

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 and non-AAUP full time faculty	Workloads	Outside Employment Form
Faculty submission	Sept. 16, 11:59p.m.	Sept. 4, 11:59p.m. Dept chair uploads ref. letters by Sept 10 and forwards to DPC.	Jan. 20, 11:59p.m.	Sep. 15, 11:59p.m.	Nov. 2, 11:59p.m.			Sept. 21, 11:59p.m.		Jan. 20 *** Deadline for Annual Reporting. Submit the outside employment and activities form to dept chair. Employment and Activities that occur after the deadline should be submitted immediately.
Dept. Personnel Committee (DPC) Receive case Share w. Faculty Forward case*		Sept. 10, 2026 Sept. 22, 2026 Sept. 30, 2026	Jan. 21, 2027 Feb. 2, 2027 Feb. 10, 2027	Sept. 16, 2026 Oct. 2, 2026 Oct. 12, 2026	Nov. 3, 2026 Nov. 23, 2026 Dec. 4, 2026					
Department Chair Receive case Share with Faculty Forward case*	Sept. 17, 2026 Oct.1,2026 Oct. 1, 2026	Sept. 30, 2026 Oct. 16, 2026 Oct. 28, 2026	Feb. 10, 2027 Feb. 23, 2027 Mar. 3, 2027	Oct. 12 2026 Oct. 29, 2026 Nov.6, 2026	Dec. 4, 2026 Jan. 20, 2027 Jan. 28, 2027			Sept. 22, 2026 Oct. 16, 2026 Oct. 19, 2026	Post Dec. 1, 2026 Forward Dec. 8, 2026	Review outside employment form and forward to Dean by Jan. 26, 2026
College Committee on Academic Personnel or CHHS AP Committee Receive case Share w. Faculty Forward case*		Oct. 28, 2026 Nov. 10, 2026 Nov. 19, 2026		Nov. 6, 2026 Nov. 24, 2026 Dec. 7, 2026	Jan. 28, 2027 Feb. 15, 2027 Feb. 23, 2027					
College Dean Receive case Share w. Faculty Forward case*	Oct. 1, 2026 Oct. 21, 2026 Oct. 21, 2026	Nov. 19, 2026 Dec. 4, 2026 Dec. 14, 2026	Mar. 3, 2027 Mar. 16, 2027 Mar. 24, 2027	Dec.7, 2026 Jan. 20, 2027 Jan. 28, 2027	Feb. 23, 2027 Mar. 15, 2027 Mar. 23, 2027			Oct. 19, 2026 Nov. 30, 2026	Dec. 8. 2026 Jan. 28, 2027	Due to: academicfinanceandfacultyad min@utoledo.edu by Feb. 5, 2026
University Committee on Academic Personnel (UCAP) Receive case Share w. Faculty Forward case*		Dec. 14, 2026 Feb. 4, 2027 Feb. 12, 2027	** Mar. 24, 2027 Mar. 26, 2027 Apr. 3, 2027	Jan. 28, 2027 Feb. 12, 2027 Feb. 22, 2027						
University Committee on Sabbaticals (UCS) Receive case Share w. Faculty Forward case*	Oct. 21, 2026 Nov. 10, 2026 Nov. 10, 2026									
Provost Receive case Share w. Faculty Forward case*	Nov. 10, 2026 Nov. 24, 2026 Nov. 24, 2026	Feb. 12, 2027 Mar. 9, 2027 Mar. 17, 2027	Apr. 5, 2027 Apr. 14, 2027 Apr. 22, 2027	Feb. 22, 2027 Mar. 22, 2027 Mar. 30, 2027	Mar. 23, 2027 Apr. 13, 2027	Oct. 6, 2026 n/a Oct. 23, 2026	Apr. 1, 2027 n/a Apr. 14, 2027	Dec 1, 2026 ****	Jan. 28, 2027	
President Receive case Share with Faculty	Nov. 24, 2026 after the BOT meeting	Mar. 17, 2027 Apr. 9, 2027	** Apr. 22, 2027 Apr. 26, 2027	Mar. 30, 2027 Apr. 19, 2027		Oct. 23, 2026 Nov. 17, 2026	Apr. 14, 2027 Apr. 30, 2027			
BOT Academic and Student Affairs Committee Meeting	Mar 2027 BOT	June, 2027 BOT				Dec, 2026 BOT	June, 2027 BOT			

* According to the UT-AAUP Collective Bargaining Agreement with the tenured/tenure-track faculty (Article 9.2.3.6), "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) workdays prior to forwarding the dossiers to the next evaluator. ** According to the UT-AAUP Collective Bargaining Agreement with the tenured, tenure-track faculty (Article 9.2.3.1) used ONLY if non-renewal recommendation by the Dean.*** Annual Outside Employment and UT-AAUP Tenured, Tenure-track Collective Bargaining Agreement (Article 16), tenured, tenure-track faculty must report outside professional activities annually through the [AAUP-Outside Employment and Activities Report](#)
**** Only forwarded to the provost if the Dean disagrees with the department chair's recommendation.