

## IMPORTANT DATES/DEADLINES FOR THE 2024-2025 ACADEMIC YEAR

*Article 31. H. All contractual deadlines that occur on a Saturday, Sunday, or when the University's administrative offices are closed, shall be extended to the next regular business day.*

DATE	RELATED CBA ARTICLE/POLICY/ PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
<b>August 2024</b>			
1	Article 29.B.1.a. Retrenchment	Notice of possibility of retrenchment due to changes in finances that may occur effective at the end of the subsequent academic year.	President to Local and State M&D
1		Provost provides language for Title IX reporting requirements for course syllabus.	Provost message to all faculty
5	Semester Information	Fall 2024 Term Bills Due	
15	Semester Information	Deadline to submit applications for December and January graduation.	
15	Article 11.1.3. Appointment of Faculty	If a temporary faculty member's assigned workload is cancelled fewer than seven (7) business days before the start of the semester, this triggers payment into a professional development fund.	Provost to Impacted department/s
19	Calendar	Council of Chairs and Program Directors Retreat	Chairs & Program Directors
19-20	Academic Calendar	New Faculty Orientation	
21	Academic Calendar	Faculty Department Meetings	
21	Academic Calendar	University General Meeting	
22-25	Academic Calendar	Fall Welcome Week	
23		New Student Convocation	
26	Academic Calendar	First Day of Classes for Fall 2024 Semester	
26	Semester Information	Satisfactory/Unsatisfactory option begins for the fall semester.	
29	Timeline for Promotion Applicants	University-wide Promotion (UwPC) co-chairs meet with the President and Provost to discuss numbers.	UwPC co-chairs with President and Provost
31	Article 12.J.2.i. Performance Review	Provide an annual report of awards in recognition for cultural taxation.	Provost to Local and State APSCUF
31	Article 23.A.1.d. Workload and Workload Equivalents	Provide a report identifying all faculty that teach a combination of graduate and undergraduate courses for the preceding year (fall, winter, spring, summer).	Provost to Local and State APSCUF
31	Article 23.H. Workload and Workload Equivalents	Provide an annual report of workload equivalents not identified in the CBA for the preceding year (fall, winter, spring, summer).	Provost to Local and State APSCUF
<b>September 2024</b>			
2	Academic Calendar	Labor Day   University Closed	
3	Semester Information	Last day to drop/add classes for all students in Part of Term 1.	
4	Semester Information	Withdrawal from courses with "W" grade begins for all students online for Part of Term 1.	

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
5	Timeline for Promotion Applicants	Kick-Off Meeting for the University-wide Promotion Committee (UwPC) & Promotion Application Workshop.	UwPC and Promotion applicants
6	SU Guidelines for Granting Sabbatical Leave	Deadline to submit an application for sabbatical for the 2025-2026 AY.	Sabbatical applicants
6	SU Sabbatical Leave Process/Procedures	The co-chairs of the Sabbatical Leave Committee (SLC) notifies the SLC, department chairpersons, and deans/appropriate managers of those faculty members who are applying for sabbatical leave.	SLC co-chairs to the SLC, deans/appropriate managers
9	Semester Information	Satisfactory/Unsatisfactory option ends at 4:30 PM.	
16		Fall Student Census/Freeze	IR
16		Composition of DPAC/Election of DPAC Chair	
18		Educational & Administrative Equipment Requests are due from department chairs.	Chairs to Deans
19	SU Sabbatical Leave Process/Procedures	The Sabbatical Leave Committee forwards a ranked list of faculty members applying for sabbatical leave to the SLC co-chairs.	SLC to SLC co-chairs
20	SU Sabbatical Leave Process/Procedures	The Sabbatical Leave Committee reviews applications, creates a ranked list, and notifies applicants of their initial ranking.	SLC to Sabbatical applicants
20		Preliminary Fall Census Numbers Available	IR
23	Article 12.F.7.a.1. Performance Review	<b>SPRING HIRES:</b> DPAC evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> evaluation.	DPAC to Chair
23 - 28		<a href="#">Diversity Week</a>	Diversity & Inclusion
24	Semester Information	Deadline for grade changes and grade appeals for spring 2024 and summer 2024.	
24	Calendar	Annual State of the University Address 2024	President
30	Article 12.F.5.c. Performance Review	<b>SPRING HIRES:</b> In the case of a <i>formative</i> evaluation for <b>1st year probationary faculty members</b> , the department chairperson, department evaluation committee, and the faculty members shall provide notice to the dean/appropriate manager and the President that the formative evaluation for the 1st year probationary faculty member has occurred. This notice shall include a statement indicating renewal.	DPAC and Chair to Dean/appropriate manager and President cc: Provost
30	Article 12.F.7.b.1. Performance Review	<b>SPRING HIRES:</b> Department chair evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> evaluation.	Chair to Dean
<b>October 2024</b>			
1	Article 15.C.1. Tenure	Send a notice to all <b>fifth year probationary tenure-track faculty members</b> that they have until December 31 of that year to apply for tenure. Copies of this letter to the appropriate department chairperson, Dean, and Provost.	President to 5th-year Probationary Faculty, Chair, Dean, Provost
1	Article 15.2. Tenure	<b>FOR SPRING HIRES:</b> The recommendation of the DPAC and the chair shall be completed NLT October 1, and by that date, the department chair shall submit the full list provided by the DPAC, together with their recommendation, in writing, with respect to each applicant, to the dean/appropriate manager and a copy of the full list to the President.	Chair to Dean/appropriate manager cc: President

