

# 2026-2027 Administrative Calendar

| Date      | Message                                                                                                                                                                                          | Deans | Dept Chairs<br>Directors<br>Coordinators | Faculty/ Faculty<br>Committees/<br>ASP | VPAA<br>Office/Preside<br>nt/Other |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------|----------------------------------------|------------------------------------|
| 7/1/2026  | Request adjuncts for fall can be entered into the online PAR system                                                                                                                              | No    | Yes                                      | No                                     | No                                 |
| 7/2/2026  | Deans forward list of student complaints to VPAA                                                                                                                                                 | Yes   | No                                       | No                                     | Yes                                |
| 7/7/2026  | Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments                                                                                                           | Yes   | No                                       | No                                     | No                                 |
| 7/10/2026 | Final Summer faculty workload reports due to VPAA /academic Services and Operations                                                                                                              | Yes   | No                                       | No                                     | No                                 |
| 7/31/2026 | Deans/directors submit A&P direct report evaluations to VPAA                                                                                                                                     | Yes   | No                                       | No                                     | No                                 |
| 7/31/2026 | Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.                                                                               | Yes   | No                                       | No                                     | No                                 |
| 8/28/2026 | Board of Trustees materials due by noon                                                                                                                                                          | No    | No                                       | No                                     | Yes                                |
| 9/4/2026  | Provost notifies faculty of sick leave policies                                                                                                                                                  | No    | No                                       | No                                     | Yes                                |
| 9/4/2026  | Spring class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. | Yes   | Yes                                      | No                                     | No                                 |
| 9/9/2026  | Tier 1 scheduling ends in Banner/Astra for Spring                                                                                                                                                | Yes   | Yes                                      | No                                     | No                                 |
| 9/10/2026 | Board of Trustee Meeting                                                                                                                                                                         | No    | No                                       | No                                     | Yes                                |
| 9/10/2026 | Tier 2 scheduling starts in Banner/Astra for Spring                                                                                                                                              | Yes   | Yes                                      | No                                     | No                                 |
| 9/15/2026 | Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee                                                                                                | No    | No                                       | No                                     | Yes                                |

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|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| 9/16/2026  | VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)                  | No  | No  | No  | Yes |
| 9/16/2026  | VPAA provides UPI Chapter President a list of ASP advisors and the number of their respective assigned advisees for the current fall and previous spring semester.                     | No  | No  | No  | Yes |
| 9/17/2026  | Tier 2 scheduling ends in Banner/Astra for Spring                                                                                                                                      | Yes | Yes | No  | No  |
| 9/18/2026  | Tier 3 scheduling starts in Banner/Astra for Spring                                                                                                                                    | Yes | Yes | No  | No  |
| 9/28/2026  | Deans consult with chairs about classroom visitation practices and procedures within their respective departments.                                                                     | Yes | No  | No  | No  |
| 10/5/2026  | Reminder to tenured faculty submitting retraining leave/sabbatical assignment applications for next AY to submit applications to chair (copies to dean and VPAA) by first of November. | Yes | Yes | Yes | Yes |
| 10/10/2026 | Operating and Capital Budget requests due to IBHE                                                                                                                                      | No  | No  | No  | Yes |
| 10/12/2026 | Faculty workload reports due to deans. Opportunity for faculty consultation required.                                                                                                  | No  | No  | No  | No  |
| 10/12/2026 | Report to UPI changes in status of positions of Units A and B                                                                                                                          | No  | No  | No  | No  |
| 10/15/2026 | VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals                                                                                                  | No  | No  | No  | Yes |
| 10/15/2026 | A copy of the approved department rotation list shall be provided to each department employee                                                                                          | No  | Yes | No  | No  |
| 10/15/2026 | Chair of ACA Selection Committee forwards list of recipients to President                                                                                                              | No  | No  | No  | No  |
| 10/15/2026 | Faculty who desire not to teach in summer session notify chair in writing                                                                                                              | No  | Yes | No  | No  |
| 10/15/2026 | Last day for eligible faculty to apply for pre-retirement summer assignments                                                                                                           | No  | No  | No  | No  |

