

DEADLINES FOR ACADEMIC PERSONNEL ACTIONS – AY 2024-25
OFFICE OF ACADEMIC AFFAIRS

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OFFICE OF ACADEMIC AFFAIRS

This list of deadlines was compiled to provide guidance about timing of this year’s personnel actions. Please direct any questions to your Dean’s office or as needed, the Office of the Vice Provost for Faculty Success at academicpersonnel@pdx.edu. We welcome your comments and feedback.

For additional references in an accessible format: See the OAA “[Deadlines for Academic Personnel Actions](#)” webpage and the PSU Registrar’s [Academic Calendar](#).

TENURE-TRACK (TTF) AND NON-TENURE TRACK (NTTF) FACULTY

EMERITUS PROCESS (TTF and NTTF):

Tenure-track and non-tenure track faculty are eligible to apply for emeritus status and should follow the regular promotion and tenure cycle or the November-December cycle (strictly for emeritus applications). **All applications for emeritus review are due to the review committee the cycle BEFORE the faculty member’s retirement effective date.**

November 1, 2024 (First Friday of November) November-December Emeritus Cycle rank effective January 1, 2025	February 7, 2025 (First Friday of February) Regular P&T Cycle rank effective July 1, 2025
Deans submit recommendations and files to the Provost using the Dean’s Checklist for organizing materials.	Deans submit recommendations and files to the Provost using the Dean’s Checklist for organizing materials.

SABBATICAL LEAVE REQUESTS (TTF and NTTF):

The guidelines and applications for Sabbatical Leaves can be found:

- OAA website at: <https://www.pdx.edu/academic-affairs/sabbatical-leave>
- AAUP CBA, Article 32, Section 7
- PSU Standards: 580-021-0220 -- 580-021-0245

Schools and colleges may post deadlines for sabbatical applications, but fully approved applications **should be received by HR no later than one term prior to the start of the sabbatical**. Following review of sabbatical applications, Deans are responsible for notifying faculty applicants, and department chairs/directors **no later than one term prior to the start of the sabbatical**. Faculty members must submit 'Sabbatical Leave Reports of Accomplishments' to their Department Chair and Dean **midway through the term of return from sabbatical**.

TENURE CLOCK ADJUSTMENTS (TTF-Probationary):

The guidelines and process for when to offer and/or request a Tenure Clock Adjustment can be found:

- OAA website at: <https://www.pdx.edu/academic-affairs/academic-employee-actions>
- AAUP CBA: [2020 April 22 - MOA TTF to Delay Promotion and Tenure Review due to the COVID-19](#) and the [2021 April 1 - Tenure Track Faculty members hired in the 2020-21 Academic Year access to tenure clock adjustment due to the COVID-19 pandemic](#).

PROMOTION AND TENURE (TTF) AND PROMOTION (NTTF) REVIEW PROCESS:

Promotional Cycle for TTF and NTTF:

October 7, 2024 (First Monday of October)
Department Chair notifies chair of P&T committee of faculty eligible for review.
November 18, 2024 (Third Monday of November)
Chair of P&T committee sends recommendations to Department Chair.
December 3, 2024 (First Tuesday of December)
Dept. Chair notifies participating faculty of department P&T committee and Dept. Chair's recommendations.
December 16, 2024 (Third Tuesday of December)
Faculty member gives written notice to the P&T committee chair and/or the Department Chair of intent to request a reconsideration of the recommendation.

Note: Schools and Colleges may post deadlines that are earlier than those in this schedule. If so, please follow the schedule established by your Dean's office and in accordance with the [University Promotion and Tenure Guidelines](#) (Revised and reapproved, June 2018).