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
1	Article 11. H.1. Appointment of Faculty	Department recommendation to President to convert a temporary position into a regular full-time position.	Department to President
1	SU Sabbatical Leave Process/Procedures	Deadline for faculty members to appeal their sabbatical ranking	Sabbatical applicants
2		Educational & Administrative Equipment Requests from college deans/division managers are due.	Deans/Division Managers to Provost
4	SU Sabbatical Leave Process/Procedures	The Sabbatical Leave Committee will hold its meeting for applicants appealing their ranking and notify the applicants of their decision.	SLC to Sabbatical applicants
7	Article 18.A.12.b. Leaves of Absence	The Sabbatical Leave Committee will provide the President (copying the Provost and APSCUF President) with the rankings (at least (8) months before the leave is to commence).	SLC to President cc: Provost & APSCUF President
10	Article 6.F. Department Chairperson	Beginning with the fall 2024 semester, and every semester thereafter, meeting with the Provost, all department chairs, and the local APSCUF President to discuss issues related to responsibilities and expectations of department chairs and assistant chairs. October 10 is a CCPD meeting.	Provost meeting w/Chairs & Local APSCUF
11	Academic Calendar	Fall Break Begins 4:00 PM	
11	Semester Information	Early Warning grades due online at 4:00 PM	
16	Academic Calendar	Classes Resume 8:00 AM	
16 - 25	Article 12 Performance Review	Student Feedback (formerly Student Evaluations) Volunteer Sign-Up Survey is open for the fall 2024 semester for faculty members who would like to volunteer for student feedback in their courses.	Faculty
21	Semester Information	Graduate scheduling begins for the spring semester.	
21	Article 15.3. Tenure	<u>FOR SPRING HIRES</u> : The dean/appropriate manager will submit their recommendation along with the application and supporting materials to the University-wide Tenure committee.	Dean/appropriate manager to UwTC
28	Semester Information	Undergraduate scheduling begin for spring (initial appointments).	
30	Article 12.F.7.c.1. Performance Review	<u>SPRING HIRES</u> : Dean/appropriate manager evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> written evaluation.	Dean/appropriate manager to Provost
30	Article 29.B.3.d. Retrenchment	Notice of retrenchment given to tenured faculty members.	President to Local and State M&D
<b>November 2024</b>			
1	Article 6.B.6. Department Chairperson	An annual report shall be provided that contains the following information: Department, name of chairperson, name of assistant chairperson if applicable, percent of workload equivalent of chairperson/assistant chairperson, headcount, and FTE.	Provost to Local and State APSCUF
1	Article 12.F.6.a.2. Performance Review	DPAC evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members</b> .	DPAC to Chair
1	Article 12.F.7.a.2	<u>SPRING HIRES</u> : DPAC evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members</b> .	DPAC to Chair
1	Article 12.H.2.a. Performance Review	DPAC evaluations due for <b>temporary faculty members</b> hired for the <i>fall semester only</i> .	DPAC to Chair

