

ID Number	Date	NotificationDate	Message	Event Contact
2247	7/1/2025	6/17/2025	Request adjuncts for fall can be entered into the online PAR system	Melissa K Gordon
2200	7/3/2026	6/19/2026	Deans forward list of student complaints to VPAA	Bradley P Tolppanen
2201	7/7/2025	6/23/2025	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments	Melissa K Gordon
2202	7/10/2025	6/26/2025	Final Summer faculty workload reports due to VPAA /academic Services and Operations	Melissa K Gordon
2203	7/31/2025	7/17/2025	Deans/directors submit A&P direct report evaluations to VPAA	Bradley P Tolppanen
2204	7/31/2025	7/17/2025	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	Bradley P Tolppanen
2206	8/28/2025	8/14/2025	Board of Trustees materials due by noon	Cindy M Hutchison
	9/11/2025	8/22/2025	Board of Trustee Meeting	Cindy M Hutchison
2024	9/5/2025	8/22/2025	Provost notifies faculty of sick leave policies	Bradley P Tolppanen
2025	9/5/2025	8/23/2025	Spring class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required.	Bradley P Tolppanen
2012	9/8/2025	8/26/2025	Tier 1 scheduling ends in Banner/Astra for Spring	Academic Scheduling
2014	9/9/2025	8/27/2025	Tier 2 scheduling starts in Banner/Astra for Spring	Academic Scheduling
2207	9/11/2025	8/28/2025	Board of Trustee Meeting	Cindy M Hutchison
2028	9/15/2025	8/30/2025	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	Bradley P Tolppanen
2029	9/16/2025	8/30/2025	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)	Bradley P Tolppanen
2030	9/16/2025	8/30/2025	VPAA provides UPI Chapter President a list of ASP advisors and the number of their respective assigned advisees for the current fall and previous spring semester.	Bradley P Tolppanen
2027	9/16/2025	9/3/2025	Tier 2 scheduling ends in Banner/Astra for Spring	Academic Scheduling
2019	9/17/2025	9/4/2025	Tier 3 scheduling starts in Banner/Astra for Spring	Academic Scheduling
2031	9/26/2025	9/13/2025	Deans consult with chairs about classroom visitation practices and procedures within their respective departments.	Bradley P Tolppanen

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2032	10/3/2025	9/19/2025	Reminder to tenured faculty submitting retraining leave/sabbatical assignment applications for next AY to submit applications to chair (copies to dean and VPAA) by first of November.	Bradley P Tolppanen
2034	10/10/2025	9/26/2025	Report to UPI changes in status of positions of Units A and B	Bradley P Tolppanen
2041	10/10/2025	9/26/2025	Operating and Capital Budget requests due to IBHE	Angela Jacobs
2033	10/10/2025	9/27/2025	Faculty workload reports due to deans. Opportunity for faculty consultation required.	Melissa K Gordon
2035	10/15/2025	9/30/2025	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals	Bradley P Tolppanen
2040	10/15/2025	9/30/2025	Selection of a departmental representative from each department to the college-level review committee (in the case of Library Services, a Unit A, tenured, resource professional from each reporting unit with tenured resource professional employees)	Bradley P Tolppanen
2036	10/16/2025	10/1/2025	A copy of the approved department rotation list shall be provided to each department employee	Bradley P Tolppanen
2037	10/15/2025	10/1/2025	Chair of ACA Selection Committee forwards list of recipients to President	Bradley P Tolppanen
2038	10/15/2025	10/1/2025	Faculty who desire not to teach in summer session notify chair in writing	Bradley P Tolppanen
2039	10/15/2025	10/1/2025	Last day for eligible faculty to apply for pre-retirement summer assignments	Bradley P Tolppanen
2042	10/21/2025	10/7/2025	Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected	Bradley P Tolppanen
	10/24/2025	10/10/2025	Board of Trustee materials due by noon	Cindy M Hutchison
2047	10/28/2025	10/14/2025	Final fall/tentative spring faculty workloads and overload reports due to VPAA	Bradley P Tolppanen
2208	10/30/2025	10/16/2025	Board of Trustee materials due by noon	Cindy M Hutchison
2045	10/31/2025	10/17/2025	President notifies ACA Selection Committee of any concerns or disagreement with selection	Bradley P Tolppanen
2048	10/31/2025	10/17/2025	Tenured/tenure-track faculty may submit proposed assignment for 2026-2027 class schedule in writing to chair	Bradley P Tolppanen

