

The University of Toledo Academic Personnel Calendar 2024-2025

Faculty Return: August 19, 2024 | First Day of Class: August 26, 2024

Materials To	Sabbatical Leave Application	Tenure &/or Promotion	Pre-Tenure Evaluation Years 1 & 2 Renewal	Pre-Tenure Evaluation years 3, 4, & 5	Five-Year Post-Tenure Professional Assessment	Emeritus Review Fall Term	Emeritus Review Spring Term	ARPA Workload Evaluation of T/TT	ARPA Evaluation of Lecturers	Outside Employment Form
Faculty submission	Sept 23, 11:59p.m.	Aug. 30, 11:59p.m. Dept chair uploads ref. letters by Sept 6 and forwards to DPC.	Jan 16, 11:59p.m.	Sep. 12, 11:59p.m.	Nov 4, 11:59p.m.			Sept 23, 11:59p.m.	Jan 14, 11:59p.m.	*** Aug. 30 Deadline for Annual Reporting. Activities that occur after deadline should be submitted immediately Due to: academicfinanceandfacultyadmin@utoledo.edu
<b>Department Personnel Committee (DPC)</b> Receive Dossier Share with Faculty Forward Dossier*		Sept. 6, 2024 Sept. 23, 2024 Oct. 1, 2024	Jan. 17, 2025 Jan. 31, 2025 Feb. 10, 2025	Sept. 13, 2024 Sept. 27, 2024 Oct. 7, 2024	Nov. 5, 2024 Dec. 5, 2024 Dec. 13, 2024					
<b>Department Chair</b> Receive Dossier Share with Faculty Forward Dossier*	Sept. 24, 2024 Oct. 1, 2024 Oct. 1, 2024	Oct. 1, 2024 Oct. 16, 2024 Oct. 24, 2024	Feb. 10, 2025 Feb. 20, 2025 Feb. 28, 2025	Oct. 7, 2024 Oct. 22, 2024 Oct. 30, 2024	Dec. 13, 2024 Jan. 14, 2025 Jan. 23, 2025			Sept. 24, 2024 Oct. 16, 2024 Oct. 24, 2024	Jan. 15, 2025 Feb. 12, 2025 Feb. 20, 2025	
<b>College Committee on Academic Personnel or COMLS APT Committee or CHHS AP Committee</b> Receive Dossier Share with Faculty Forward Dossier*		Oct. 24, 2024 Nov. 7, 2024 Nov. 18, 2024		Oct. 30, 2024 Nov. 14, 2024 Nov. 22, 2024	Jan. 23, 2025 Feb. 18, 2025 Feb. 26, 2025					
<b>College Dean</b> Receive Dossier Share with Faculty Forward Dossier*	Oct. 1, 2024 Oct. 21, 2024 Oct. 21, 2024	Nov. 18, 2024 Dec. 5, 2024 Dec. 13, 2024	Feb. 28, 2025 Mar. 12, 2025 Mar. 20, 2025	Nov. 22, 2024 Dec. 13, 2024 Jan. 21, 2025	Feb. 26, 2025 Mar. 18, 2025 Mar. 26, 2025			Oct. 24, 2024 Nov. 18, 2024 Nov. 26, 2024	** Feb. 20, 2025 Mar. 17, 2025 Mar. 25, 2025	
<b>University Committee on Academic Personnel (UCAP) ****</b> Receive Dossier Share with Faculty Forward Dossier*		Dec. 13, 2024 Jan. 31, 2025 Feb. 10, 2025	*** Mar. 20, 2025 Mar. 28, 2025 Apr. 7, 2025	Jan. 21, 2025 Feb. 7, 2025 Feb. 17, 2025						
<b>University Committee on Sabbaticals (UCS)</b> Receive Dossier Share with Faculty Forward Dossier*	Oct. 21, 2024 Nov. 12, 2024 Nov. 12, 2024									
<b>Provost</b> Receive Dossier Share with Faculty Forward Dossier*	Nov. 12, 2024 Nov. 27, 2024 Nov. 27, 2024	Feb. 10, 2025 Feb. 28, 2025 Mar. 10, 2025	Apr. 7, 2025 Apr. 16, 2025 Apr. 24, 2025	Feb. 17, 2025 Mar. 28, 2025 Apr. 7, 2025	Mar. 26, 2025 Apr 18, 2025 Apr 28, 2025	Oct. 7, 2024 n/a Oct. 25, 2024	Apr. 1, 2025 n/a Apr. 14, 2025			
<b>President</b> Receive Dossier Share with Faculty Forward Dossier	Nov. 27, 2024 after the BOT meeting	Mar. 10, 2025 Mar. 31, 2025	*** Apr. 24, 2025 May 6, 2025	Apr. 7, 2025 May 1, 2025		Oct. 25, 2024 Nov. 18, 2024	Apr. 14, 2025 April 30, 2025			
<b>BOT Academic and Student Affairs Committee Meeting</b>	Feb 2025 BOT	April, 2025 BOT				Dec, 2024 BOT	June, 2025 BOT			

\*According to the UT-AAUP Collective Bargaining Agreement (9.2.3.6) with the tenured/tenure-track faculty, "forwarding of the dossier to the next level shall not occur until the five (5) day reconsideration timeline has expired." In order to provide a five-day window in which to request reconsideration as provided by the CBA, all evaluations must be completed at least five (5) days prior to forwarding the dossiers to the next evaluator. COM&LS &CHHS Faculty undergoing the ATP process are excluded from this process.

\*\*According to the UT-AAUP Collective Bargaining Agreement (9.4.5.1) with the lecturers, lecturers 'must receive their evaluation review approved by the Dean no later than the last day of March.'

\*\*\*According to the UT-AAUP Tenured/Tenure Track Collective Bargaining Agreement (9.2.3.1) used ONLY if non-renewal recommendation by the Dean.

\*\*\*\* The COM&LS is excluded from going through UCAP for promotion and/or tenure applications. COMLS-Faculty covered under the Faculty Rules and Regulations (2015) are renewed annually, July to June, with notifications of contract renewal in early May; notifications of non-renewals are outlined in the Rules and Regulations.

\*\*\*\*\* Annual Outside Employment and Activities Report per Article 16 for Tenured, Tenure-track and College of Law; Article 26 for Lecturers, faculty must report outside professional activities annually through the [AAUP-Outside Employment and Activities Report](#)