



UNIVERSITY OF SOUTHERN INDIANA
Calendar for Faculty Personnel Decisions 2024-2025

REAPPOINTMENT REVIEW for Tenure Track Assistant Professors* (1st review) and Clinical Assistant Professors for Two-Year Contract*

Please check with your college office to determine the portfolio submission and college review deadlines.

- October 14, 2024 College dean recommendations due to Provost for administrative review
- December 2, 2024 Faculty notification from Provost

REAPPOINTMENT REVIEW for Tenure Track Assistant Professors* (2nd review) and Clinical Associate Professors for Three-Year Contract and Clinical Professors for Five-Year Contract

Please check with your college office to determine the portfolio submission and college review deadlines.

- February 24, 2025 College dean/library director recommendations to Provost for administrative review
- April 21, 2025 Faculty notification from Provost

* Tenure eligible faculty are hired on an initial two-year contract, with reconsideration for a second two-year contract in the fall semester of their second year of service. Review for reappointment to a final three-year contract occurs in the spring semester of the third year of service. COVID timeline extensions taken will affect reappointments and tenure timeline. Adjustments to reflect tenure credit upon hire are shown on page 2 of this document.

REAPPOINTMENT REVIEW of Instructors and Teaching (Contract) Faculty for 2025-2026 Contracts

Please check with your college office to determine the portfolio submission and college review deadlines.

- March 2, 2025 College dean/library director forwards appraisal to Provost

ANNUAL REPORT (FAR) - For Full-time Faculty

- December 1, 2024 Faculty Annual Report instructions sent to all faculty
- January 31, 2025 Faculty Annual Report deadline - faculty to update their annual activities in Watermark.
- February 24, 2025 Annual reports to college dean/library director
- March 17, 2025 College dean/library director forwards all FARs to Provost

PROMOTION/TENURE REVIEW

- May 28, 2024 Faculty submits intent to apply for full professor to college dean/library director
- May 31, 2024 College deans/library director notifies CETL to initiate portfolio coordination (SET/CPS, SharePoint)
- September 27, 2024 College deans/library director submit department and college review committee membership and review timeline to Provost's Office and CETL.
- October 1, 2024 Faculty applicant deadline to upload portfolio documents electronically for Provost's Office.
- November 22, 2024 College review committee(s) and chair recommendations due to college dean/library director
- January 13, 2025 College dean/library director submits recommendations to Provost's Office
** Faculty applicants may request University Promotions Committee (UPC) review within 7 business days of Dean/Director's notification of recommendation to Provost, if applicable; automatic submission to UPC when reviews lack agreement.
- January 22, 2025 Faculty applicant deadline to request University Promotions Committee review**
- March 17, 2025 University Promotions Committee submits recommendations to Provost **
- April 2, 2025 Provost recommendations to President
- April 15, 2025 President recommendations to Board of Trustees (Board of Trustees Meeting on 5.02.25)

LEAVE OF ABSENCE - During 2025-2026 Academic Year

- September 3, 2024 Applications to college dean/library director
- October 7, 2024 College dean/library director submits recommendations to Provost

HOW TO CALCULATE TENURE DATES for Tenure Track Faculty

Refer to [University Faculty Handbook](#): Section C.13.Criteria for Promotion and Tenure; and Section C.13. Process for Promotion and Tenure for Promotion-Eligible Faculty.

Hire date: August 2024

Credit toward tenure: 0 Years

Offer letter will read: “You are eligible to apply for tenure in your sixth (6th) year of full-time service at the University of Southern Indiana.”

Tenure Decision: Spring 2030

Tenure Effective: Fall 2030

Pre-tenure Timeline: Contracts, Reviews, and Portfolio Submissions

Year 1	2024-25	Year 1 of 1st 2-year contract	
Year 2	2025-26	Year 2 of 1st 2-year contract	Reappointment review in Fall 2025 for 2nd 2-year contract
Year 3	2026-27	Year 1 of 2nd 2-year contract	Reappointment review in Spring 2027 for final 3-year contract
Year 4	2027-28	Year 2 of 2nd 2-year contract	
Year 5	2028-29	Year 1 of final 3-year contract	
Year 6	2029-30	Year 1 of 2nd 2-year contract	Tenure/Promotion review in Fall 2029
Year 7	2030-31	Tenured or final year	

Hire date: August 2024

Credit toward tenure: 1 Year

Offer letter will read: “You are eligible to apply for tenure in your fifth (5th) year of full-time service at the University of Southern Indiana.”

Tenure Decision: Spring 2029

Tenure Effective: Fall 2029

Pre-tenure Timeline: Contracts, Reviews, and Portfolio Submissions

Year 2	2024-25	Year 2 of 1st 2-year contract	Reappointment review in Fall 2024 for 2nd 2-year contract
Year 3	2025-26	Year 1 of 2nd 2-year contract	Reappointment review in Spring 2027 for final 3-year contract
Year 4	2026-27	Year 2 of 2nd 2-year contract	
Year 5	2027-28	Year 1 of final 3-year contract	
Year 6	2028-29	Year 1 of 2nd 2-year contract	Tenure/Promotion review in Fall 2029
Year 7	2029-30	Tenured or final year	