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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|-----|
| 10/15/2026 | Selection of a departmental representative from each department to the college-level review committee (in the case of Library Services, a Unit A, tenured, resource professional from each reporting unit with tenured resource professional employees) | No  | No | No | No  |
| 10/21/2026 | Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected                                                                      | No  | No | No | No  |
| 10/28/2026 | Final fall/tentative spring faculty workloads and overload reports due to VPAA                                                                                                                                                                          | No  | No | No | Yes |
| 10/29/2026 | Board of Trustee materials due by noon                                                                                                                                                                                                                  | No  | No | No | Yes |
| 10/30/2026 | President notifies ACA Selection Committee of any concerns or disagreement with selection                                                                                                                                                               | No  | No | No | Yes |
| 10/30/2026 | Tenured/tenure-track faculty may submit proposed assignment for 2027-2028 class schedule in writing to chair                                                                                                                                            | No  | No | No | No  |
| 10/30/2026 | Incumbent must notify the Dean whether or not Department Chair reappointment is desired                                                                                                                                                                 | Yes | No | No | No  |
| 10/30/2026 | Chairs notify Deans of new course fees and course fee revisions                                                                                                                                                                                         | No  | No | No | Yes |
| 11/2/2026  | Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs must be submitted 3 months prior to start of leave                                                                                                               | No  | No | No | No  |
| 11/2/2026  | Deadline for ASPs to apply in writing for administrative educational leave and retraining leave (copies to dean and VPAA, VPSA where appropriate)                                                                                                       | No  | No | No | Yes |
| 11/2/2026  | Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications(copies to dean and VPAA)                                                                                                                                    | No  | No | No | Yes |

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| 11/2/2026  | Deadline for annually contracted faculty (with seniority number of 10 or more) to apply in writing for administrative educational leave and retraining leave for 2027/2028 (copies to dean and VPAA, VPSA where appropriate) | No  | No  | No  | Yes |
| 11/2/2026  | Tier 1 scheduling begins for Fall                                                                                                                                                                                            | No  | No  | No  | No  |
| 11/11/2026 | Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications                                                                                                                  | Yes | Yes | No  | No  |
| 11/11/2026 | Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications to deans                                                                                                              | No  | No  | No  | No  |
| 11/11/2026 | VPAA appoints ACF PBI Committee                                                                                                                                                                                              | No  | No  | No  | Yes |
| 11/11/2026 | Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester                                                                                                        | No  | No  | No  | No  |
| 11/12/2026 | Board of Trustees Meeting                                                                                                                                                                                                    | No  | No  | No  | Yes |
| 11/13/2026 | Summer Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required.                                                                              | No  | No  | No  | No  |
| 11/13/2026 | ACA Committee notifies President of reconsideration of final selection of recipients, if necessary                                                                                                                           | No  | No  | No  | Yes |
| 11/13/2026 | Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director                                                                                 | No  | No  | Yes | Yes |
| 11/13/2026 | Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair                                                                                            | No  | No  | Yes | Yes |
| 11/13/2026 | VPAA notifies faculty of summer pre-retirement assignment decision                                                                                                                                                           | No  | No  | No  | Yes |
| 11/18/2026 | Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee                | No  | No  | No  | Yes |
| 11/20/2026 | Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications to VPAA                                                                                                                   | Yes | No  | No  | Yes |

