

CONTINUATION/TENURE REVIEW ACTIVITY SCHEDULE FIRST YEAR THROUGH THIRD YEAR PROBATIONARY SERVICE SPRING 2025

Office of the Provost
(This schedule is subject to change or modification as necessary)

DEADLINE	ACTION
Before the end of the Fall semester and no later than (NLT) December 6, 2024	Department Chair should notify tenure-track faculty members who are in their first, second, or third year of probationary tenure-track status to begin preparing their portfolio.
NLT January 22, 2025	First-, second- and third-year probationary faculty members submit completed portfolios to Watermark.
NLT January 23	Watermark opens for Department Continuation Committee review.
NLT February 6	Chair of the Departmental Continuation Committee posts recommendations to Watermark and provides a copy of the recommendation to faculty members directly.
NLT February 7	Watermark opens for Department Chair review.
NLT February 21	Department Chair posts recommendations to Watermark and provides a copy of the recommendation to faculty members directly.
NLT February 24	Watermark opens for College Continuation Committee review.
NLT March 10	Chair of the College Continuation Committee posts recommendations to Watermark and provides a copy of the recommendation to the faculty member outside of Watermark.
NLT March 11	Watermark opens for College Dean reviews.
NLT March 25	College Dean decides for or against continuation and posts the decision in Watermark. The College Dean notifies the faculty member and the Provost of the decision.
NLT March 26	Continuation Review Documents are moved to the Provost Office section in Watermark.
NLT April 23	Faculty who wish to appeal the continuation decision must submit a letter of appeal to the Provost.
NLT April 24	Provost forwards the appealed continuation portfolio and recommendations to the Faculty Appeals Advisory Committee, if applicable.
NLT May 8	Faculty Appeals Advisory Committee forwards the appealed continuation portfolio and recommendations to the Provost, if applicable.
NLT May 9	Faculty Appeals Hearing Committee and appealed probationary faculty members are notified of the appeal hearing, if applicable. <i>*Formal hearings, if recommended, will be held in Fall 2025</i>