

## APSU Calendar for Faculty Personnel Actions 2024–2025

Note that all actions are due by 11:59 p.m. on the date specified.

<b>Retention and Tenure</b>		
Row	ACTION	Date
1	E-Dossier Workflows Launched	Friday May 3, 2024
2	E-Dossiers Due	Friday September 6, 2024
3	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 9, 2024
4	Deadline for Department Committees' Signed Written Reports	Monday September 30, 2024
5	Deadline for Chairs' Signed Written Reports	Tuesday October 8, 2024
6	Deadline for Candidates to Acknowledge Departmental Recommendations Deadline to Submit Optional Written Response to Two Negative Department Actions	On or before Tuesday October 15, 2024
7	E-Dossiers Available to College Committees for Review	Tuesday October 15, 2024
8	Deadline for College Committees' Signed Written Reports to Candidates	Friday November 15, 2024
9	Deadline for Deans' Signed Written Recommendation	Friday November 22, 2024
<b>Retention for Years 3, 5, and 6</b>		
10	Deadline for Candidates to Acknowledge College Recommendations Deadline to Appeal the Dean's Negative Decision to the University RTP Appeals Board	On or before Friday December 6, 2024
11	Deadline for RTP Appeals Board's Recommendation regarding Dean's negative decision	Wednesday December 18, 2024
12	Deadline for Provost's Signed Written Decision on Appeal	Monday January 6, 2025
<b>Retention for Year 4 and Tenure</b>		
13	Deadline for Candidates to Acknowledge College Recommendations Deadline to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 6, 2024
14	Deadline for Provost's Decision	Monday December 16, 2024
15	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Friday January 10, 2025
16	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 20, 2025
17	Deadline for President's Signed Written Decision on Appeal	Friday January 31, 2025

Year 4 and Tenure  
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 Years 3, 5, and 6

<b>Promotion to Full Professor</b>		
Row	ACTION	Date
1	Candidate notifies Chair, Dean, and the Provost's Office of intent to seek promotion	No later than Friday, May 3, 2024
2	E-Dossier Workflows Launched	Friday May 3, 2024
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4	E-Dossiers Available to Department Committees, Chairs, and Deans for Review	Monday September 9, 2024
5	Deadline for Department Committees' Signed Written Reports	Monday September 30, 2024
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11	Deadline for Candidates to Acknowledge College Recommendations Deadline to Submit Optional Two-page Written Response to Two Negative College Actions	On or before Friday December 6, 2024
12	Deadline for Provost's Signed Written Recommendation	Monday December 16, 2024
13	Deadline for Candidates to Appeal the Provost's Decision to the University RTP Appeals Board	Friday January 10, 2025
14	Deadline for RTP Appeals Board's Recommendation Regarding Provost's Decision	Monday January 20, 2025
15	Deadline for President's Decision	Friday January 31, 2025

\*Please see APSU 1:025 Policy on Academic Tenure and the accompanying Procedures and Guidelines document, as well as APSU 2:063 Policy on Academic Promotion for more information. These documents contain deadlines for unique circumstances, such as requesting to apply for tenure early and requesting to “stop the clock.” If you earned years toward service, please consult with your Chair to ensure you follow the correct calendar.

The University RTP Appeals Board is appointed by September 30, 2024.