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
1	Article 16.B.3. Promotions/Timeline for Promotion Applicants	Last day for faculty members to submit a letter of intent to apply for promotion to the UwPC, the Department Chairperson, the Departmental Promotion Committee Chairperson, and the appropriate Dean.	Promotion applicants to UwPC, Chair, Dean/appropriate manager
1	Article 29.A.1.a. Retrenchment	Annualized budget documents are due NLT November 1 in the calendar year prior to the August 1 notice of possibility of retrenchment due to changes in finances.	Provost to Local Meet & Discuss
1	Article 29.A.2. Retrenchment	Report of program array or course offerings considered for a reduction due NLT November 1 prior to the April 1 notice of possibility of retrenchment due to program curtailment or elimination of courses.	Provost to Local Meet & Discuss
1	Article 29.A.3. Retrenchment	Report of duties of services in consideration for elimination provided by faculty with responsibilities that lie outside the classroom due NLT by November 1 prior to the April 1 notice of possibility of retrenchment for elimination of duties or services.	Provost to Local Meet & Discuss
1	Article 29.M. Retrenchment	Provide faculty seniority list.	Human Resources to Local and State APSCUF and Chairs
4	Semester Information	Final day for withdrawal from classes with "W" grade for Part of Term 1.	t D
8	Article 12.F.6.b.2. Performance Review	Department chair evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members.</b>	Chair o ean
8	Article 12.F.7.b.2. Performance Review	<u>SPRING HIRES</u> : Department chair evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members.</b>	Chair o ean
8	Article 12.H.2.b. Performance Review	Department chair evaluations due for <b>temporary faculty members</b> hired for the <i>fall semester only</i> .	Chair o ean
15	Article 11.F.4. Appointment of Faculty	Provide of list of the names of all regular full-time and regular part-time faculty members by department employed at the University as of October 31 of that year.	Provost to Local and State APSCUF
15	Article 11.F.5. Appointment of Faculty	Provide a list of the names of all temporary full-time and temporary part-time faculty members by department employed at the University as of October 31 of that year.	Provost to Local and State APSCUF
15	Article 11 H.2. Appointment of Faculty	If a department submitted a recommendation to convert a temporary position into a regular full-time, the President's decision is due on whether or not to convert the position.	President
15	Article 12.F.5.b. Performance Review	<b>1st year probationary faculty members</b> will notify their chairperson or the chairperson will notify the 1st year probationary faculty member whether indicating the desire for a <b>formal</b> written evaluation.	1st-year Probationary Faculty and Chair
15	Article 14.A.4.b.1. Renewals & Non-Renewals	<u>SPRING HIRES</u> : Notice of renewal or non-renewal of 1st year probationary faculty members.	President to 1st-year Probationary Faculty
21	Article 15.E.4. Tenure	<u>FOR SPRING HIRES</u> : University-wide Tenure committee submits its recommendations (positive or negative), together with data upon which recommendations are based, to the President.	UwTC to President
27	Academic Calendar	Thanksgiving Break Begins at 8:00 AM	
20 to Dec 6	Article 12 Performance Review	Student Feedback (formerly Faculty Course Evaluations) for fall 2024 semester are open.	Faculty members who are being evaluated
30	Article 12.F.7.c.2. Performance Review	<u>SPRING HIRES</u> : Dean/appropriate manager evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members.</b>	Dean to Provost

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
30	Article 12.H.2.c. Performance Review	Dean evaluations due for <b>temporary faculty members</b> hired for the <i>fall semester only</i> .	Dean to Provost
<b>December 2024</b>			
1	Article 29.B.3.c. Retrenchment	Notice of retrenchment given to probationary non-tenured faculty members beyond the second year.	President to Local & State M&D
2	Academic Calendar	Classes Resume 8:00 AM	
2	Semester Information	Schedule Clean-up/Adjustment for UG students for the spring semester.	
6	Academic Calendar	Last day of classes for the fall semester.	
9-13	Academic Calendar	<b>Final Exams.</b> PASSHE's academic calendar parameters, states each fall and spring semester will deliver the equivalent of 70 instructional days and that final exams are one additional calendar week (up to 5 days) each semester. Final exams should not be given before the last day of classes.	
13	Academic Calendar	Graduate Commencement	
14	Academic Calendar	Undergraduate Commencement	
15	Article 12.F.6.c.2. Performance Review	Dean/appropriate manager evaluations due for <b>2nd, 3rd, and 4th year probationary faculty members.</b>	Dean/appropriate manager to Provost
15	Article 14.A.4.b.2. Renewals & Non-Renewals	<u>SPRING HIRES</u> : Notice of renewal or non-renewal of 2nd, 3rd, and 4th year probationary faculty members.	President to 2nd, 3rd, and 4th-year Probationary Faculty
15	Article 29.B.3.b. Retrenchment	Notice of retrenchment given to second-year probationary non-tenured faculty members.	President to Local & State M&D
16	Academic Calendar	Winter Term Begins	
17	Semester Information	Grades Due online at 3:00 PM.	
20	Timeline for Promotion Applicants	Faculty members applying for promotion shall submit all promotion materials to the UwPC	Promotion applicants to UwPC
~23		Student Feedback results are available after final grades are posted.	
31	Article 15.C.1. Tenure	5th year probationary faculty members must submit their request for tenure to the President with a copy to the appropriate department. If the faculty member fails to apply for tenure, the 6th year of employment shall be a terminal year.	Tenure applicants to President and Chair
31	Article 15.C.1. Tenure	<u>FOR SPRING HIRES</u> : President decision on either granting tenure or notification that sixth year of employment will be a terminal year of employment.	President to Tenure applicants
<b>January 2025</b>			
2	Semester Information	Undergraduate Non-Degree Registration Begins	
2		Provost provides language for Title IX reporting requirements for course syllabus.	Provost message to all faculty
9	Article 11.1.3. Appointment of Faculty	If a temporary faculty member's assigned workload is cancelled fewer than seven (7) business days before the start of the semester, this triggers payment into a professional development fund.	Provost to Impacted department/s

