

2024-2025 Retention, Tenure, and Promotion Deadline Calendar

	Faculty Member (Candidate)	Department RTP Committee	Department Chairs/ Equivalent Unit Directors	Deans	Univ. Tenure & Promotions Committee (UTPC) and Provost	Notification to Faculty Members
Review of 1st and 2nd Year Probationary Faculty for Retention for 2nd and 3rd Probationary Years	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 9/18 WPAF Closes: 9/23	File access to begin reviewing file: 9/25 Report due to candidate and Department Chair/Unit Director: 10/16	File access to begin reviewing file: 10/18 Report due to candidate and College Dean/University Librarian: 11/12	File access to begin reviewing file: 11/14 Report due to candidate and Provost: 12/16		Provost notifies faculty of: 1) Reappointment for 2025-2026; or 2) Termination in June 2025 2/15/25
Review for Tenure <hr/> Review for Promotion	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 9/25 WPAF Closes: 9/30	File access to begin reviewing file: 10/2 Report due to candidate and Department Chair/Unit Director: 10/30	File access to begin reviewing file: 11/1 Report due to candidate and College Dean/University Librarian: 12/2	File access to begin reviewing file: 12/4 Report due to candidate, Provost, and UTPC: 2/5	UPTC and Provost Reports due to candidate and to President: 4/28	President notifies faculty of: 1) Tenure effective Fall 2025 or 2) Another Probationary year for 2025-2026; or 3) Terminal Year; 2025-2026 6/1/25 <hr/> President notifies faculty of Promotion by 6/15/25
Review of 3rd, 4th, and 5th year Probationary Faculty for Retention for 4th, 5th, and 6th Probationary Year	Last date for materials to be given to candidate prior to the closing of the WPAF: ¹ 10/23 WPAF Closes: 10/28	File access to begin reviewing file: 10/30 Report due to candidate and Department Chair/Unit Director: 12/4	File access to begin reviewing file: 12/6 Report due to candidate and College Dean/University Librarian: 1/27	File access to begin reviewing file: 1/29 Report due to candidate and Provost: 3/17		Provost notifies faculty of: 1) Reappointment for 2025-2026; or 2) Terminal year; 2025-2026 6/1/25

College Office Action Item: Send names and ranks of RTP committee members to Office of Faculty Affairs: **September 9, 2024**

¹ Faculty members must have access to materials from other individuals five (5) calendar days prior to placement in their WPAF and may add their own materials up to the closing date of the WPAF. Faculty member has 10 calendar day to rebut at each level of review.