December 31, 2024 (Last Tuesday in December)
Faculty member submits material pertinent to the reconsideration to the P&T committee chair, or Dept. Chair, as appropriate.
January 14, 2025 (Second Tuesday of January)
Department Chair sends P&T committee and Dept. Chair's recommendations to the academic Dean.
January 28, 2025 (Last Tuesday of January)
The Dean reports all actions taken in a timely manner to the Dept. Chair and chairperson of the P&T committee.
The Dept. Chair or the chairperson of the P&T committee may request a conference with the Dean, within five days of being notified of the Dean's recommendation. Such conference must be held before the Dean's recommendations are forwarded to the Provost.
February 7, 2025 (First Friday of February)
Dean submits recommendations and files to the Provost using the Dean's Checklist for organizing materials.

PROMOTION NON-TENURE TRACK RESEARCH FACULTY: (NTTF-R) REVIEW PROCESS:

November 1, 2024 (First Friday of November) Off-Cycle rank effective July 1, 2025
Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.

February 7, 2025 (First Friday of February) Regular Cycle rank effective July 1, 2025
Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.

Per the University P&T Guidelines, requests for non-tenure track research faculty promotions may be forwarded to the Provost typically twice yearly. Academic units may choose to set their own timelines for requests for promotion to be submitted to the Dean. For those NTTF-R hired **prior** to September 16, 2014, follow the guidelines included as Appendix IV in the University P&T guidelines.

ANNUAL PERFORMANCE REVIEWS OF FACULTY BY APPOINTMENT TYPE:

Faculty appointments are defined as (a) non-tenure track or (b) tenure track. Non-tenure track appointments are (a) fixed-term appointments, (b) probationary appointments, or (c) continuous appointments. Tenure track appointments are (a) annual tenure appointments or (b) indefinite tenure appointments. General information and forms for all faculty performance reviews may be found at: <https://www.pdx.edu/academic-affairs/academic-personnel-policies-and-development#pt>.

Tenure-Track Faculty: Annual reviews must be completed according to the cycle posted at the end of this document and as stated in the employee's supplemental letter.

Non-Tenure Track Faculty: Annual reviews must be completed according to the type of appointment using the appropriate cycle posted at the end of this document.

NTTF-Fixed Term Instructional – Departments are required to provide an annual evaluation of the performance of fixed term faculty after the first year consistent with the practices specified in their promotion and tenure guidelines (University P&T Guidelines, Section C. *Definition, Use and Conditions of Faculty Appointments, 1. Non-tenure track Appointments*).

NTTF-CA Probationary - Non-tenure track instructional faculty members are to be evaluated annually during years 1 through 5 of the probationary period (*Article 18, Section 2 of the PSU-AAUP Collective Bargaining Agreement*).

NTTF-Fixed Term Research - Departments are required to provide an annual evaluation of the performance of fixed term faculty after the first year consistent with the practices specified in their promotion and tenure guidelines (*Article 18, Section 5 of the PSU-AAUP Collective Bargaining Agreement*).

Please note: for those NTTF hired prior to September 16, 2014 who are seeking promotion; follow the guidelines in Appendix IV of the P&T guidelines.

Notice of Intent Not to Reappoint for NTTF: [See Article 18, Section 2, of the PSU-AAUP CBA.](#)

NTTF RESEARCH FACULTY: Non-tenure track research faculty members may be employed for a fixed term, a period of time that runs the length of a particular grant, or an ongoing appointment, without a fixed date, that is contingent on the continued availability of external funding. In all such cases, the appointment must provide the member with at least thirty (30) days' notice of early termination of employment.

NTTF CONTINUOUS APPOINTMENT RELATED CONTRACTS: Annual reviews are based on departmental processes developed per [Article 18 of the PSU-AAUP Collective Bargaining Agreement](#) and **follow the same cycle as tenure related faculty** (except they are reviewed in year 1 and the third-year review is a regular annual review that counts toward the 1-5 annual reviews). See the cycles chart posted at the end of this document.

