

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	Outside Employment Form
Faculty submission	Sept. 15, 11:59p.m.	Aug. 29, 11:59p.m. Dept chair uploads ref. letters by <b>Sept 5</b> and <b>forwards to DPC</b> .	Jan. 20, 11:59p.m.	Sep. 15, 11:59p.m.	Nov. 3, 11:59p.m.			Jan. 20, 11:59p.m.	<b>Jan. 20 ***</b> 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.
<b>Department Personnel Committee (DPC)</b> Receive Dossier Share with Faculty Forward Dossier*		Sept. 5, 2025 Sept. 22, 2025 Sept. 30, 2025	Jan. 21, 2026 Feb. 2, 2026 Feb. 10, 2026	Sept. 16, 2025 Oct. 3, 2025 Oct. 15, 2025	Nov. 4, 2025 Nov. 21, 2025 Dec. 4, 2025				
<b>Department Chair</b> Receive Dossier Share with Faculty Forward Dossier*	Sept. 16, 2025 Oct. 1, 2025 Oct. 1, 2025	Sept. 30, 2025 Oct. 17, 2025 Oct. 27, 2025	Feb. 10, 2026 Feb. 23, 2026 Mar. 3, 2026	Oct. 15, 2025 Oct. 30, 2025 Nov. 7, 2025	Dec. 4, 2025 Jan. 20, 2026 Jan. 28, 2026			Jan. 21, 2026 Feb. 16, 2026 Feb. 24, 2026	Review outside employment form and forward to Dean by <b>Jan. 26, 2026</b>
<b>College Committee on Academic Personnel or CHHS AP Committee</b> Receive Dossier Share with Faculty Forward Dossier*		Oct. 27, 2025 Nov. 10, 2025 Nov. 19, 2025		Nov. 7, 2025 Nov. 25, 2025 Dec. 8, 2025	Jan. 28, 2026 Feb. 16, 2026 Feb. 24, 2026				
<b>College Dean</b> Receive Dossier Share with Faculty Forward Dossier*	Oct. 1, 2025 Oct. 21, 2025 Oct. 21, 2025	Nov. 19, 2025 Dec. 5, 2025 Dec. 15, 2025	Mar. 3, 2026 Mar. 16, 2026 Mar. 24, 2026	Dec. 8, 2025 Jan. 20, 2026 Jan. 28, 2026	Feb. 24, 2026 Mar. 16, 2026 Mar. 24, 2026			Feb. 24, 2026 Mar. 31, 2026	<b>Due to:</b> <b>academicfinanceandfacultyadmin@utoledo.edu</b> <b>by</b> <b>Feb. 6, 2026</b>
<b>University Committee on Academic Personnel (UCAP)</b> Receive Dossier Share with Faculty Forward Dossier*		Dec. 15, 2025 Feb. 2, 2026 Feb. 10, 2026	** Mar. 24, 2026 Mar. 26, 2026 Apr. 3, 2026	Jan. 28, 2026 Feb. 13, 2026 Feb. 23, 2026					
<b>University Committee on Sabbaticals (UCS)</b> Receive Dossier Share with Faculty Forward Dossier*	Oct. 21, 2025 Nov. 10, 2025 Nov. 10, 2025								
<b>Provost</b> Receive Dossier Share with Faculty Forward Dossier*	Nov. 10, 2025 Nov. 25, 2025 Nov. 25, 2025	Feb. 10, 2026 Mar. 9, 2026 Mar. 17, 2026	Apr. 3, 2026 Apr. 14, 2026 Apr. 22, 2026	Feb. 23, 2026 Mar. 23, 2026 Mar. 31, 2026	Mar. 24, 2026 Apr. 13, 2026 Apr. 21, 2026	Oct. 6, 2025 n/a Oct. 24, 2025	Apr. 1, 2026 n/a Apr. 14, 2026		
<b>President</b> Receive Dossier Share with Faculty	Nov. 25, 2025 after the BOT meeting	Mar. 17, 2026 Apr. 10, 2026	** Apr. 22, 2026 Apr. 24, 2026	Mar. 31, 2026 Apr. 20, 2026		Oct. 24, 2025 Nov. 17, 2025	Apr. 14, 2026 Apr. 30, 2026		
<b>BOT Academic and Student Affairs Committee Meeting</b>	<b>Feb/Mar 2026 BOT</b>	<b>April, 2026 BOT</b>				<b>Dec, 2025 BOT</b>	<b>June, 2026 BOT</b>		

\* 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](#)

**\*\*\*Academic Personnel Calendar subject to change due to the Senate Bill 1 legislation.**