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|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| 11/20/2026 | Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment                                                                      | Yes | No  | No  | No  |
| 12/1/2026  | Course fee requests (new, change, or delete) due to VPAA from Deans via online submission                                                                                              | No  | No  | No  | Yes |
| 12/1/2026  | President notifies ACA recipients                                                                                                                                                      | No  | No  | No  | No  |
| 12/1/2026  | Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall                                                                  | No  | No  | No  | No  |
| 12/4/2026  | VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves                                                                                   | No  | No  | No  | No  |
| 12/7/2026  | Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall                                                         | No  | No  | No  | No  |
| 12/10/2026 | Sabbatical replacement costs due to VPAA                                                                                                                                               | No  | No  | No  | No  |
| 12/15/2026 | Dean issues decision on credit unit assignments from the allocated pool                                                                                                                | No  | No  | No  | No  |
| 12/15/2026 | Dean shall conduct a review of the department chair incumbent performance prior to December 15 of final year of the incumbents term of office per IGP 29.                              | No  | No  | No  | No  |
| 12/18/2026 | Course fee requests due to Presidents Council                                                                                                                                          | No  | No  | No  | Yes |
| 12/18/2026 | Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.                                                                     | No  | No  | No  | No  |
| 1/1/2027   | ACFs with four (4) annual evaluations as stated in the agreement who have not received a notice of non-renewal by January 1 will be issued a contract for the following academic year. | No  | No  | No  | Yes |
| 1/7/2027   | Board of Trustees materials due by noon                                                                                                                                                | No  | No  | No  | Yes |
| 1/15/2027  | Grade Appeal Committee Semester Report for fall due to CAA and CGS                                                                                                                     | Yes | No  | No  | Yes |
| 1/15/2027  | All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings                           | No  | Yes | Yes | No  |

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| 1/15/2027 | Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation                                                                               | No  | No  | No  | No  |
| 1/18/2027 | Faculty notifies VPAA of acceptance/rejection of sabbatical assignments                                                                                                                                    | No  | No  | Yes | No  |
| 1/20/2027 | Provost notifies faculty of sick leave policies                                                                                                                                                            | No  | No  | No  | Yes |
| 1/20/2027 | Fall class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. Due to VPAA | No  | No  | No  | No  |
| 1/21/2027 | Board of Trustees Meeting                                                                                                                                                                                  | No  | No  | No  | No  |
| 1/21/2027 | Tier 1 scheduling ends in Banner/Astra for fall                                                                                                                                                            | Yes | Yes | No  | No  |
| 1/22/2027 | * Tier 2 scheduling begins in Banner/Astra for fall                                                                                                                                                        | No  | Yes | No  | No  |
| 1/26/2027 | DPC submits retention, promotion, and tenure recommendations to chair                                                                                                                                      | No  | No  | No  | No  |
| 2/1/2027  | Dean shall make a recommendation regarding the reappointment of the incumbent chair to the Provost by February 1.                                                                                          | Yes | No  | No  | Yes |
| 2/1/2027  | Tier 2 scheduling ends in Banner/Astra for fall                                                                                                                                                            | Yes | Yes | No  | No  |
| 2/2/2027  | Tier 3 scheduling begins in Banner/Astra for fall                                                                                                                                                          | No  | No  | No  | No  |
| 2/2/2027  | Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)                                                | No  | No  | No  | No  |
| 2/2/2027  | Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair                                                                             | No  | No  | No  | No  |
| 2/3/2027  | CAA Invites nominations for designation of Faculty Laureate                                                                                                                                                | Yes | Yes | Yes | No  |
| 2/3/2027  | Draft IBHE program review due from deans to VPAA                                                                                                                                                           | No  | No  | No  | Yes |
| 2/4/2027  | Summer Research and Creative Activity Awards deadline                                                                                                                                                      | No  | No  | No  | No  |
| 2/5/2027  | Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs                                                              | No  | No  | No  | No  |

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| 2/5/2027  | Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty                                                          | No  | Yes | No  | No |
| 2/8/2027  | Deans consult with chairs about classroom visitation practices and procedures within their respective departments                                                       | Yes | No  | No  | No |
| 2/8/2027  | Eligible faculty submit PAI materials to chair for submission to DPC                                                                                                    | No  | No  | Yes | No |
| 2/9/2027  | Tier 3 scheduling ends in Banner/Astra for fall                                                                                                                         | No  | No  | No  | No |
| 2/9/2027  | Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair                                              | No  | No  | Yes | No |
| 2/10/2027 | Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date via online system     | No  | Yes | No  | No |
| 2/11/2027 | PAIs requiring summary statements of work, submit statement to Provost with copy to chair                                                                               | No  | No  | No  | No |
| 2/15/2027 | Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year                                                   | No  | No  | No  | No |
| 2/15/2027 | Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation                                            | No  | No  | Yes | No |
| 2/16/2027 | DPC submits PAI recommendations to chair                                                                                                                                | No  | No  | Yes | No |
| 2/16/2027 | DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair                                               | No  | No  | Yes | No |
| 2/17/2027 | Final faculty workloads and overload reports due from chair to dean, including final spring semester workloads based on official enrollment reports for spring semester | No  | Yes | No  | No |
| 2/19/2027 | Tier 1 scheduling begins in Banner/Astra for Spring                                                                                                                     | Yes | Yes | No  | No |
| 2/19/2027 | Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.                            | No  | Yes | No  | No |