Probationary Period for NTTF: The University will employ non-tenure track instructional faculty members (NTTFs) on annual contracts during the first six (6) years of employment as an NTTF. The University will automatically renew NTTF annual contracts during the probationary period unless the University provides timely notice to the NTTF. **The University must provide notice of non-renewal of an annual contract during this six-year period to the faculty member according to the timelines in the [AAUP CBA Article 18, Section 2\(b\)](#), by April 1 of the first year of the probationary period and by January 1 for the second through fifth years of the probationary period.** The non-renewal is effective at the end of that academic year.

The University will evaluate NTTFs annually during years 1 through 5 of the probationary period pursuant to the University and Department Promotion and Tenure Guidelines.

Milestone Review for Continuous Appointment: During the sixth year of the probationary period, the University will evaluate NTTFs for a continuous appointment pursuant to the University and Department Promotion and Tenure Guidelines. The evaluation will result in either an award of continuous appointment or 12-months' notice of termination of employment. Awards of continuous appointment are effective at the beginning of the following academic year (9-month appointments) or fiscal year (12-month appointments).

NTTF POST-CONTINUOUS APPOINTMENT REVIEW (PCAR):

Evaluation following Continuous Appointment. Faculty on a Continuous Appointment are to be evaluated in the fifth (5th) year of continuous appointment and then every 5 years following the last evaluation or promotion. The effective date for the award of Continuous Appointment will be September 16th for 9-month employees and July 1 for 12-month employees following a successful Milestone Review. The effective date is the start of academic year 1 of the Post-Continuous Appointment.

Post-Continuous Appointment review dossiers are due first Friday in October.

If a faculty member on Continuous Appointment undergoes a successful promotional review prior to year 5 of the post-continuous appointment, their next post-continuous appointment review will occur **in the fifth year** after their successful promotional review. The first year of the next 5-year post-continuous appointment review count will start the academic year following the successful review (September 16 for 9-month employees and July 1 for 12-month employees). For those hired on or before 9/16/2021 please also see [PSU-AAUP LOA RE: transition into PCAR 2021-2024](#).

Example Timeline:

POSITIVE Milestone, PCAR, or Promotional Review	CYCLE	COUNT
2019-20	Milestone, Promotional, or Post-Continuous Appointment Review Occurs	
9/16/2020	Successful Milestone, Promotion or PCAR Effective Date	Start of AY 1 for the next PCAR cycle
2020-21	X	1
2021-22	X	2
2022-23	X	3
2023-24	X	4
2024-25	Post Continuous Appointment Review Occurs	5
Positive PCAR	Effective date 9/16/2025	Start of AY 1 of 5
2025-26	Year 1 of 5	1

PCAR Review Cycle: (*Please note: “typically” has been added to accommodate holidays that may bump a business day count.)

October 4, 2024 (First Friday of October) Faculty submits PCAR dossier.	January 10, 2025 (Second Friday of January) Should Committee and/or Dept. Chair reverse their original decisions, they shall write a report of the new decision and forward all materials to the Dean.
October 25, 2024 (No later than Last Friday of October) Committee completes review of eligible faculty and submits report to Dept. Chair.	January 27, 2025* (Typically Fourth week of January) *PSU closed Monday, January 20 th . Dean completes reviews of eligible faculty and submits report to Dept. Chair, committee chair, and the faculty member (10 business days of receipt of the Committee and/or Dept. Chair final report)
November 8, 2024 (Typically Second Friday of November) Dept. Chair completes reviews of eligible faculty and submits Dept. Chair’s letter and committee report to the Faculty member (10 business days from receipt of committee report)	February 3, 2025 (First week of February) Dept. Chair, committee chair and/or faculty member requests reconsideration conference. (5 business days of receipt of the Dean’s Letter)
November 18, 2024* (Typically Third Week of November) *PSU closed Monday, November 11 th . Faculty member requests reconsideration (5 business days from receiving Dept. Chair/committee report)	February 17, 2025 (Third week of February) Faculty member submits supporting materials pertinent to reconsideration of Dean’s Letter. (10 business days from notice for Reconsideration)
December 19, 2024 * (Typically Second week of December) *PSU Closed November 28 th & 29 th . Member submits supporting materials to committee and/or Dept. Chair (20 business days from the date of the request for reconsideration)	March 7, 2025 (First full week of March) Dean completes review, issues report to the Dept. Chair and the faculty member and submits Assurance of Review to Provost.