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2049	11/3/2025	10/18/2025	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs must be submitted 3 months prior to start of leave	Bradley P Tolppanen
2050	11/3/2025	10/18/2025	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave (copies to dean and VPAA, VPSA where appropriate)	Bradley P Tolppanen
2051	11/3/2025	10/18/2025	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications(copies to dean and VPAA)	Bradley P Tolppanen
2052	10/31/2025	10/18/2025	Incumbent must notify the Dean whether or not Department Chair reappointment is desired	Bradley P Tolppanen
2053	10/31/2025	10/18/2025	Chairs notify Deans of new course fees and course fee revisions	Melissa K Gordon
2054	11/3/2025	10/18/2025	Deadline for ACFs (with seniority number of 10 or more) to apply in writing for administrative educational leave and retraining leave for 2026/2027 (copies to dean and VPAA, VPSA where appropriate)	Bradley P Tolppanen
2055	11/3/2025	10/18/2025	Tier 1 scheduling begins for Fall	Academic Scheduling
	11/7/2025	10/24/2025	Board of Trustee Meeting	Cindy M Hutchison
2057	11/11/2025	10/28/2025	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications	Bradley P Tolppanen
2058	11/11/2025	10/28/2025	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications to deans	Bradley P Tolppanen
2059	11/11/2025	10/28/2025	VPAA appoints ACF PBI Committee	Bradley P Tolppanen
2060	11/11/2025	10/28/2025	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	Bradley P Tolppanen
2185	11/13/2025	10/30/2025	Board of Trustee Meeting	Cindy M Hutchison
2061	11/14/2025	10/31/2025	Summer Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required.	Bradley P Tolppanen
2062	11/14/2025	11/1/2025	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	Bradley P Tolppanen

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2063	11/14/2025	11/1/2025	ACFs/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	Bradley P Tolppanen
2064	11/14/2025	11/1/2025	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	Bradley P Tolppanen
2065	11/14/2025	11/1/2025	VPAA notifies faculty of summer pre-retirement assignment decision	Melissa K Gordon
2066	11/18/2025	11/4/2025	Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	Bradley P Tolppanen
2068	11/21/2025	11/7/2025	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications to VPAA	Bradley P Tolppanen
2069	11/21/2025	11/8/2025	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment	Melissa K Gordon
2070	12/2/2025	11/18/2025	Course fee requests (new, change, or delete) due to VPAA from Deans via online submission	Melissa K Gordon
2071	12/1/2025	11/18/2025	President notifies ACA recipients	Bradley P Tolppanen
2072	12/2/2025	11/20/2025	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall	Bradley P Tolppanen
2073	12/9/2025	11/25/2025	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall	Bradley P Tolppanen
2074	12/4/2025	11/27/2025	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	Bradley P Tolppanen
2075	12/12/2025	11/28/2025	Dean issues decision on credit unit assignments from the allocated pool	Bradley P Tolppanen
2077	12/15/2025	12/1/2025	Dean shall conduct a review of the department chair incumbent performance prior to December 15 of final year of the incumbents term of office per IGP 29.	Bradley P Tolppanen
2076	12/10/2025	12/2/2025	Sabbatical replacement costs due to VPAA	Bradley P Tolppanen
2078	12/18/2025	12/4/2025	Course fee requests due to Presidents Council	Melissa K Gordon

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2079	12/18/2025	12/6/2025	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	Bradley P Tolppanen
2080	1/1/2026	12/18/2025	ACFs with five or eight annual evaluations as stated in the agreement who have not received a notice of non-renewal by January 1 will be issued a contract for the following academic year.	Bradley P Tolppanen
2082	1/8/2026	12/26/2025	Board of Trustees materials due by noon	Cindy M Hutchison
2084	1/16/2026	1/3/2026	Deans submit Grade Appeal Semester Report for fall to CAA and CGS	Bradley P Tolppanen
2086	1/16/2026	1/3/2026	All ACFs provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	Bradley P Tolppanen
2087	1/16/2026	1/3/2026	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	Bradley P Tolppanen
2096	1/22/2026	1/8/2026	Tier 1 scheduling ends in Banner/Astra for fall	Academic Scheduling
2090	1/22/2026	1/9/2026	Board of Trustees Meeting	Cindy M Hutchison
2092	1/23/2026	1/9/2026	Provost notifies faculty of sick leave policies	Bradley P Tolppanen
2098	1/23/2026	1/9/2026	* Tier 2 scheduling begins in Banner/Astra for fall	Academic Scheduling
2097	1/23/2026	1/10/2026	Fall class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. Due to VPAA	Bradley P Tolppanen
2100	1/27/2026	1/13/2026	DPC submits retention, promotion, and tenure recommendations to chair	Bradley P Tolppanen
2101	2/1/2026	1/18/2026	Dean shall make a recommendation regarding the reappointment of the incumbent chair to the Provost by February 1.	Holly Farley
2102	2/2/2026	1/18/2026	Tier 2 scheduling ends in Banner/Astra for fall	Academic Scheduling
2110	2/3/2026	1/19/2026	Tier 3 scheduling begins in Banner/Astra for fall	Academic Scheduling
2103	1/19/2026	1/20/2026	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	Bradley P Tolppanen
2104	2/3/2026	1/20/2026	CAA Invites nominations for designation of Faculty Laureate	Patty A Watson
2111	2/3/2026	1/20/2026	Draft IBHE program review due from deans to VPAA	Angela Jacobs