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| 2/19/2027 | Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA                                                                                                                             | Yes | Yes | No  | No  |
| 2/23/2027 | Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean                                                                                      | No  | No  | No  | No  |
| 2/23/2027 | Chair provides PAI recommendations of DPC and Chair to faculty                                                                                                                                                                                                            | No  | Yes | No  | No  |
| 2/24/2027 | VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC                                                                                                                                                                         | No  | No  | No  | No  |
| 2/24/2027 | Deans report to VPAA on faculty teaching at other institutions via online system                                                                                                                                                                                          | No  | No  | No  | No  |
| 2/24/2027 | Final faculty workloads and overload reports due from dean to VPAA, including final spring semester workloads based on official enrollment reports for spring semester                                                                                                    | Yes | No  | No  | Yes |
| 2/26/2027 | Last day for approved CAA action on items to be included in the undergraduate catalog                                                                                                                                                                                     | Yes | Yes | No  | No  |
| 2/26/2027 | Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee                                                                                                                                                | No  | No  | Yes | No  |
| 3/1/2027  | Chairs notify deans of any planned changes to ACF multi-year contracts                                                                                                                                                                                                    | No  | No  | No  | No  |
| 3/1/2027  | Report to UPI changes in status of positions Units A & B                                                                                                                                                                                                                  | No  | No  | No  | No  |
| 3/2/2027  | Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair                                                                                                                                                                | No  | No  | Yes | No  |
| 3/4/2027  | Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administration | Yes | No  | No  | No  |
| 3/4/2027  | Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)                                                                                                                                                                                  | No  | Yes | No  | No  |

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| 3/5/2027  | UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member                                                                 | No | No  | No  | No |
| 3/5/2027  | Chair provides ACF evaluation materials to ACF Appeal Committee                                                                                                                                                           | No | Yes | No  | No |
| 3/5/2027  | Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty                                                                                                                    | No | No  | No  | No |
| 3/5/2027  | VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC                                                                                                                                        | No | No  | No  | No |
| 3/9/2027  | "DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI"                                                                                                               | No | No  | No  | No |
| 3/10/2027 | Deans notify VPAA of any planned changes to ACF multi-year contracts                                                                                                                                                      | No | No  | No  | No |
| 3/10/2027 | "Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI"                                                                                                        | No | Yes | No  | No |
| 3/11/2027 | Academic Success Center sends midterm grades                                                                                                                                                                              | No | No  | Yes | No |
| 3/12/2027 | "Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC" | No | No  | No  | No |
| 3/12/2027 | Deadline for withdrawing a multiple year ACF contract                                                                                                                                                                     | No | No  | No  | No |
| 3/21/2027 | Undergraduate Catalog made available to deans/directors/ departments for review                                                                                                                                           | No | No  | No  | No |
| 3/22/2027 | ACF appeal committee report sent to Chair, copy to Dean and VPAA                                                                                                                                                          | No | No  | Yes | No |

