

## 2024-25 Procedural Calendar – By Date

**Deadline:** Thursday, August 01, 2024  
**Category:** Department Chairs  
**Event/Action:** New Chair Contracts Start  
**From:**  
**To:**  
**Details:**

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**Deadline:** Monday, August 05, 2024  
**Category:** Workshops  
**Event/Action:** New Full-Time Faculty Orientation (Day 1)  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 1 of New Faculty Orientation includes lunch with Department Chairs. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Tuesday, August 06, 2024  
**Category:** Workshops  
**Event/Action:** New Full-Time Faculty Orientation (Day 2)  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 2 of New Faculty Orientation includes a reception with Deans. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Thursday, August 08, 2024  
**Category:** Grades  
**Event/Action:** Summer Semester Grades Due by 12pm  
**From:** Faculty  
**To:**  
**Details:**

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**Deadline:** Thursday, August 08, 2024  
**Category:** Workshops  
**Event/Action:** New Adjunct Faculty Orientation (Remote-Only)

**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Friday, August 09, 2024  
**Category:** Workshops  
**Event/Action:** New Adjunct Faculty Orientation (In-Person Only)  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Monday, August 12, 2024  
**Category:** Workshops  
**Event/Action:** Day 1 - Roadrunner Instructor Training for Fall  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 1 held in-person. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Tuesday, August 13, 2024  
**Category:** Workshops  
**Event/Action:** Day 2 - Roadrunner Instructor Training for Fall  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 2 held remotely. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Friday, August 23, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Intent to Apply for Full Professor from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** Use "Intent to Apply" form available at [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, August 23, 2024  
**Category:** Tenure and Promotion to Associate Professor

**Event/Action:** Intent to Apply for Associate Professor from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** Use "Intent to Apply" form available at [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, August 23, 2024  
**Category:** Workshops  
**Event/Action:** Tenure and Promotion Portfolio Preparation Workshop (via Teams)  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, August 30, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 1  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, August 30, 2024  
**Category:** Workshops  
**Event/Action:** Year 4 Retention and Year 5 Retention Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, September 06, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Omnibus/Individual VT/Non-Substantive Change Proposals for Spring 2025 Semester from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, September 06, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** List of Faculty Applying for Tenure-and-Promotion from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** The Office of Faculty Affairs will collect forms and communicate with Department Chairs and Deans to ensure alignment on "final" list.

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**Deadline:** Friday, September 06, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 2  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, September 06, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** List of Faculty Applying for Promotion from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** The Office of Faculty Affairs will collect forms and communicate with Department Chairs and Deans to ensure alignment on "final" list.

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**Deadline:** Friday, September 06, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Portfolio Submission from Faculty  
**From:** Faculty  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, September 13, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY2526 from Originator to Curriculum Committee  
**From:** Originator  
**To:** Curriculum Committee  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, September 13, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Omnibus/Individual VT/Non-Substantive Change Proposals for Spring 2025 Semester from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) for Simultaneous Review to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, September 13, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** List of Faculty Applying for Promotion from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** The Office of Faculty Affairs will collect forms and communicate with Department Chairs and Deans to ensure alignment on "final" list.

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**Deadline:** Friday, September 13, 2024  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Applications for Spring Semester from Faculty (via Watermark)  
**From:** Faculty  
**To:**  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, September 13, 2024  
**Category:** Related Fields and Minimum Requirements for Rank Upon Appointment  
**Event/Action:** Changes to Related Fields and Minimum Requirements for Rank Upon Appointment from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See the "Faculty Hiring Info" section on [msudenver.edu/faculty-affairs/faculty-forms/](https://msudenver.edu/faculty-affairs/faculty-forms/) for additional info.

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**Deadline:** Friday, September 13, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Application for Next Academic Year from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair

**Details:** For additional information on the sabbatical leave application process, visit [msudenver.edu/faculty-affairs/faculty-sabbaticals/](https://msudenver.edu/faculty-affairs/faculty-sabbaticals/)

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**Deadline:** Friday, September 13, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** List of Faculty Applying for Tenure-and-Promotion from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** The Office of Faculty Affairs will collect forms and communicate with Department Chairs and Deans to ensure alignment on "final" list.