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2112	2/3/2026	1/20/2026	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	Bradley P Tolppanen
2113	2/3/2026	1/20/2026	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	Bradley P Tolppanen
2118	2/6/2026	1/23/2026	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	Melissa K Gordon
2126	2/4/2026	1/23/2026	Summer Research and Creative Activity Awards deadline	Bradley P Tolppanen
2123	2/9/2026	1/24/2026	Eligible faculty submit PAI materials to chair for submission to DPC	Bradley P Tolppanen
2131	2/5/2026	1/24/2026	Chairs submit copies of annual evaluations of ACFs to deans and VPAA; copies to faculty	Bradley P Tolppanen
2127	2/10/2026	1/26/2026	Tier 3 scheduling ends in Banner/Astra for fall	Academic Scheduling
2120	2/9/2026	1/27/2026	Deans consult with chairs about classroom visitation practices and procedures within their respective departments	Bradley P Tolppanen
2130	2/10/2026	1/27/2026	Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date via online system	Bradley P Tolppanen
2133	2/10/2026	1/27/2026	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	Bradley P Tolppanen
2134	2/12/2026	1/30/2026	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	Bradley P Tolppanen
2136	2/12/2026	1/30/2026	ACFs notify chair if they wish to be considered for employment during subsequent academic year	Bradley P Tolppanen
2142	2/16/2026	1/30/2026	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	Bradley P Tolppanen
2140	2/17/2026	2/3/2026	Final faculty workloads and overload reports due from chair to dean, including final spring semester workloads based on official enrollment reports for spring semester	Bradley P Tolppanen
2141	2/17/2026	2/3/2026	DPC submits PAI recommendations to chair	Bradley P Tolppanen
2149	2/12/2026	2/3/2026	ACFs submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	Bradley P Tolppanen

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2145	2/19/2026	2/4/2026	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.	Bradley P Tolppanen
2124	2/20/2026	2/5/2026	Tier 1 scheduling begins in Banner/Astra for Spring	Academic Scheduling
2148	2/23/2026	2/7/2026	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean	Bradley P Tolppanen
2150	2/24/2026	2/10/2026	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC	Bradley P Tolppanen
2153	2/24/2026	2/10/2026	Deans report to VPAA on faculty teaching at other institutions via online system	Bradley P Tolppanen
2156	2/24/2026	2/10/2026	Final faculty workloads and overload reports due from dean to VPAA, including final spring semester workloads based on official enrollment reports for spring semester	Bradley P Tolppanen
2157	2/24/2026	2/10/2026	Chair provides PAI recommendations of DPC and Chair to faculty	Bradley P Tolppanen
2158	2/19/2026	2/10/2026	Chair provides ACFs with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	Bradley P Tolppanen
2163	2/27/2026	2/14/2026	Last day for approved CAA action on items to be included in the undergraduate catalog	Patty A Watson
2164	3/2/2026	2/14/2026	Chairs notify deans of any planned changes to ACF multi-year contracts	Bradley P Tolppanen
2165	3/5/2026	2/18/2026	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	Bradley P Tolppanen
2167	3/4/2026	2/18/2026	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	Bradley P Tolppanen
2170	2/26/2026	2/18/2026	ACFs with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	Bradley P Tolppanen
2169	3/4/2026	2/19/2026	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of admi	Bradley P Tolppanen