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| 3/24/2027 | "ACFs eligible for PBI and who did not achieve a 4th consecutive ""superior"" evaluation may submit PBI portfolio to department chair and also notify dean and VPAA"                    | No | No | No | No  |
| 3/25/2027 | Board of Trustees materials due by noon                                                                                                                                                 | No | No | No | Yes |
| 3/25/2027 | "UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA"    | No | No | No | No  |
| 3/26/2027 | Dean submits written PAI recommendations to VPAA, with copy to faculty member                                                                                                           | No | No | No | No  |
| 3/26/2027 | UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member                                               | No | No | No | No  |
| 3/26/2027 | Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee                                                                                                      | No | No | No | No  |
| 3/29/2027 | PAI recommendations submitted to UPC by VPAA                                                                                                                                            | No | No | No | No  |
| 3/30/2027 | Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty                                                                                    | No | No | No | No  |
| 3/31/2027 | Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2027-2028 appointment to appropriate dean, VPAA, and UPI Chapter President                    | No | No | No | No  |
| 3/31/2027 | VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)                                                                                                       | No | No | No | No  |
| 4/1/2027  | VPAA notifies faculty of 1st and 2nd, year retention decisions                                                                                                                          | No | No | No | No  |
| 4/1/2027  | Provost invites eligible faculty to serve on the ACA Committee                                                                                                                          | No | No | No | No  |
| 4/2/2027  | Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC | No | No | No | No  |

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| 4/2/2027  | VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule                        | No | No | No | No  |
| 4/5/2027  | Tenured faculty not applying for promotion and/or applying for a PAI with summary must also provide chairs with supporting material for annual evaluation.                        | No | No | No | No  |
| 4/6/2027  | Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI                                                                        | No | No | No | No  |
| 4/7/2027  | Reissue Section Size Minima Memo                                                                                                                                                  | No | No | No | No  |
| 4/8/2027  | Board of Trustees meeting                                                                                                                                                         | No | No | No | Yes |
| 4/8/2027  | UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA        | No | No | No | No  |
| 4/9/2027  | Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI                                                         | No | No | No | No  |
| 4/9/2027  | Tentative summer faculty workload reports due from deans to Director of Summer School                                                                                             | No | No | No | No  |
| 4/14/2027 | Revised Undergraduate Catalog materials due to VPAA                                                                                                                               | No | No | No | No  |
| 4/14/2027 | Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty                                                                                | No | No | No | No  |
| 4/15/2027 | ASPs who elect to count previous years of service at the University toward a twoyear appointment must notify the appropriate vice president in writing                            | No | No | No | No  |
| 4/15/2027 | Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair | No | No | No | No  |
| 4/15/2027 | ACFs who have not received a notice of non-renewal by April 15 will be issued a contract for the academic year.                                                                   | No | No | No | Yes |
| 4/15/2027 | Tentative workload reports due from chairs to deans; opportunity for faculty consultation required                                                                                | No | No | No | No  |

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| 4/9/2027  | VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions                                       | No  | No  | No  | Yes |
| 4/16/2027 | UPC submits PAI recommendations to VPAA, copy to faculty                                                                                    | No  | No  | No  | No  |
| 4/16/2027 | VPAA provides PBI portfolios to ACF PBI Committee                                                                                           | No  | No  | No  | No  |
| 4/16/2027 | VPAA appoints ASP PBI Committee                                                                                                             | No  | No  | No  | No  |
| 4/16/2027 | Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester                       | No  | No  | No  | No  |
| 4/21/2027 | Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring                     | No  | Yes | No  | No  |
| 4/21/2027 | Last day for catalog revisions to be updated in Caalog by the associate deans, Registrar, and Office of Academic Affairs                    | No  | No  | No  | No  |
| 4/23/2027 | Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC                                                | No  | No  | Yes | No  |
| 4/23/2027 | ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty                                                     | No  | No  | Yes | No  |
| 4/23/2027 | Tentative workload reports due from deans to VPAA                                                                                           | Yes | No  | No  | No  |
| 4/23/2027 | ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations | No  | No  | No  | No  |
| 4/26/2027 | Notice of Summer Appointments to be sent to Deans' Offices                                                                                  | No  | No  | No  | No  |
| 4/26/2027 | Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring                       | No  | No  | No  | No  |
| 4/30/2027 | Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee                 | No  | No  | No  | No  |
| 4/30/2027 | UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA                             | No  | No  | Yes | No  |
| 4/30/2027 | ACF requests reconsideration of negative PBI Committee recommendation                                                                       | No  | No  | No  | No  |

