

ANNUAL FACULTY ASSESSMENT CALENDAR 2025-26

REVIEW: Tenure and Promotion, Instructor/Coordinator/Clinical/ Professional Practice/Research Tracks Seeking Promotion

- 8/29/2025 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 9/19/2025 Department/School Committee submits recommendation, which routes to Chair/Director.
- 10/3/2025 Faculty deadline to submit rebuttal of departmental recommendation, if desired.
- 10/17/2025 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 10/31/2025 Faculty deadline to submit rebuttal of Chair/Director recommendation, if desired.
- 11/21/2025 College Committee submits recommendation, which routes to Dean.
- 12/5/2025 Faculty deadline to submit rebuttal of college recommendation, if desired.
- 12/19/2025 Dean submits recommendation, which routes to Provost.
- 1/9/2026 Faculty deadline to submit rebuttal of Dean's recommendation, if desired.
- 2/9/2026 Provost notifies faculty of their recommendation to the President.
- 2/23/2026 Faculty deadline to submit appeal (per Policy 206)
- *5/30/2026 President reviews Provost's recommendation and makes recommendation to the MTSU Board of Trustees. President notifies faculty who are not recommended for tenure that they will receive a terminal contract for the upcoming academic year.

REVIEW: Pre-tenure (i.e., Third-Year Review, per Policy 204 IV:C)

- 2/20/2026 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 3/6/2026 Department/School Committee submits recommendation, which routes to Chair/Director.
- 3/11/2026 Faculty review of department committee recommendation.
- 3/20/2026 Chair/Director submits recommendation, which routes to College Committee and Dean.
- 3/25/2026 Faculty review of chair/director recommendation.
- 4/3/2026 College Committee submits recommendation, which routes to Dean.
- 4/8/2026 Faculty review of college committee recommendation.
- 4/17/2026 Dean submits recommendation, which routes to Provost.
- 4/22/2026 Faculty review of dean recommendation.
- 5/8/2026 Provost submits decision to the faculty member. If positive, the decision triggers a contract renewal for the next academic year.
- *5/30/2026 Deadline by which President notifies Faculty who received a negative pre-tenure review that they will receive a terminal contract for the upcoming academic year.

*Date is stipulated in MTSU Policy 204, rev. June 2020.

RENEWAL EVALUATION & PERFORMANCE ASSESSMENT: Tenure-track Faculty Years 1, 2, 4, and 5

- 2/13/2026 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 2/27/2026 Department/School Committee submits annual evaluation/renewal recommendation.
- 3/13/2026 Chair/Director submits annual evaluation/renewal recommendation.
- 3/18/2026 Faculty review of Department decisions.
- 3/27/2026 Dean submits annual evaluation/renewal recommendation.
- 4/10/2026 Provost confirms or does not confirm Dean's annual evaluation/renewal recommendation. Positive evaluation triggers a contract renewal for the next academic year. Negative evaluation is forwarded to the President.
- *4/15/2026 Deadline by which President notifies tenure-track faculty in years 1 and 2 who received a negative evaluation that they will not receive a contract for the upcoming academic year.
- *5/30/2026 Deadline by which President officially notifies tenure-track faculty in years 4 and 5 who received a negative evaluation that they will receive a terminal contract for the upcoming academic year.
- 6/1/2026 Faculty submits any updates to digital portfolio (including refreshed OFD and supporting materials) in Faculty Success.
- 7/1/2026 Chair/Director submits the performance assessment.
- 7/10/2026 Faculty review of performance assessment.
- 9/30/2026 Dean submits a decision on performance assessment.

ANNUAL PERFORMANCE ASSESSMENT: All Full-Time Faculty

- 6/1/2026 Faculty submits digital portfolio (including OFD and supporting materials) in Faculty Success.
- 7/1/2026 Chair/Director submits the performance assessment.
- 7/10/2026 Faculty review of performance assessment.
- 9/30/2026 Dean submits a decision on performance assessment.

ANNUAL EVALUATION: Fall ONLY Full-Time Faculty and Adjuncts

- 11/14/2025 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 12/12/2025 Chair/Director reviews submission, CESs, and submits annual evaluation.

ANNUAL EVALUATION: Spring ONLY Full-Time Faculty and Adjuncts; Academic YEAR Adjuncts

- 4/17/2026 Faculty submits digital portfolio (and supporting materials, if desired) in Faculty Success.
- 5/29/2026 Chair/Director reviews submission, CESs, and submits annual evaluation.

*Date is stipulated in MTSU Policy 204, rev. June 2020.

ANNUAL EVALUATION: Department Chairs/School Directors

6/1/2026 Chair/Director submits/updates all information in Faculty Success.

7/1/2026 Dean submits evaluation letter.

7/10/2026 Chair/Director reviews Dean evaluation.

7/11/2026 Advances to Provost (option to view).

OTHER IMPORTANT T&P DATES

5/15/25

- Department/School and College Committee T&P chairs send their AY 2025-26 committee rosters, including the chair, to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.

6/15/25

- Faculty intending to apply in AY 2025-26 for *discretionary* promotion, i.e., promotion by request as opposed to contractually required, send their names to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.

5/15/26

- Department/School and College Committee T&P chairs send their AY 2026-27 committee rosters, including the chair, to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.

6/15/26

- Faculty intending to apply in AY 2026-27 for *discretionary* promotion, i.e., promotion by request as opposed to contractually required, send their names to their Chair/Director, College Dean, Vice Provost Brian Hinote, and Sabrina Wright.