

\*For University calendar, registration, and add/drop deadlines, please refer to Colonel's Compass

### AUGUST 2025

- Aug 5-8      **New Faculty Orientation** Faculty Center for Teaching & Learning (Crabbe Library 318)
- Aug 12      **President's Convocation** 10:00 a.m. (Center for the Arts)
- Aug 14      **CLASS Convocation** 10:00 a.m. (Gifford Theatre)
- Big E Welcome Tailgate for Faculty, Staff, and Families** 4:30-6:30 p.m.; **Big E Welcome Kickoff & Welcome Walk** 6:30-7:30 p.m.
- Aug 15      **CLASS Open House** 9:30 -11 a.m. (front lawn, Roark)
- Aug 25      **Sabbatical Leave:** Deadline for faculty to submit request to Chair (for next academic year).  
(Sept 10) Chair submits Departmental recommendations/rankings to Dean.  
(Oct 1) Dean submits College recommendations to Provost.  
(Oct 21) Provost submits recommendations to President.

### SEPTEMBER 2025

- Sept 2      **P&T:** Deadline for candidates to notify Chair & Dean in writing of intent to apply.  
(Nov 7) Department notifies Candidate of recommendations by Committee and Chair.  
(Dec 1) Department submits P&T materials to Dean (electronic documents).  
(Dec 1-2) College review of Candidates.  
(Jan 23) Dean submits P&T recommendations and materials to the Provost.  
(March 16) Provost notifies P&T Candidates of decisions & submits report to President.  
(March 20) Deadline to submit a letter for candidate wishing to withdraw  
(Apr 15) Dean notifies Chairs of faculty eligible for tenure in the next academic year.  
(May 1) Chair notifies eligible candidates & provides deadlines for next AY.

- Sept 10      **Sabbatical Leave:** Chair submits Departmental recommendations/rankings to Dean.  
**Next deadline:** (Oct 1) Dean submits College recommendations to Provost.
- Sept 15      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure-track:** Deadline for faculty to submit materials to Chair.  
 (Sept 29) Chair notifies faculty of Department's recommendations.  
 (Oct 17) Chair submits recommendations to Dean.  
 (Oct 27) Dean notifies faculty of Dean's recommendation & submits materials to Provost.  
 (Nov 5) Provost returns signed forms to Dean & notifies President of *non-reappointment*.  
 (Nov 7) Dean notifies faculty & chair of Provost's recommendations.  
 (Dec 15) President notifies faculty of *non-reappointments*.
- Sept 29      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure-track:** Chair notifies faculty of Department's recommendations.  
**Next deadline:** (Oct 17) Chair submits recommendations to Dean.

## **OCTOBER 2025**

- Oct 1      **Sabbatical Leave:** Dean submits College recommendations to Provost.  
**Next deadline:** (Oct 21) Provost submits recommendations to President.
- P&T CLASS College Committee:** Deadline for organizational meeting.
- Oct 17      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean.  
**Next deadline:** (Oct 27) Dean notifies faculty of Dean's recommendation & submits materials to Provost.
- Oct 21      **Sabbatical Leave:** Provost submits recommendations to President.
- Oct 27      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of Dean's recommendation & submits materials to Provost.  
**Next deadline:** (Nov 5) Provost returns signed forms to Dean & notifies President of *non-reappointments*.

## **NOVEMBER 2025**

- Nov 1      **Sabbatical Leave Reports:** Due to Dean (Sabbaticals completed Spring 2025)

Nov 5      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure-track:** Provost returns signed forms to Dean & notifies President of *non-reappointments*.  
**Next deadline:** (Nov 7) Dean notifies faculty & chair of Provost's recommendations.

Nov 7      **P&T:** Department notifies Candidate of recommendations by Committee and Chair.  
**Next deadline:** (Dec 1) Department submits P&T recommendations and materials to Dean (electronic documents).

**2<sup>nd</sup> Year Evaluation of Faculty on Tenure Track:** Dean notifies faculty & chair of Provost's recommendations.  
**Next deadline:** (Dec 15) President notifies faculty of *non-reappointments*.

**3<sup>rd</sup>-5<sup>th</sup> Year Evaluation of Faculty on Tenure Track:** Deadline for faculty to submit self-evaluation to Chair.  
(Jan 16) Chair notifies faculty of Department's recommendation.  
(Feb 2) Chair submits recommendations to Dean.  
(Feb 18) Dean notifies faculty of recommendations & forwards to Provost.  
(Mar 25) Provost returns signed evaluations to Dean.  
(Mar 27) Dean notifies faculty of Provost's recommendations.  
(May 15) President notifies faculty of *non-reappointments*.

## **DECEMBER 2025**

Dec 1      **P&T:** Department submits P&T recommendations and materials to Dean (electronic documents). **Next deadline:** (Jan 23) Dean submits P&T recommendations and materials to the Provost.