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2172	3/5/2026	2/19/2026	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	Bradley P Tolppanen
2178	3/4/2026	2/20/2026	Chair provides ACF evaluation materials to ACF Appeal Committee	Bradley P Tolppanen
2181	3/6/2026	2/20/2026	Deans submit copies of annual evaluations of ACFs to VPAA, with copy to faculty	Bradley P Tolppanen
2182	3/6/2026	2/21/2026	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	Bradley P Tolppanen
2179	3/10/2026	2/24/2026	Report to UPI changes in status of positions Units A & B	Bradley P Tolppanen
2180	3/10/2026	2/24/2026	Deans notify VPAA of any planned changes to ACF multi-year contracts	Bradley P Tolppanen
2308	3/11/2026	2/25/2026	Academic Success Center sends midterm grades	Michael Gillespie
2309	3/11/2026	2/25/2026	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	Bradley P Tolppanen
2310	3/12/2026	2/25/2026	Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	Bradley P Tolppanen
2311	3/12/2026	2/26/2026	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	Bradley P Tolppanen
2312	3/13/2026	2/28/2026	Deadline for withdrawing a multiple year ACF contract	Bradley P Tolppanen
2313	3/21/2026	3/7/2026	Undergraduate Catalog made available to deans/directors/ departments for review	Academic Scheduling

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2314	3/24/2026	3/10/2026	ACFs eligible for PBI and who did not achieve a 4th consecutive ""superior"" evaluation may submit PBI portfolio to department chair and also notify dean and VPAA	Bradley P Tolppanen
2315	3/26/2026	3/11/2026	UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA	Bradley P Tolppanen
1142	3/25/2026	3/12/2026	ACF appeal committee report sent to Chair, copy to Dean and VPAA	Bradley P Tolppanen
2256	3/27/2026	3/13/2026	Dean submits written PAI recommendations to VPAA, with copy to faculty member	Bradley P Tolppanen
2316	3/27/2026	3/13/2026	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	Patty A Watson
2257	3/27/2026	3/14/2026	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member	Bradley P Tolppanen
2261	3/30/2026	3/14/2026	Chairs provide ACF PBI portfolios with recommendations to deans, copy to ACFs	Bradley P Tolppanen
2262	3/30/2026	3/14/2026	PAI recommendations submitted to UPC by VPAA	Bradley P Tolppanen
2263	3/31/2026	3/17/2026	Chairs provide copy of re-employment roster of Unit B ACFs wishing 2026-2027 appointment to appropriate dean, VPAA, and UPI Chapter President	Bradley P Tolppanen
2268	3/31/2026	3/17/2026	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	Bradley P Tolppanen
2269	4/1/2026	3/18/2026	VPAA notifies faculty of 1st and 2nd, year retention decisions	Bradley P Tolppanen
2270	4/1/2026	3/19/2026	Provost invites eligible faculty to serve on the ACA Committee	Bradley P Tolppanen
2278	4/2/2026	3/20/2026	Board of Trustees materials due by noon	Cindy M Hutchison
2275	4/3/2026	3/21/2026	Tenured faculty not applying for promotion and/or applying for a PAI with summary must also provide chairs with supporting material for annual evaluation.	Bradley P Tolppanen

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2276	4/3/2026	3/21/2026	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	Bradley P Tolppanen
2274	4/7/2026	3/24/2026	Reissue Section Size Minima Memo	Bradley P Tolppanen
2281	4/6/2026	3/24/2026	ACFs submit to chair requests for reconsideration of negative recommendation on PBI	Bradley P Tolppanen
2295	4/9/2026	3/26/2026	VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	Bradley P Tolppanen
2285	4/9/2026	3/27/2026	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	Bradley P Tolppanen
2286	4/9/2026	3/27/2026	Chair provides ACFs with written notification of reconsideration of negative recommendation of PBI	Bradley P Tolppanen
2296	4/10/2026	3/27/2026	Tentative summer faculty workload reports due from deans to Director of Summer School	Bradley P Tolppanen
2289	4/14/2026	3/31/2026	Revised Undergraduate Catalog materials due to VPAA	Melissa K Gordon
2298	4/15/2026	4/1/2026	ASPs who elect to count previous years of service at the University toward a twoyear appointment must notify the appropriate vice president in writing	Bradley P Tolppanen
2299	4/15/2026	4/1/2026	Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair	Bradley P Tolppanen
2301	4/15/2026	4/1/2026	ACFs who have not received a notice of non-renewal by April 15 will be issued a contract for the academic year.	Bradley P Tolppanen
2297	4/16/2026	4/2/2026	VPAA appoints ASP PBI Committee	Bradley P Tolppanen