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**Deadline:** Friday, September 13, 2024  
**Category:** Workshops  
**Event/Action:** Promotion Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, September 13, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Portfolio from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:**

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**Deadline:** Thursday, September 19, 2024  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Committee Meetings  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, September 20, 2024  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Executive Session and Full Board Meeting  
**From:**  
**To:**

**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, September 20, 2024  
**Category:** Faculty Employment Handbook  
**Event/Action:** Notification of Intent to Propose Change from Sponsor to Faculty Employment Handbook (FEH)  
**From:** Sponsor  
**To:** Office of Faculty Affairs and FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, September 20, 2024  
**Category:** FRIP and TOP Reporting  
**Event/Action:** Fall Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, September 20, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 3  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, September 20, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Recommendation from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:** For additional information on the sabbatical leave application process, visit [msudenver.edu/faculty-affairs/faculty-sabbaticals/](https://msudenver.edu/faculty-affairs/faculty-sabbaticals/)

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**Deadline:** Friday, September 20, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Portfolio from Faculty to Department RTP Committee  
**From:** Faculty

**To:** Department RTP Committee

**Details:**

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**Deadline:** Friday, September 27, 2024

**Category:** Leave Without Pay

**Event/Action:** Leave Without Pay Decision for Previous Academic Year from Faculty to Department Chair and Dean

**From:** Faculty

**To:** Department Chair and Dean

**Details:** A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR

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**Deadline:** Friday, September 27, 2024

**Category:** Outside Employment Agreement/Conflict of Interest Disclosure

**Event/Action:** Outside Employment Agreement/Conflict of Interest Disclosure for Fall Semester from Faculty to Chair and Office of Faculty Affairs

**From:** Faculty

**To:** Department Chair and Office of Faculty Affairs

**Details:** For more information and the form see the "Conflict of Interest" area at [msudenver.edu/faculty-affairs/faculty-forms/](https://msudenver.edu/faculty-affairs/faculty-forms/)

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**Deadline:** Friday, September 27, 2024

**Category:** Provost Minigrant

**Event/Action:** Provost Minigrant Application for Spring Semester Approval from Chair (via Watermark)

**From:** Department Chair

**To:**

**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, September 27, 2024

**Category:** Related Fields and Minimum Requirements for Rank Upon Appointment

**Event/Action:** Changes to Related Fields and Minimum Requirements for Rank Upon Appointment from Dean to Office of Faculty Affairs

**From:** Dean

**To:** Office of Faculty Affairs

**Details:** These dates apply only if changes are being made to a Department's "Related Fields" or "Minimum Requirements for Rank upon Appointment" documents. See the "Faculty Hiring Info" section on [msudenver.edu/faculty-affairs/faculty-forms/](https://msudenver.edu/faculty-affairs/faculty-forms/) for additional info.

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**Deadline:** Friday, September 27, 2024

**Category:** Roadrunner Faculty Academy



**Event/Action:** Roundrunner Faculty Academy - In-Person Session 4  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, September 27, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, September 27, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Recommendation from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Friday, September 27, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Recommendation from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Friday, October 04, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, October 04, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention

**Event/Action:** Year 4 Retention Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Thursday, October 10, 2024  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Joint Retreat Day 1 (with Foundation & Alumni Boards)  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, October 11, 2024  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Joint Retreat Day 2 (with Foundation & Alumni Boards)  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, October 11, 2024  
**Category:** FRIP and TOP Reporting  
**Event/Action:** Fall Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Office of Faculty Affairs to Office of Equal Opportunity  
**From:** Office of Faculty Affairs  
**To:** Office of Equal Opportunity  
**Details:**

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**Deadline:** Friday, October 11, 2024  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Application for Spring Semester from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** Please refer to the Policy Library: [msudenver.edu/policylibrary](https://msudenver.edu/policylibrary) The "Application for Leave Without Pay" form is available at [msudenver.edu/hr/forms](https://msudenver.edu/hr/forms)