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
15	Article 16.B.11. Promotions	SPRING HIRES: Last day for President to announce final decisions concerning promotions for mid-year promotions, if applicable, effective at the beginning of the next academic year.	President to Promotion applicants
15	Timeline for Promotion Applicants	If the Departmental Professional Affairs Committee or departmental chairperson fails to act upon an application by December 31, 2024, the applicant may submit his or her own application directly to the University-Wide Promotion Committee by this date.	Promotion applicants
17	Academic Calendar	Winter Term Ends	
17-19	Academic Calendar	New Student Orientation	
20	Academic Calendar	MLK Day   University Closed	
21	Academic Calendar	Classes Begin for the spring semester.	
28	Semester Information	Last day to drop/add classes for Part of Term 1 for all students.	
29	Semester Information	Withdrawal from courses with "W" grades begins for all students online for Part of Term 1.	
30	Article 12.F.6.a.1. Performance Review	DPAC evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> evaluation.	DPAC to Chair
30	Article 14.A.4.a.2. Renewals & Non-Renewals	Notice of renewal or non-renewal for 2nd, 3rd, and 4th year probationary faculty members.	President to 2nd, 3rd, and 4th year Probationary Faculty
<b>February 2025</b>			
1	Article 15.C.1. Tenure	<u>FOR SPRING HIRES</u> : Send a notice to all fifth year probationary tenure-track faculty members that they have until May 1 of that year to apply for tenure. Copies of this letter to the appropriate department chairperson, Dean, and Provost.	President to 5th-year Probationary Faculty, chair, dean, provost
3	Article 16.B.6. Promotion & Promotion Policy	Deans/appropriate managers submit a detailed, written recommendation for each applicant to both the applicant and the UwPC.	Dean/appropriate manager to promotion applicants and UwPC
4	Semester Information	Satisfactory/Unsatisfactory option ends.	
7	Article 12.F.6.b.1. Performance Review	Department chair evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> evaluation.	Chair to Dean
7	Article 12.F.5.c. Performance Review	In the case of a <b>formative</b> evaluation for <b>1st year probationary faculty members</b> , the department chairperson, department evaluation committee, and the faculty members shall provide notice to the dean/appropriate manager and the President that the formative evaluation for the 1st year probationary faculty member has occurred. This notice shall include a statement indicating renewal.	DPAC and Chair to Dean/appropriate manager and President cc: Provost
10	Calendar	Spring Student Census/Freeze	IR
14	Calendar	Preliminary Spring Census Numbers Available	IR
15	Article 15.E.2. Tenure	The recommendation of the DPAC and the chair shall be completed NLT February 15, and by that date, the department chair shall submit the full list provided by the DPAC, together with their recommendation, in writing, with respect to each applicant, to the dean/appropriate manager and a copy of the full list to the President.	Chair to Tenure applicants and Dean/appropriate manager cc: President