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2300	4/16/2026	4/2/2026	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	Bradley P Tolppanen
2307	4/15/2026	4/2/2026	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	Bradley P Tolppanen
2253	4/16/2026	4/3/2026	Board of Trustees meeting	Cindy M Hutchison
2239	4/17/2026	4/4/2026	VPAA notifies tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	Bradley P Tolppanen
2245	4/17/2026	4/4/2026	VPAA provides PBI portfolios to ACF PBI Committee	Bradley P Tolppanen
2246	4/17/2026	4/4/2026	UPC submits PAI recommendations to VPAA, copy to faculty	Bradley P Tolppanen
2249	4/22/2026	4/4/2026	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	Bradley P Tolppanen
2250	4/17/2026	4/4/2026	VPAA provides PBI portfolios to ACF PBI Committee	Bradley P Tolppanen
2306	4/15/2026	4/4/2026	Tentative workload reports due from chairs to deans; opportunity for faculty consultation required	Bradley P Tolppanen
2252	4/21/2026	4/7/2026	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	Melissa K Gordon
2242	4/23/2026	4/9/2026	ACF PBI Committee provides recommendations to VPAA, copy to ACF	Bradley P Tolppanen
2248	4/21/2026	4/9/2026	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	Bradley P Tolppanen
2243	4/24/2026	4/10/2026	Tentative workload reports due from deans to VPAA	Bradley P Tolppanen
2234	4/25/2026	4/11/2026	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	Bradley P Tolppanen
2210	4/28/2026	4/14/2026	Notice of Summer Appointments to be sent to Deans' Offices	Melissa K Gordon
2213	4/28/2026	4/14/2026	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring	Melissa K Gordon
2216	4/30/2026	4/16/2026	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	Bradley P Tolppanen
2218	4/30/2026	4/16/2026	ACF requests reconsideration of negative PBI Committee recommendation	Bradley P Tolppanen

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2217	5/1/2026	4/17/2026	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	Bradley P Tolppanen
2291	5/5/2026	4/18/2026	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	Bradley P Tolppanen
2219	5/5/2026	4/21/2026	Chairs/Coordinators review listings of regular graduate faculty, associate and adjunct graduate faculty to determine renewals for new and 5th year status and prepare nominations	Holly Farley
2221	5/5/2026	4/21/2026	Spring EWP submissions due for students	Melissa K Gordon
2222	5/6/2026	4/22/2026	VPAA notifies faculty in writing of PAI decisions	Bradley P Tolppanen
2225	5/6/2026	4/22/2026	ACF PBI Committee provides reconsideration results to VPAA, copy to ACF	Bradley P Tolppanen
2223	5/7/2026	4/23/2026	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY	Holly Farley
2224	5/8/2026	4/24/2026	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	Bradley P Tolppanen
2226	5/8/2026	4/24/2026	VPAA notifies ACFs of PBI results	Bradley P Tolppanen
2227	5/12/2026	4/28/2026	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	Bradley P Tolppanen
2228	5/15/2026	5/2/2026	Spring EWP ratings due for faculty	Melissa K Gordon
2229	5/19/2026	5/5/2026	ASPs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to supervisor and also notify dean and VPAA	Bradley P Tolppanen
2230	5/22/2026	5/8/2026	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	Bradley P Tolppanen
2231	5/28/2026	5/14/2026	Dean/director submits written recommendations on ASP PBI portfolios, where necessary; copy to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.)	Bradley P Tolppanen
2190	5/28/2026	5/15/2026	Board of Trustees report materials due by noon	Cindy M Hutchison
2232	5/29/2026	5/15/2026	VPAA provides materials to ASP PBI Committee	Bradley P Tolppanen
2233	6/1/2026	5/16/2026	ASP Work Plan due to ASP, copy to appropriate vice president	Bradley P Tolppanen
2187	6/4/2026	5/21/2026	Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty	Bradley P Tolppanen
2188	6/4/2026	5/21/2026	PBI Committee provides recommendations to VPAA, copy to ASP	Bradley P Tolppanen
2189	6/6/2026	5/23/2026	Deans submit Grade Appeal Semesterly Report for spring to CAA and CGS	Bradley P Tolppanen

ID Number	Date	NotificationDate	Message	Event Contact
2191	6/11/2026	5/28/2026	ASPs request reconsideration if PBI Committee recommendation is negative	Bradley P Tolppanen
2192	6/11/2026	5/28/2026	Final IBHE program reviews due from Deans to VPAA	Holly Farley
2196	6/11/2026	5/29/2026	Board of Trustees meeting	Cindy M Hutchison
2193	6/15/2026	5/30/2026	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	Bradley P Tolppanen
2194	6/17/2026	5/30/2026	Appropriate vice president provides each ASP with retention decision	Bradley P Tolppanen
2197	6/13/2026	5/30/2026	Board of Trustees Retreat	Cindy M Hutchison
2195	6/17/2026	6/2/2026	Appropriate vice president provides each ASP with PBI decision	Bradley P Tolppanen
2199	7/1/2026	6/13/2026	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	Bradley P Tolppanen
2198	6/30/2026	6/16/2026	Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential	Melissa K Gordon