

The University of Toledo Academic Personnel Calendar 2023-2024

Faculty Return: August 21, 2023 | First Day of Class: August 28, 2023

| Materials To | Sabbatical Leave Application | Tenure &/or Promotion | Pre-Tenure Evaluation Years 1 & 2 Renewal | Pre-Tenure Evaluation years 3, 4, & 5 | ARPA and Merit Evaluation for AY 2022--2023 | Five-Year Post-Tenure Professional Assessment | Emeritus Review Fall Term | Emeritus Review Spring Term | Evaluation of Lecturers |
|---|---------------------------------------|--|---|---|---|---|---------------------------------------|--|---|
| Department Personnel Committee (DPC) Receive Dossier Forward to Faculty Forward Dossier* | | Faculty deadline to submit dossiers is 11:59p.m. on Sept 21. Sept. 22, 2023 Oct. 11, 2023 Oct. 18, 2023 | Jan. 22, 2024 Feb. 5, 2024 Feb. 12, 2024 | Oct. 2, 2023 Oct. 23, 2023 Oct. 30, 2023 | Sept 25, 2023 Oct. 20, 2023 n/a | Nov. 13, 2023 Dec. 11, 2023 Dec. 18, 2023 | | | |
| Department Chair Receive Dossier Forward to Faculty Forward Dossier* | Sept. 22, 2023 n/a Oct. 2, 2023 | Oct. 18, 2023 Nov. 6, 2023 Nov. 13, 2023 | Feb. 12, 2024 Feb. 26, 2024 Mar. 4, 2024 | Oct. 30, 2023 Nov. 20, 2023 Nov. 27, 2023 | Oct. 20, 2023 Nov. 13, 2023 n/a | Dec. 18, 2023 Jan. 22, 2024 Jan. 29, 2024 | | | Jan. 12, 2024 Feb. 9, 2024 Feb. 16, 2024 |
| College Committee on Academic Personnel or COMLS APT Committee or CHHS AP Committee Receive Dossier Forward to Faculty Forward Dossier* | | Nov. 13, 2023 Dec. 4, 2023 Dec. 11, 2023 | | Nov. 27, 2023 Dec. 18, 2023 Jan. 2, 2024 | | Jan. 29, 2024 Feb. 19, 2024 Feb. 26, 2024 | | | |
| College Dean Receive Dossier Forward to Faculty Forward Dossier* | Oct. 2, 2023 n/a Oct. 20, 2023 | Dec. 11, 2023 Jan. 2, 2024 Jan. 10, 2024 | Mar. 4, 2024 Mar. 18, 2024 Mar. 25, 2024 | Jan. 2, 2024 Jan. 22, 2024 Jan. 29, 2024 | Nov. 13 2023 Dec. 8, 2023 n/a | Feb. 26, 2024 Mar. 18, 2024 Mar. 25, 2024 | | | ** Feb. 16, 2024 Mar. 18, 2024 Mar. 25, 2024 |
| University Committee on Academic Personnel (UCAP) **** Receive Dossier Forward to Faculty Forward Dossier* | | Jan. 9, 2024 Jan. 22, 2024 Jan. 30, 2024 | *** Mar. 25, 2024 Apr. 8, 2024 Apr. 15, 2024 | Jan. 29, 2024 Feb. 19, 2024 Feb. 26, 2024 | | | | | |
| University Committee on Sabbaticals (UCS) Receive Dossier Forward Dossier* | Oct. 20, 2023 Nov. 13, 2023 | | | | | | | | |
| Provost Receive Dossier Forward to Faculty Forward Dossier* | Nov. 13, 2023 n/a Nov. 29, 2023 | Jan. 30, 2024 Feb. 27, 2024 Mar. 4, 2024 | Apr. 15, 2024 May 1, 2024 May 6, 2024 | Feb. 26, 2024 Mar. 25, 2024 Apr. 1, 2024 | | Mar. 25, 2024 Apr 15, 2024 Apr 22, 2024 | Oct. 2, 2023 n/a Oct. 20, 2023 | Apr. 1, 2024 n/a Apr. 15, 2024 | |
| President Receive Dossier Forward to Faculty Forward Dossier* | Nov. 29, 2023 n/a Dec. 20, 2023 | Mar. 4, 2024 Mar. 25, 2024 n/a | *** May 6, 2024 May 13, 2024 n/a | Apr. 1, 2024 Apr. 22, 2024 n/a | | | Oct. 20, 2023 n/a Nov. 13, 2023 | Apr. 15, 2024 n/a April 29, 2024 | |
| BOT Academic and Student Affairs Committee Meeting | Feb 28, 2024 BOT | April 24, 2024 BOT | | | | | Dec 6, 2023 BOT | June 26, 2024 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 CTA, 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 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.