**Evaluation of Full-time Faculty Not Eligible for Tenure:** Deadline for Chairs to submit to Dean a list of full-time, non-tenure-track faculty who will be evaluated for current academic year.  
(Jan 30) Faculty submits evaluation materials to Chair.  
(Feb 19) Chair provides written evaluation material to faculty member.  
(Mar 4) Chair submits recommendations to Dean.  
(Mar 25) Dean submits recommendations to Provost.  
(Apr 10) Provost submits recommendations to Dean.  
(Apr 15) Dean notifies faculty members of reappointment decisions.

Dec 1 - 2      **P&T:** College Committee review of Candidates.

Dec 15      **2<sup>nd</sup> Year Evaluation of Faculty on Tenure Track:** President notifies faculty of *non-reappointments*.

## **JANUARY 2026**

- Jan 16      **3<sup>rd</sup>-5<sup>th</sup> Year Evaluation of Faculty on Tenure-Track:** Chair notifies faculty of department's recommendation.  
**Next deadline:** (Feb 2) Chair submits recommendations to Dean.
- Jan 21      **1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Deadline for Chair to meet with faculty & provide written evaluation feedback.  
(Jan 30) Chair submits recommendations to Dean.  
(Feb 13) Dean notifies faculty in writing of Dean's recommendations & forwards to Provost.  
(Feb 25) Provost returns signed evaluations to Dean.  
(Feb 27) Dean notifies faculty of Provost's recommendations; deadline for Provost to notify President of non-reappointment of faculty members in their 1<sup>st</sup> year of service.  
(Mar 16) President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 30).
- Jan 23      **P&T:** Dean submits P&T recommendations and materials to the Provost.  
**Next deadline:** (March 16) Provost notifies P&T Candidates of decisions & submits report to President.
- Jan 30      **1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Chair submits recommendations to Dean.  
**Next deadline:** (Feb 13) Dean notifies faculty in writing of Dean's recommendations & forwards to Provost.
- Evaluation of Full-time Faculty Not Eligible for Tenure:** Faculty submits evaluation materials Chair.  
**Next deadline:** (Feb 19) Chair provides written evaluation material to faculty member.

## **FEBRUARY 2026**

- Feb 1      **Student Awards:** *Dean's Award of Merit* (department nomination) **deadline March 1.**
- Feb 2      **3<sup>rd</sup>—5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** Chair submits recommendations to Dean.  
**Next deadline:** (Feb 18) Dean notifies faculty of recommendations & forwards to Provost.

**CLASS Faculty Award:** *Awesome Advisor* advising award, *Excellence in Research & Creative Activities*, *Distinguished Service*, and *Outstanding Teaching & Mentoring* awards – Reminder of upcoming application deadline on **March 31**.

- Feb 13 **1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Dean notifies faculty in writing of Dean's recommendations & forwards to Provost.  
**Next deadline:** (Feb 25) Provost returns signed evaluations to Dean.
- Feb 18 **3<sup>rd</sup>-5<sup>th</sup> Year Evaluation of Faculty on Tenure Track:** Dean notifies faculty of recommendations & forwards to Provost.  
**Next deadline:** (Mar 25) Provost returns signed evaluations to Dean.
- Feb 19 **Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair provides written evaluation to faculty member.  
**Next deadline:** (Mar 4) Chair submits recommendations to Dean.
- Feb 25 **1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Provost returns signed evaluations to Dean.  
**Next deadline:** (Feb 27) Dean notifies faculty of Provost's recommendations; Provost notifies President of *non-reappointments*.
- Feb 27 **1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** Dean notifies faculty of Provost's recommendations; Provost notifies President of *non-reappointments*.  
**Next deadline:** (Mar 16) President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 30).

## **MARCH 2026**

- Mar 1 **Student Awards:** Deadline for *Dean's Award of Merit* (department nomination).
- Mar 2 **Annual Review of Tenured Faculty-Year Three Review:** Deadline for Chairs to meet with tenured faculty scheduled for **3<sup>rd</sup>-year** review  
(Apr 1) Chairs submit reports for **3<sup>rd</sup>-year** tenured faculty to Dean; Chairs meet with tenured faculty for Year One and Two Review.  
(May 1) Dean notifies faculty & chairs of Dean's recommendations. Third Year Review Committee shall be elected no later than May 1 of the year prior to the year in which it is to function. The Department performance standards and procedures shall be approved by tenured faculty and the Dean prior to the academic year in which the changes are to take effect.
- Mar 4 **Evaluation of Full-time Faculty Not Eligible for Tenure:** Chair submits recommendations to Dean.