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
17	Article 16.B.7.a. Promotions	If the promotion applicant chooses to respond to the dean's/appropriate manager's written recommendation, the applicant's written statement is due to the UwPC and Provost	Promotion applicants to UwPC & Provost
mid-month	Article 18.A.12.c. Leaves of Absence	The President will announce their decision with respect to granting sabbatical leaves for the upcoming academic year (not later than (6) six months prior to the beginning of the time when the leave will commence).	President to Sabbatical applicants
19	Semester Information	Deadline for grade appeals and grade changes for the fall 2024 semester.	
21	Article 16.B.7.b. Promotions	The Provost submits a written recommendation for each applicant to the applicant and the UwPC.	Provost to Promotion applicants & UwPC
28	Article 12.F.6.c.1. Performance Review	Dean/appropriate manager evaluations due for <b>1st year probationary faculty members</b> seeking a <b>formal</b> written evaluation.	Dean/appropriate manager to Provost
<b>March 2025</b>			
1	Article 11.G.1. Appointment of Faculty	Provide each department with a listing of temporary faculty who have worked five (5) full, consecutive academic years full-time in the same department (including the current academic year). This does not apply to grant-funded faculty.	Provost to Relevant Departments
1	Article 16.B.7.b. Promotions	If the promotion applicant chooses to respond to the provost's written recommendation, the applicant's written statement is due to the UwPC	Promotion applicants to UwPC
1	Article 29.B.3.a. Retrenchment	Notice of retrenchment given to first-year probationary non-tenured faculty members.	President to 1st year Probationary Faculty
7	Academic Calendar	Spring Break Begins at 4:00 PM	
7	Semester Information	Early Warning grades due online at 4:00 PM	
8	Article 15.E.3. Tenure	The dean/appropriate manager will submit their recommendation along with the application and supporting materials to the University-wide Tenure committee.	Dean/appropriate manager to UwTC
15	Article 11.F.6. Appointment of Faculty	Provide of list of the names of all temporary full-time and temporary part-time faculty members by department employed at the University as of February 28 of that year.	Provost to Local and State APSCUF
17 to 26	Article 12 Performance Review	Student Feedback (formerly Student Evaluations) Volunteer Sign-Up Survey is open for the spring 2025 semester for faculty members who would like to volunteer for student feedback in their courses.	Faculty
17	Academic Calendar	Classes Resume 8:00 AM	
17 - May 21	Semester Information	Graduate Summer POT 1 Scheduling	
17 - Sep 2	Semester Information	Graduate Fall POT 1 Scheduling	
21	Semester Information	Deadline for grade appeals and grade changes for the winter 2024 term.	
24 - Apr 10	Semester Information	Undergraduate Fall Scheduling	
24 - May 21	Semester Information	Undergraduate Summer POT 1 Scheduling	

DATE	RELATED CBA ARTICLE/POLICY/PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
31	Article 14.B. Renewals & Non-Renewals	Any faculty member who does not intend to return the following academic year shall notify the President at the earliest possible time but not later than March 31 of the current year.	Faculty who are not returning the following AY
<b>April 2025</b>			
1	Article 12 & Article 14.A.4.a.1. Renewals & Non-Renewals	Notice of renewal or non-renewal of 1st year probationary faculty members.	President to 1st year Probationary Faculty
1	Article 12.G.1. Performance Review	DPAC evaluations due for tenured faculty members in a <b>5th year review</b> .	DPAC to Chair
1	Article 12.H.1. Performance Review	DPAC evaluations due for <b>temporary</b> faculty members hired for the <i>academic year and/or for the spring semester only</i> .	DPAC to Chair
1	Article 29.B.1.b. Retrenchment	Notice of possibility of retrenchment due to program curtailment, elimination of courses, or the elimination of duties or services provided by faculty members whose basic responsibilities lie outside of the classroom that may occur effective at the end of the subsequent academic year.	President to Local and State APSCUF
1	Semester Information	Final Day to withdraw from classes with "W" grade (G & UG) for Part of Term 1.	
8	Article 12.G.1. Performance Review	Department chair evaluations due for tenured faculty members in a <b>5th year review</b> .	Chair to Dean
8	Article 12.H.1. Performance Review	Department chair evaluations due for <b>temporary</b> faculty members hired for the <i>academic year and/or for the spring semester only</i> .	Chair to Dean
10	Article 6.F Department Chairperson	Beginning with the fall 2024 semester, and every semester thereafter, meeting with the Provost, all department chairs, and the local APSCUF President to discuss issues related to responsibilities and expectations of department chairs and assistant chairpersons. This is a CCPD meeting.	Provost meeting w/Chairs & Local APSCUF
15	Article 6.B.2. Department Chairperson	Department chair elections were held in 2005 and shall be conducted every three (3) years thereafter. Elections must be concluded by this date. The next election cycle will be 2026.	All Departments
15	Article 11.G.1. Appointment of Faculty	The regular department faculty shall hold a vote to determine whether to recommend tenure-track status for any temporary faculty who have worked five (5) full, consecutive academic years full-time in the same department (including the current academic year).	Department to Provost
15	Article 12.F.5.b. Performance Review	<b>SPRING HIRES: 1st year probationary faculty members</b> will notify their chairperson or the chairperson will notify the 1st year probationary faculty member whether indicating the desire for a <b>formal</b> written evaluation.	1st year Probationary Faculty and Chair
15	Article 16.B.8. Promotions	Submission of the prioritized rankings of the applicants by the University-wide Promotion committee due to the President.	UwPC to President
15	Article 44.H.3. Regular Part-Time Faculty	Notice of non-renewal to regular part-time faculty (RPT)	President to RPT Faculty
16		Reception for Retiring Faculty Members	
21	Article 15.E.4. Tenure	University-wide Tenure Committee submits its recommendations (positive or negative), together with data upon which recommendations are based, to the President	UwTC to President