PCAR Notification for 2025-26 Cycle (Next AY):

Notifications: A list of deadlines for post-continuous appointment review (PCAR) can be found in Article 18, Section 2, g, of the AAUP CBA.

May 1, 2025	June 1, 2025
OAA provides a list to the Deans and Chairs for verification of eligible faculty to be reviewed in AY 2025-2026.	All PCAR Eligible Faculty Respond to the PCAR Survey. All Faculty requesting to Defer or Opt-Out have noticed their Dean in writing.
May 15, 2025	June 15, 2025
OAA sends PCAR Survey to all PCAR eligible faculty to respond: Participate/Defer/Opt-Out.	All faculty requesting to Defer or Opt-Out have received notice of Deans Approval or Denial.

POST-TENURE REVIEW (PTR):

Tenured faculty members shall undergo post-tenure review (PTR) every five years after the award of tenure. Successful reviews for promotions in rank of tenured faculty shall be considered as reviews in lieu of post-tenure review and shall re-commence the countdown to the next post-tenure review according to Article IV, page 8 of the [University PTR Procedures](#).

Example Timeline:

Tenure, Promotional, or Post-Tenure Review	CYCLE	COUNT
2019-20	Tenure, Promotional, or Post-Tenure Review Occurs	
9/16/2020	Successful Tenure, Promotion or PTR Effective Date	Start of AY 1 for the next PTR cycle
2020-21	X	1
2021-22	X	2
2022-23	X	3
2023-24	X	4
2024-25	Post-Tenure Review Occurs	5
Positive PCAR	Effective date 9/16/2025	Start of AY 1 of 5
2025-26	Year 1 of 5	1

PTR Review Cycle: (Please note: “typically” has been added to accommodate holidays that may bump a business day count.)

October 4, 2024 (First Friday of October) Faculty submits PTR dossier.	January 10, 2025 (Second Friday of January) Should Committee and/or Dept. Chair reverse their original decisions, they shall write a report of the new decision and forward all materials to the Dean.
October 25, 2024 (No later than Last Friday of October) Committee completes review of eligible faculty and submits report to Dept. Chair.	January 27, 2025* (Typically Fourth week of January) *PSU closed Monday, January 20 th . Dean completes reviews of eligible faculty and submits report to Dept. Chair, committee chair, and the faculty member (10 business days of receipt of the Committee and/or Dept. Chair final report)
November 8, 2024 (Typically Second Friday of November) Dept. Chair completes reviews of eligible faculty and submits Dept. Chair’s letter and committee report to the Faculty member (10 business days from receipt of committee report)	February 3, 2025 (First week of February) Dept. Chair, committee chair and/or faculty member requests reconsideration conference. (5 business days of receipt of the Dean’s Letter)
November 18, 2024* (Typically Third week of November) *PSU closed Monday, November 11 th . Faculty member requests reconsideration (5 business days from receiving Dept. Chair/committee report)	February 17, 2025 (Third week of February) Faculty member submits supporting materials pertinent to reconsideration of Dean’s Letter. (10 business days from notice for Reconsideration)
December 19, 2024 * (Typically Second week of December) *PSU Closed November 28 th & 29 th . Member submits supporting materials to committee and/or Dept. Chair. (20 business days from the date of the request for reconsideration)	March 7, 2025 (First full week of March) Dean completes review, issues report to the Dept. Chair and the faculty member and submits Assurance of Review to Provost.