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**Deadline:** Friday, October 11, 2024  
**Category:** Leave Without Pay

**Event/Action:** Leave Without Pay Decision for Previous Academic Year from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Dean approves/disapproves faculty request to have Leave Without Pay counted towards tenure, promotion, or PTR

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**Deadline:** Friday, October 11, 2024  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Application for Spring Semester Approval from Dean (via Watermark)  
**From:** Dean  
**To:**  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, October 11, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 5  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, October 11, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from Department PTR Committee to Faculty and Department Chair  
**From:** Department RTP Committee  
**To:** Faculty and Department Chair  
**Details:**

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**Deadline:** Friday, October 11, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Recommendation from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, October 11, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention

**Event/Action:** Year 5 Retention Portfolio from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, October 18, 2024  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Recommendation for Spring Semester from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:**

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**Deadline:** Friday, October 18, 2024  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant for Spring Applicant List and Materials from Office of Faculty Affairs to Provost Minigrant Committee  
**From:** Office of Faculty Affairs  
**To:** Provost Minigrant Committee  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, October 18, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Recommendation from Dean to Faculty and Faculty Senate Professional Leave Committee  
**From:** Dean  
**To:** Faculty and Faculty Senate Professional Leave Committee  
**Details:** For additional information on the sabbatical leave application process, visit [msudenver.edu/faculty-affairs/faculty-sabbaticals/](https://msudenver.edu/faculty-affairs/faculty-sabbaticals/)

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**Deadline:** Friday, October 18, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Department RTP Committee Decision fro Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, October 18, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention

**Event/Action:** Year 2 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Friday, October 18, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Recommendation from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, October 18, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Recommendation from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Monday, October 21, 2024  
**Category:** Dean Evaluations  
**Event/Action:** Open Dean Evaluations (date is tentative)  
**From:** Office of Faculty Affairs  
**To:**  
**Details:**

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**Deadline:** Monday, October 21, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, October 25, 2024  
**Category:** Retirement/Transitional Retirement

**Event/Action:** Faculty Retirement Informational Workshop (for Fall)  
**From:** Office of Faculty Affairs and Human Resources  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, use this form: <https://forms.office.com/r/p8Hh0pNqRW>

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**Deadline:** Friday, October 25, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Appeal from Faculty to Faculty Senate Professional Leave Committee  
**From:** Faculty  
**To:** Faculty Senate Professional Leave Committee  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, October 25, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Friday, October 25, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, November 01, 2024  
**Category:** Credit Towards Tenure/Tenure Upon Appointment  
**Event/Action:** Credit Toward Earning Regular Tenure Recommendations for Faculty Who Started in Fall Semester from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Dean provides list of faculty who started in Fall semester who are receiving credit towards tenure

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**Deadline:** Friday, November 01, 2024  
**Category:** Faculty Employment Handbook

**Event/Action:** FEH Language Change Proposal Submissions from Sponsor to FEH Committee  
**From:** Sponsor  
**To:** Office of Faculty Affairs and FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, November 01, 2024  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Recommendation for Spring Semester from Dean to Faculty and Office of Faculty Affairs  
**From:** Dean  
**To:** Faculty and Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, November 01, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 6  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, November 01, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, November 08, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Spring 2025 Schedule from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, November 08, 2024  
**Category:** Dean Evaluations

**Event/Action:** Close Dean Evaluations (date is tentative)  
**From:** Office of Faculty Affairs  
**To:**  
**Details:**

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**Deadline:** Friday, November 08, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Portfolios from Faculty to Department RTP Committee  
**From:** Faculty  
**To:** Department RTP Committee  
**Details:**

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**Deadline:** Friday, November 08, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 7  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, November 08, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from Department Chair to Faculty and School/College RTP Committee  
**From:** Department Chair  
**To:** Faculty and School/College RTP Committee  
**Details:**

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**Deadline:** Friday, November 08, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Recommendation from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, November 15, 2024  
**Category:** Curriculum/Catalog



**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Spring 2025 Schedule from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, November 15, 2024  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Recommendation for Spring Semester from Provost Minigrant Committee to Office of Faculty Affairs  
**From:** Provost Minigrant Committee  
**To:** Office of Faculty Affairs  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