- Next deadline:** (Mar 25) Dean submits recommendations to Provost.
- Mar 16      **P&T:** Provost notifies P&T Candidates of decisions & submits report to President.  
**Next deadline:** (Mar 20) Last day for faculty to withdraw candidacy.
- 1<sup>st</sup> Year Evaluation of Faculty on Tenure-Track:** President notifies faculty of *non-reappointments* (unless an appeal has been filed, in which case the deadline is March 30).
- Mar 20      **P&T:** Last day for faculty to withdraw candidacy.  
**Next deadline:** (Apr 15) Dean notifies Chairs of faculty eligible for tenure in next academic year.
- Mar 23      **Emeritus Faculty:** Deadline for full-time faculty members or immediate supervisors to nominate eligible faculty.  
(Mar 30) Recommended deadline for the Chair to submit nominations to the Dean.  
(Apr 8) Recommended deadline for Dean to submit nomination to the Provost.  
(Apr 21) Recommended deadline for Provost to submit nomination to President; approved nominations are then forwarded to the Board of Regents for final approval.
- Mar 25      **Evaluation of Full-time Faculty Not Eligible for Tenure:** Dean submits recommendations to Provost.  
**Next deadline:** (Apr 10) Provost submits recommendations to Dean.
- 3<sup>rd</sup> – 5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** Provost returns signed evaluations to Dean.  
**Next deadline:** (Mar 27) Dean notifies faculty of Provost’s recommendations.
- Mar 27      **3<sup>rd</sup> – 5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** Dean notifies faculty of Provost’s recommendations.  
**Next deadline:** (May 15) President notifies faculty of *non-reappointments*.
- Mar 30      **Emeritus Faculty:** Recommended deadline for the Chair to submit nominations to the Dean.  
**Next deadline:** (Apr 8) Recommended deadline for Dean to submit nomination to the Provost.
- Mar 31      **CLASS Faculty Award application deadline:** *Awesome Advisor* advising award, *Excellence in Research & Creative Activities*, *Distinguished Service*, and *Outstanding Teaching & Mentoring Awards* (applications due to Associate Dean).

## **APRIL 2026**

- Apr 1      **Annual Review of Tenured Faculty - Year Three Review:** Chair submits all Year Three Reviews to Dean.  
**Next deadline:** (May 1) Dean notifies faculty & Chairs of Dean's recommendations.
- Annual Review of Tenured Faculty – Year One and Two Review:** Deadline for Chairs to meet with tenured faculty scheduled for **Year One and Two** reviews and submit reports to Dean and each faculty member.
- Committees finalized for 2025-26 by May 1; send reminder of deadline:** Committees elected by department: CLASS P&T, Curriculum, Research & Faculty Development, Strategic Planning & Budget, **AND** Committees elected by the college (departments should select nominees for election): University Faculty Evaluation and Appeals, University Grievance, University Post-Tenure Review, University Faculty Committee on Dismissal.
- Apr 8      **Emeritus Faculty:** Recommended deadline for Dean to submit nomination to the Provost.  
**Next deadline:** (Apr 21) Recommended deadline for Provost to submit nomination to President; approved nominations are then forwarded to the Board of Regents for final approval.
- Apr 10     **Evaluation of Full-time Faculty Not Eligible for Tenure:** Provost submits recommendations to Dean.  
**Next deadline:** (Apr 15) Dean notifies faculty members of reappointment decision.
- Apr 15     **Evaluation of Full-time Faculty Not Eligible for Tenure:** Dean notifies faculty members of reappointment decisions.
- P&T:** Dean notifies Chairs of faculty eligible for tenure in next academic year.  
**Next deadline:** (May 1) Chair notifies eligible candidates & provides deadlines for next AY.
- Apr 21     **Emeritus Faculty:** Provost submits recommendation to President.

## **MAY 2026**

- May 1      **P&T:** Chairs notify Candidates eligible for P&T.
- Committees finalized for 2025-26:** Committees elected by department: CLASS P&T, Curriculum, Research & Faculty Development, Strategic Planning & Budget **AND**

Committees elected by the college (departments should select nominees for election):  
University Faculty Evaluation and Appeals, University Grievance, University Post-Tenure Review, University Faculty Committee on Dismissal.

**Annual Review of Tenured Faculty:** Department performance standards and procedures shall be approved by the majority of full-time tenured faculty members & by the Dean.

**Annual Review of Tenured Faculty—Year Three Review:** Dean notifies faculty & Chairs of Dean's recommendations.

**Annual Review of Tenured Faculty Committee:** Deadline for Departments to elect Third-Year Review Committee prior to the year it is to function.

**Sabbatical Leave Reports:** Due to Dean (Sabbaticals completed Fall 2025)

May 15      **3<sup>rd</sup> – 5<sup>th</sup> Year Evaluation of Faculty on Tenure-track:** President notifies faculty of *non-reappointments*.

May 30      **Evaluation of Adjunct Faculty:** Within 30 days following the end of the instructional term, the evaluator will provide feedback to the adjunct faculty member and the Department Chair (if different from the evaluator).

## **SUMMER 2026**

**Orientation: May, June, July, August – dates TBD**