PTR Notification for 2025-26 Cycle (Next AY):

Notifications: A list of deadlines for PTR for faculty may be found in Article IV, in the [University PTR Procedures \(Revised Spring 2017\)](#).

May 1, 2025 OAA provides a list to the Deans and Chairs for verification of eligible faculty to be reviewed in AY 2025-26	June 1, 2025 All PTR Eligible Faculty Respond to the PTR Survey All Faculty requesting to Defer or Opt-Out have noticed their Dean in writing.
May 15, 2025 OAA sends PTR Survey to all PTR eligible faculty to respond: Participate/Defer/Opt-Out.	June 15, 2025 All faculty requesting to Defer or Opt-Out have received notice of Deans Approval or Denial.

ADJUNCT FACULTY APPOINTMENT, ASSIGNMENTS and REVIEW CYCLES

Initial Appointments:

Initial appointment for newly-hired Adjuncts may be granted on a term-by-term basis. Adjunct applicants may apply for adjunct teaching pools via the People Admin portal.

Nine-Month Appointments:

Adjunct faculty will be offered 9-month academic year appointments with assignment rights for all future appointments once they have been employed by a particular department for two years or have taught eight credits (whichever occurs first). This appointment will be offered, at the beginning of the academic year following their becoming eligible. For example, if an Adjunct's first term with the University is Fall, 2020 and they teach eight credits in that term, they will be offered a nine-month appointment in Fall, 2021.

Two-Year Appointments:

Adjunct faculty will be offered two-year appointments with assignment rights after being employed for a total of three years in a particular department or 20 credits (whichever occurs first) and successfully completing the professional evaluation process described in PSUFA CBA, Article 8, Section 4.

This appointment will be offered at the beginning of the academic year following eligibility. For example, if an Adjunct meets these requirements by Winter 2020, they will be offered a two-year appointment in Fall, 2021.

Professional Evaluation Notifications and Cycles:

A faculty member will be notified of their eligibility for a professional evaluation before the end of the term in which they complete the requirements (3 years or 20 credits). This notification will be accompanied by instructions for submission and a template for assessing evaluation materials. Evaluations should be offered and completed during the term immediately following the one in which the faculty member has met the requirements.

Evaluations should be offered and completed during the term immediately following the one in which the faculty member has met the requirements or no later than the next term in which the faculty member teaches.

If an Adjunct faculty member elects not to have an evaluation at that time, they will be offered another opportunity after they have been employed for an additional (1) year. See Article 8, Section 4 of the PSUFA Collective Bargaining Agreement.

Once an adjunct faculty member has received a successful evaluation, further appointments will be offered for a term of two academic years, subject to the provisions of Article 8, Section 3.4. Further evaluations may be conducted every four years if initiated by the Chair. EXCEPTION: Current Adjuncts who have been employed by PSU since prior to September 16, 2014, are automatically eligible for a two-year appointment and are not required to complete the professional evaluation process. They may be evaluated every four years if initiated by the Chair.

Deadlines for Appointments and Assignments, please also consult the [PSUFA Collective Bargaining Agreement](#):

- No later than week 6 of Winter Term Departments will email all current adjuncts to inquire about their availability.
- By week 5 of Spring Term Departments will confirm their intent to renew the appointment of adjuncts OR If a Chair fails to reappoint an Adjunct to teach for the next academic year based on the criteria listed in PSUFA CBA, Article 8, Section 3.5.
- No later than July 15th Details about course assignments and schedule for the coming academic year will be communicated.
- 3rd week of August or 5 weeks before the first day of Fall Term adjunct reappointment letters will be issued.
- Every 4 years Further evaluations may be conducted if initiated by the Chair for those adjuncts holding 2-year appointments.