---

**Deadline:** Friday, November 15, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Department Chair Decision from Faculty to School/College RTP Committee  
**From:** Faculty  
**To:** School/College RTP Committee  
**Details:**

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**Deadline:** Friday, November 15, 2024  
**Category:** Workshops  
**Event/Action:** Year 1 Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

---

**Deadline:** Friday, November 15, 2024  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Portfolio from Faculty to Department RTP Committee  
**From:** Faculty  
**To:** Department RTP Committee  
**Details:**

---

**Deadline:** Friday, November 15, 2024

**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Tuesday, November 19, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Appeal Recommendation from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost

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**Deadline:** Friday, November 22, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Recommendations from Department RTP Committee to Faculty and Department Chair  
**From:** Department RTP Committee  
**To:** Faculty and Department Chair  
**Details:**

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**Deadline:** Friday, November 22, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Appeal Recommendation from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost

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**Deadline:** Friday, November 22, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, November 29, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY2526  
**From:** Curriculum Committee  
**To:** Director of Curriculum and Catalog  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, November 29, 2024  
**Category:** Curriculum/Catalog  
**Event/Action:** Non-Curricular Catalog Updates for AY2526  
**From:**  
**To:** Director of Curriculum and Catalog  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

---

**Deadline:** Friday, December 06, 2024  
**Category:** Department Evaluation Guidelines  
**Event/Action:** Department Evaluation Guidelines Changes from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** When submitting changes to their Dean, the Department Chair should use the "Department Evaluation Guidelines Revision Form" available at [msudenver.edu/faculty-affairs/department-guidelines/](https://msudenver.edu/faculty-affairs/department-guidelines/). This form is only necessary if changes are being proposed.

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**Deadline:** Friday, December 06, 2024  
**Category:** Program Fees  
**Event/Action:** Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** Written proposals including documentation of student feedback

---

**Deadline:** Friday, December 06, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Appeal of Department RTP Committee Decision from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, December 06, 2024  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Decision for Spring Semester from Office of Faculty Affairs to Faculty  
**From:** Office of Faculty Affairs  
**To:** Faculty  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, December 06, 2024  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 8  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, December 06, 2024  
**Category:** Workshops  
**Event/Action:** Lecturer/Senior Lecturer Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, December 06, 2024  
**Category:** Workshops  
**Event/Action:** Post-Tenure Review (PTR) Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, December 06, 2024  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Recommendation from Department RTP Committee to Faculty and Department Chair  
**From:** Department RTP Committee  
**To:** Faculty and Department Chair  
**Details:**

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**Deadline:** Friday, December 13, 2024  
**Category:** Commencement  
**Event/Action:** Fall Commencement  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/commencement](https://msudenver.edu/commencement)

---

**Deadline:** Friday, December 13, 2024  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Committee Feedback to Sponsor  
**From:** FEH Committee  
**To:** Sponsor  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

---

**Deadline:** Friday, December 13, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Recommendations from Department Chair to Faculty and School/College RTP Committee  
**From:** Department Chair  
**To:** Faculty and School/College RTP Committee  
**Details:**

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**Deadline:** Friday, December 13, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Recommendation from Faculty Senate Professional Leave Committee to Provost  
**From:** Faculty Senate Professional Leave Committee  
**To:** Provost  
**Details:** For additional information on the sabbatical leave application process, visit [msudenver.edu/faculty-affairs/faculty-sabbaticals/](https://msudenver.edu/faculty-affairs/faculty-sabbaticals/)

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**Deadline:** Friday, December 13, 2024  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from School/College RTP Committee to Faculty and Dean  
**From:** School/College RTP Committee  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Friday, December 13, 2024  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Department RTP Committee Decision from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Monday, December 16, 2024  
**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Appeal Recommendation from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost

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**Deadline:** Thursday, December 19, 2024  
**Category:** Grades  
**Event/Action:** Fall Semester Grades Due by 12pm  
**From:** Faculty  
**To:**  
**Details:**

