

TIMETABLE FOR PERSONNEL CASES – 2024-2025

All Parties Must Forward Their Recommendations in Accordance with this Timetable

Non-Mandated Decisions		Mandated Decisions	
All promotions to full professor or cases for early decision (1,2)		Renewal and Tenure decisions for faculty whose term expires in August 2025 (3) & Librarian faculty whose term expires between May 30 and November 30	Renewal and Tenure decisions for faculty whose term expires December 31, 2024 or earlier & Librarian faculty whose term expires between December 1 and May 29
September 9, 2024	IPC initiates action as outlined in Article VII. Title E, 2b of <u>Faculty Bylaws</u>	September 9, 2024	April 22, 2024
December 9, 2024 (4)	Report and recommendation of IPC must be submitted to Dean or Director by	February 3, 2025	September 23, 2024
January 13, 2025	Dean/Director after review and consultation specified by Article VII adds own report and forwards case to the Provost and to the University Personnel Committee by	February 24, 2025	October 14, 2024
April 7, 2025	The University Personnel Committee will consider the case and will send their recommendations to the Provost by	April 7, 2025	November 4, 2024
	The Provost will send notification of his/her recommendation to the President		
April 21, 2025	University Personnel Committee recommendations must be made to the President through the Provost by	April 21, 2025 (5, 6)	November 18, 2024 (5)
	Mandated date for President to notify faculty member	August 31, 2025 (7)	December 15, 2024 (7)

1. Faculty wishing to initiate consideration for promotion must petition the IPC in writing no later than September 9, 2024. IPCs may also initiate such considerations with the approval of the candidate.
2. IPCs should consider proposed promotions at the same time they consider contract renewals, especially when such situations relate to calendar-year appointments that do not commence on September 1.
3. Decision for terminal year or further extension.
4. Non-mandated cases not sent from the IPC to the Dean/Director by the deadline, December 9, 2024, may be deferred until the next academic year.
5. If recommendations of University Personnel Committee are not received in the President's Office by this date, the President may have to act without the benefit of this advice.
6. All Library cases requiring notification any time between May 30 and August 31, 2025 are included in this group. Other Library cases should be timed to enable the UPC recommendation to be submitted to the President one month prior to notification date.
7. Date mandated by Policies of the Board of Trustees and UUP Agreement.