For more information on the following topics, please consult the [PSUFA Collective Bargaining Agreement](#):

- Academic Year and Two-Year Appointment Eligibility Benchmarks: (Article 8, Section 3)
- Determination of Academic Rank: (Article 8, Section 2)
- Letter of Appointment: (Article 8, Section 1)
- Course Cancellations (Article 12, Section 8)
- Position Posting Process (Article 8, Section 3)

ACADEMIC PROFESSIONALS (AP) ANNUAL REVIEWS

Academic Professional performance reviews are outlined in [Article 17 of the PSU-AAUP Collective Bargaining Agreement](#). Units may use one of the two Unclassified Evaluation form options found on the HR website:
<https://www.pdx.edu/human-resources/hr-document-library#PERFORM>

April 21, 2025 (Third Monday of April)	May 19, 2025 (Third Monday of May)
AP performance reviews are due to the Provost, or other relevant Vice President, Vice Provost, or Dean of each division, school, or college.	AP performance reviews are due to Human Resources.

- All Academic Professionals shall have annual performance reviews (evaluations).
- The performance review year will be the preceding 12 months. The Performance Evaluation Form for Academic Professionals must be completed.
- Employees with alternative work arrangements will be evaluated on their performance and output of work regardless of where they perform their work.
- Academic Professionals who have worked at Portland State University in an Academic Professional position for at least four years at the time of their annual evaluation will be eligible for a salary increase as stated in Article 30, Section 7B.
- Academic Professionals will be eligible for recurring salary increases every four years so long as evaluations are rated satisfactory or above for the four-year period, they will receive the salary increase every 4 years until the maximum salary for job grouping/level is reached.
- Academic Professional Advancement increases will be effective July 1 (for those employed on a 12-month basis) and September 16 (for those employed on a 9-month basis).

2024-25 AY Eligibility 4th year review increase:

Start date on or before July 1, 2021

July 1, 2021 - May 31, 2022 year 1 review

July 1, 2022 - May 31, 2023 year 2 review

July 1, 2023 - May 31, 2024 year 3 review

July 1, 2024 - May 31, 2025 year 4 review

July 1, 2025 Increase Effective

July 1, 2025 start of year 1 of 4

Notice of Appointment Termination for Academic Professional Staff: See Article 17, Section 5, of the PSU-AAUP Collective Bargaining Agreement.

ACADEMIC ADMINISTRATORS (RANKED/EXCLUDED PERSONNEL) APPOINTMENTS AND REVIEWS

Department Chair/Director Selection:

The guidelines for chairperson selection may be found in Article III, Section 4 of the [Faculty Governance Guide](#). The chair/chair-equivalent appointment form and process are located [here](#).

Reviews:

With the exception of members of the Academic Leadership Team (ALT) reviews of **all ranked, excluded** personnel, are conducted using the process found under RESOURCES AND PROCESS GUIDANCE at: <https://www.pdx.edu/academic-affairs/academic-employee-review-resources>. This includes Assistant and Associate Deans, Academic Chairs, and Directors.

March 28, 2025 (Fourth Friday in March)	April 25, 2025 (Fourth Friday in April)
Self-evaluations of other ranked excluded personnel are due in the Dean's office.	ALT members send completed reviews to OAA and HR.

Annual reviews of **unclassified/unrepresented/excluded** academic personnel may be conducted using the [template found on the HR website](#) <https://www.pdx.edu/human-resources/policies-contracts-forms#PERMAN> or a process adopted by their units. These reviews are due annually on **April 30**.

Members of the Academic Leadership Team:

Submit Self-evaluations by April 1, 2024.

The fifth-year (5) review process is currently being updated and will be available October 1, 2026.

RETIREMENT TRANSITION PROGRAMS:

The Retirement Transition Form templates are ready for use and can be found under the “RETIREMENT TRANSITION PROGRAMS” heading in the center column on the [OAA Website](#). Please also consult the appropriate AAUP Retirement Transition MOU (TTF, NTTF, AP) regarding the Retirement Transition Program.

Deadlines for TTF and NTTF Retirement Transition Program:

- Draft Agreements are due to OAA for review no later than May 26.
- Signed Final Agreements are due to OAA no later than June 16.
- All signed agreements are forwarded by OAA to AAUP no later June 30.

