

**FACULTY RETRAINING CALENDAR  
2024-25\***

**\*suggested timeline for the application of proposals upon the approval of the updated Faculty Senate Procedures document**

Sept. 16	Office of Human Resources shall notify all faculty members, Department chairpersons, appropriate Deans and Department Retraining Committees that the retraining process has begun.
prior to April 1	Each faculty member who wishes to be considered for retraining shall submit copies of the retraining file to the <u>Department</u> Retraining Committee and Chairpersons of the home and host Departments.
	The Department Retraining Committee and Chairpersons shall transmit the file and impact statements to the appropriate Dean.
	The Dean shall make a recommendation which, along with all of the previously submitted materials, shall be transmitted to the University Retraining Committee.
April 1	Files closed. All letters of rebuttal and any other supporting documentation must be received by the University Retraining Committee by 4:00 p.m.
May 1	The University Retraining Committee shall make a recommendation and transmit the file to the Provost.
May 30	The Provost shall make an evaluation and transmit the file to the President.
May 30	The President shall make a decision and inform the Provost, the faculty member, and the University Retraining Committee.