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**Deadline:** Friday, December 20, 2024  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Appeal of Department Chair Decision from Faculty to School/College RTP Committee  
**From:** Faculty  
**To:** School/College RTP Committee  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, December 20, 2024  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Appeal from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, December 20, 2024

**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of School/College RTP Committee Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:**

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**Deadline:** Friday, December 20, 2024  
**Category:** Year 2 Tenure-Track Faculty Retention  
**Event/Action:** Year 2 Retention Appeal Final Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** The Provost will have 20 business days to complete their review of the portfolio and make their decision

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**Deadline:** Friday, December 20, 2024  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Recommendation from Department Chair to Faculty and School/College RTP Committee  
**From:** Department Chair  
**To:** Faculty and School/College RTP Committee  
**Details:**

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**Deadline:** Friday, December 20, 2024  
**Category:** Year 4 Tenure-Track Faculty Retention  
**Event/Action:** Year 4 Retention Appeal Final Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** The Provost will have 20 business days to complete their review of the portfolio and make their decision

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**Deadline:** Friday, January 10, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Curriculum Proposals Modifying Undergraduate/Graduate Catalogs for AY2526  
**From:** Director of Curriculum and Catalog  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

---

**Deadline:** Monday, January 13, 2025  
**Category:** Workshops  
**Event/Action:** Day 1 - Roadrunner Instructor Training for Spring

**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 1 held in-person. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Tuesday, January 14, 2025  
**Category:** Workshops  
**Event/Action:** Day 2 - Roadrunner Instructor Training for Spring  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** Day 2 held remotely. To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Monday, January 20, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Omnibus/Individual VT/Non-Substantive Change Proposals for Summer 2025 Semester from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Tuesday, January 21, 2025  
**Category:** Faculty Senate  
**Event/Action:** Notification of New Faculty Senators for Next Academic Year Needed from Departments  
**From:** Faculty Senate President  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, January 24, 2025  
**Category:** Program Fees  
**Event/Action:** Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester from Dean to AVP for Curriculum and Policy Development  
**From:** Dean  
**To:** AVP for Curriculum and Policy Development  
**Details:** Written proposals including documentation of student feedback

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**Deadline:** Friday, January 24, 2025  
**Category:** Retirement/Transitional Retirement



**Event/Action:** Transitional Retirement Application Submission from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

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**Deadline:** Friday, January 24, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 9  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, January 24, 2025  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Decision from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:** For additional information on the sabbatical leave application process, visit [msudenver.edu/faculty-affairs/faculty-sabbaticals/](https://msudenver.edu/faculty-affairs/faculty-sabbaticals/)

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**Deadline:** Friday, January 24, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from Dean to Faculty and Faculty Senate RTP Committee  
**From:** Dean  
**To:** Faculty and Faculty Senate RTP Committee  
**Details:**

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**Deadline:** Friday, January 24, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Department Chair Decision from Faculty to School/College RTP Committee  
**From:** Faculty  
**To:** School/College RTP Committee  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, January 24, 2025

**Category:** Year 5 Tenure-Track Faculty Retention  
**Event/Action:** Year 5 Retention Appeal Final Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** The Provost will have 20 business days to complete their review of the portfolio and make their decision

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**Deadline:** Monday, January 27, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Omnibus/Individual VT/Non-Substantive Change Proposals for Summer 2025 Semester from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Thursday, January 30, 2025  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Committee Meetings  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, January 31, 2025  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Executive Session and Full Board Meeting  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, January 31, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Fall 2025 Schedule from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, January 31, 2025

**Category:** Outside Employment Agreement/Conflict of Interest Disclosure  
**Event/Action:** Outside Employment Agreement/Conflict of Interest Disclosure for Spring Semester from Faculty to Dean and Office of Faculty Affairs  
**From:** Faculty  
**To:** Department Chair and Office of Faculty Affairs  
**Details:** For more information and the form see the "Conflict of Interest" area at [msudenver.edu/faculty-affairs/faculty-forms/](https://msudenver.edu/faculty-affairs/faculty-forms/)

