

## Evaluation and Reappointment of Tenure-Track Faculty Calendar for the 2025-2026 Academic Year

Development and Evaluation of Tenure-Track Faculty, [AA/PPS 04.02.01](#)

Due Date	Responsible Party	Recipient	Action / Description
9/30/25	Chair/Director	Departmental / School Personnel Committee	Notify Departmental/School Personnel Committee of tenure-track faculty in their 2nd or subsequent contract year under review.
9/1/25 – 1/31/26	Tenure-Track Faculty	Faculty Qualifications	Enter annual activities and accomplishments into Faculty Qualifications for review.
10/1/25	Faculty & Academic Resources	Watermark Faculty Success Administrator	Provide list of tenure-track faculty scheduled for review via Faculty Qualifications.
12/1/25	Chair/Director	Watermark Faculty Success Administrator	Provide list of Departmental/School Personnel Committee members conducting reviews.
12/15/25	All Faculty	Faculty Qualifications System	Faculty Qualifications system opens for faculty to begin uploading review materials.
1/31/26	All Faculty	Faculty Qualifications System	Final deadline to submit required materials for review.
2/1/26	Chair/Director	Faculty	The evaluation and reappointment process begins. The Chair/Director must verify that materials in Faculty Qualifications are complete.
2/1/26 – 3/31/26	Chair/Director & Personnel Committee	Internal	The Chair/Director and Departmental/School Personnel Committee review faculty materials and meet to discuss reappointment recommendations.
3/15/26	Chair/Director & Personnel Committee	3rd-Year Tenure-Track Faculty	Conduct formal 3rd-year summative review to assess progress toward tenure.
4/1/26	Chair/Director	Dean	The Chair/Director submits recommendations for reappointment in Faculty Qualifications. The recommendation may be "Reappoint for One Year" or "Reappoint with Terminal Contract effective May 31 of the next academic year"
4/11/26	Chair/Director	Tenure-Track Faculty	Notify faculty in writing of reappointment decisions, including "Reappoint" or "Reappoint with Terminal Contract."
4/18/26	Dean	Provost	The Dean review evaluations and submits recommendations in Faculty Qualifications.
5/31/26	Provost	Faculty	Issue notices of terminal contracts, if applicable. Employment continues through May 31 of the next academic year.

**All submissions and feedback are managed through the Faculty Qualifications System.**

### *Additional Notes:*

- 3rd-Year Review: A formal summative review must occur in the third year to assess progress toward tenure (distinct from standard annual evaluations).
- Terminal Contracts: Issued if faculty are not reappointed beyond the current cycle; employment continues for one final year.

*Provost and Executive VPAA/Faculty and Academic Resources*