DATE	RELATED CBA ARTICLE/POLICY/ PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
21 to May 2	Article 12 Performance Review	Student Feedback (formerly Faculty Course Evaluations) for spring 2025 semester are open.	Faculty members who are being evaluated
22		<a href="#">Minds@Work</a>	
28 - May 9	Semester Information	Fall Schedule Clean-Up for UG students.	
<b>May 2025</b>			
1	Article 15.C.1. Tenure	<b>SPRING HIRES:</b> 5th year probationary faculty members must submit their request for tenure to the President with a copy to the appropriate department. If the faculty member fails to apply for tenure, the 6th year of employment shall be a terminal year.	5th year Probationary Faculty to President and Chair
1	Article 24.A. Summer Employment	Summer contracts shall be offered no later than May 1.	Provost
2	Academic Calendar	Last Day of classes for the spring semester.	
3	Calendar	Annual Student Awards Program	
5 to 9	Academic Calendar	<b>Final Exams.</b> PASSHE's academic calendar parameters, states each fall and spring semester will deliver the equivalent of 70 instructional days and that final exams are one additional calendar week (up to 5 days) each semester. Final exams should not be given before the last day of classes.	
9	Academic Calendar	Graduate Commencement	
10	Academic Calendar	Undergraduate Commencement	
15	Article 12.G.1. Performance Review	Dean/appropriate manager evaluations due for tenured faculty members in a <b>5th year review</b> .	Dean/appropriate manager to Provost
15	Article 12.H.1. Performance Review	Dean/appropriate manager evaluations due for <b>temporary</b> faculty members hired for the <i>academic year and/or for the spring semester only</i> .	Dean/appropriate manager to Provost
15	Article 24.A. Summer Employment	Deadline for faculty members to accept summer contracts.	Faculty members w/summer contracts to Provost
15	Semester Information	Grades Due online at 3:00 PM.	
19	Academic Calendar	Summer Session Begins and Ends August 8	
~22		Student Feedback results are available after final grades are posted.	
31	Article 11.I.2. Appointment of Faculty	Notify all full-time temporary faculty members whether or not they will be reappointed in the following academic year.	Provost
31	Article 15.C.1. Tenure	President decision on either granting tenure or notification that sixth year of employment will be a terminal year of employment.	President to Tenure applicants
<b>June 2025</b>			
~15	Side Letter b/w APSCUF & PASSHE	If participating in the Voluntary Phased Retirement Program, the faculty member must submit the proposed phased retirement arrangement no later than 75 days prior to the start of the fall semester.	Faculty
<b>July 2025</b>			
1	Article 16.A.3. Promotions	Provide written job descriptions for all faculty members who basic responsibilities lie outside the classroom and for the non-classroom responsibilities of faculty members with mixed loads.	Provost to Local APSCUF cc: Faculty Personnel File

DATE	RELATED CBA ARTICLE/POLICY/ PROCEDURE	ACTIVITY/INFORMATION TO PROVIDE	PROVIDED BY/TO
after the 1st	SU Sabbatical Leave Process/Procedures	InfoReady Review System is available to submit sabbatical leave applications.	Sabbatical applicants
15	Article 16.B.11. Promotions	Last day for President to announce final decisions concerning promotions effective at the beginning of the next academic year.	President to Promotion applicants