The Phased Retirement Transition Program for Academic Professionals provides for a period of **post-retirement** work for the retired Academic Professional at 0.5 FTE for up to 12 months after the Academic Professional’s retirement from PSU. AP Phased Retirement Transition Program Deadlines are as follows:

- Employee initiate this process at least three months prior to their expected date of retirement
 - Employee and supervisor discuss the terms of a Phased Retirement Agreement and have that agreement memorialized prior to the expected retirement date.
- The supervisor must respond within 30 calendar days to the Academic Professional’s request to participate in the program indicating if PSU intends to grant the member’s request. If feasible, the supervisor will then create a proposed Phased Retirement Agreement for the retiring employee’s consideration. The retiring employee will be granted an opportunity to give feedback and engage in the dialog in the creation of the Phased Retirement Agreement.
- The Phased Retirement Agreement must also be reviewed and approved by the Vice Provost of Academic Personnel before it is finalized. Draft agreements are due to OAA no later than 30 days prior to date of retirement.
- Signed Final Agreements are due to OAA no later than 15 days prior to date of retirement.
- A copy of the final signed agreement will be forwarded to the Association no later than the last Friday in June of each year of the program.

CYCLES FOR ANNUAL, THIRD-YEAR, AND P&T REVIEW

Cycles for Annual, Third Year, and P&T Reviews for Tenure-Track Faculty and Annual, Sixth Year, and Promotion Reviews for Non-Tenure Track Faculty on Continuous Appointment (9-months, no prior years of service) -NTTF -TTF -TT and NTTF

	FALL QUARTER	WINTER QUARTER	SPRING QUARTER	NOTES
1st Year			April 1: Notify faculty member of renewal or non-renewal of annual contract. (NTT) April 1: Conduct 1 st annual review for those in year one of their probationary period for continuous appointment. (NTT-CA)	“Faculty on annual tenure must be reviewed after the completion of the first year of their appointment and each subsequent year” (University Promotion and Tenure Guidelines updated July 2024 , page 29-30). (TTF) “Non-tenure track instructional faculty members are to be evaluated annually during years 1 through 5 of the probationary period” (Article 18, Section 2 (c) of the PSU-AAUP 2021-2024 Collective Bargaining Agreement). (NTTF)
2nd Year	October: Conduct the review of the faculty member’s progress. (first review for TT) (NTT) December: Chair shares the review with faculty member. (TT) (NTT)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTT)		
3rd Year	October: Conduct the review of the faculty member’s progress. (NTT)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTT)	April: Chair shares the review with faculty member and sends recommendation to Dean. (TT)	“...there must be a review at the end of the third year” (University Promotion and Tenure Guidelines updated July 2024, page 29-30). (TTF)
Third Year Review (TTF)	December: Chair shares the review with faculty member. (NTT)	February: Faculty file due to department committee for review. (TT) March: Committee recommendation to Chair. (TT)		Information and guidelines on Third Year reviews are provided by your department.
4th Year	October: Conduct the review of the faculty member’s progress. (TT) (NTT) December: Chair shares the review with faculty member. (TT) (NTT)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTT)		
5th Year	October: Conduct the review of the faculty member’s progress. (TT) (NTT) December: Chair shares the review with faculty member. (TT) (NTT)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTT)		
6th Year P&T (TT) and Promotion (NTT) Review	October: Conduct the final review of the faculty member (this review determines recommendation for tenure or continuous appointment). (TT) (NTT) December: See Promotion and Tenure process on page 1. (TT) (NTT)	January: See Promotion and Tenure process on page 1. (TT) (NTT) February: See Promotion and Tenure process on page 1. (TT) (NTT)		

NOTE: Supplemental Tenure Letters attached to the Notice of Appointment letters for all new TTF hires must include the relevant timelines.