|           |                                                                                                                                                                                                                             |     |     |     |     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| 5/4/2027  | Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president                                                                         | Yes | Yes | No  | No  |
| 5/5/2027  | Chairs/Coordinators review listings of regular graduate faculty, associate and adjunct graduate faculty to determine renewals for new and 5th year status and prepare nominations                                           | Yes | Yes | No  | No  |
| 5/5/2027  | Spring EWP submissions due for students                                                                                                                                                                                     | No  | No  | No  | No  |
| 5/5/2027  | ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty                                                                                                                             | No  | No  | No  | Yes |
| 5/6/2027  | VPAA notifies faculty in writing of PAI decisions                                                                                                                                                                           | No  | No  | No  | Yes |
| 5/7/2027  | Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY                                                                                                               | Yes | No  | No  | No  |
| 5/7/2027  | Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester                                                                                                         | No  | Yes | Yes | No  |
| 5/7/2027  | VPAA notifies annually contracted faculty of PBI results                                                                                                                                                                    | No  | No  | No  | Yes |
| 5/10/2027 | Deans/directors provide retention evaluations to ASP, when necessary, to VPAA                                                                                                                                               | No  | No  | No  | No  |
| 5/14/2027 | Spring EWP ratings due for faculty                                                                                                                                                                                          | No  | No  | No  | No  |
| 5/17/2027 | ASPs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to supervisor and also notify dean and VPAA                                                                  | No  | No  | Yes | No  |
| 5/21/2027 | Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP                                                                                                                   | No  | No  | No  | No  |
| 5/27/2027 | Board of Trustees report materials due by noon                                                                                                                                                                              | No  | No  | No  | Yes |
| 5/27/2027 | Dean/director submits written recommendations on ASP PBI portfolios, where necessary; copy to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.) | Yes | No  | No  | No  |
| 5/28/2027 | VPAA provides materials to ASP PBI Committee                                                                                                                                                                                | No  | No  | No  | Yes |
| 6/1/2027  | ASP Work Plan due to ASP, copy to VPAA                                                                                                                                                                                      | No  | No  | No  | No  |
| 6/3/2027  | PBI Committee provides recommendations to VPAA, copy to ASP                                                                                                                                                                 | No  | No  | No  | No  |

|           |                                                                                                                                                              |     |     |     |     |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| 6/4/2027  | Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty                      | Yes | Yes | No  | Yes |
| 6/4/2027  | Grade Appeal Committee Semesterly Report for spring due to CAA and CGS                                                                                       | No  | No  | No  | No  |
| 6/10/2027 | ASPs request reconsideration if PBI Committee recommendation is negative                                                                                     | No  | No  | Yes | No  |
| 6/10/2027 | Board of Trustees meeting                                                                                                                                    | No  | No  | No  | Yes |
| 6/11/2027 | Final IBHE program reviews due from Deans to VPAA                                                                                                            | No  | No  | No  | Yes |
| 6/13/2027 | Board of Trustees Retreat                                                                                                                                    | No  | No  | No  | Yes |
| 6/14/2027 | PBI Committee provides ASP with results of reconsideration; and copy to VPAA                                                                                 | No  | No  | Yes | No  |
| 6/15/2027 | Appropriate vice president provides each ASP with retention decision                                                                                         | No  | No  | No  | Yes |
| 6/15/2027 | Appropriate vice president provides each ASP with PBI decision                                                                                               | No  | No  | No  | Yes |
| 6/30/2027 | Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential | Yes | No  | No  | No  |
| 7/1/2027  | Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.                                           | Yes | No  | No  | No  |
| 7/1/2027  | Request adjuncts for fall can be entered into the online PAR system                                                                                          | No  | Yes | No  | No  |
| 7/2/2027  | Deans forward list of student complaints to VPAA                                                                                                             | Yes | No  | No  | Yes |
| 7/7/2027  | Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments                                                                       | Yes | No  | No  | No  |
| 7/10/2027 | Final Summer faculty workload reports due to VPAA /academic Services and Operations                                                                          | Yes | No  | No  | No  |
| 7/31/2027 | Deans/directors submit A&P direct report evaluations to VPAA                                                                                                 | Yes | No  | No  | No  |
| 7/31/2027 | Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.                                           | Yes | No  | No  | No  |