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**Deadline:** Friday, January 31, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Portfolios from Faculty to Department PTR Committee  
**From:** Faculty  
**To:** Department PTR Committee  
**Details:**

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**Deadline:** Friday, January 31, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Portfolios from Faculty to Department PTR Committee  
**From:** Faculty  
**To:** Department PTR Committee  
**Details:**

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**Deadline:** Friday, January 31, 2025  
**Category:** Program Fees  
**Event/Action:** Proposed New Program Fees and Changes to Existing Fees for Next Fall Semester  
**From:** AVP for Curriculum and Policy Development  
**To:** Student Fee Review Panel  
**Details:** Written proposals including documentation of student feedback

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**Deadline:** Friday, January 31, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Post-Award Report for Fall Semester from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Office of Faculty Affairs  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, January 31, 2025

**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Report for Fall Semester-Only Reassigned Time  
**From:** Faculty  
**To:** Reassigned Time Evaluator  
**Details:** Submit in Watermark

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**Deadline:** Friday, January 31, 2025  
**Category:** Retirement/Transitional Retirement  
**Event/Action:** Transitional Retirement Recommendations from Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

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**Deadline:** Friday, January 31, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee  
**From:** Faculty  
**To:** Faculty Senate RTP Committee  
**Details:**

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**Deadline:** Friday, January 31, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** Dossiers for Tenure-Upon-Appointment for Faculty and Administrators Who Started During Current Academic Year from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Completed dossiers for tenure-upon-appointment sent to Office of Faculty Affairs by Dean; following review and approval by Provost, dossiers and recommendations are sent to President for review; should President support, the Board of Trustees makes final decision. See Faculty Employment Handbook for additional information.

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**Deadline:** Friday, January 31, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Portfolio from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, January 31, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Recommendation from School/College RTP Committee to Faculty and Dean  
**From:** School/College RTP Committee  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Friday, February 07, 2025  
**Category:** Administrator/Chair Return to Faculty Reassigned Time  
**Event/Action:** Administrator/Chair Return to Faculty - Request for Reassigned Time  
**From:** Administrator  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, February 07, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Language Change Proposal Revisions from Sponsor to FEH Committee  
**From:** Sponsor  
**To:** FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

---

**Deadline:** Friday, February 07, 2025  
**Category:** FRIP and TOP Reporting  
**Event/Action:** Spring Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, February 07, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Recommendations from School/College RTP Committee to Faculty and Dean  
**From:** School/College RTP Committee  
**To:** Faculty and Dean  
**Details:**

---

**Deadline:** **Friday, February 07, 2025**

**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Applications for Fall Semester from Faculty (via Watermark)  
**From:** Faculty  
**To:**  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, February 07, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 10  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, February 07, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of School/College RTP Committee from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, February 07, 2025  
**Category:**  
**Event/Action:** Omnibus/Individual VT/Non-Substantive Change Proposals for Fall 2025 Semester from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:**

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**Deadline:** Monday, February 10, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Language Change Proposals Sent by Office of Faculty Affairs to Faculty, Chairs/Directors, and Deans for Feedback  
**From:** Office of Faculty Affairs  
**To:** University Community  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

---

**Deadline:** Friday, February 14, 2025  
**Category:** Faculty Senate  
**Event/Action:** Notification of New Faculty Senators for Next Academic Year from Department Chair to Faculty Senate President  
**From:** Department Chair  
**To:** Faculty Senate President  
**Details:**

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**Deadline:** Friday, February 14, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Appeal of School/College RTP Committee Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, February 14, 2025  
**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Evaluation for Fall Semester-Only Reassigned Time  
**From:** Reassigned Time Evaluator  
**To:** Faculty  
**Details:** Submit in Watermark

---

**Deadline:** Friday, February 14, 2025  
**Category:** Retirement/Transitional Retirement  
**Event/Action:** Transitional Retirement Recommendations from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

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**Deadline:** Friday, February 14, 2025  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, February 14, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** Provost Recommendation on Tenure-Upon-Appointment for Faculty and Administrators Who Started During Current Academic Year to President  
**From:** Provost  
**To:** President  
**Details:**

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**Deadline:** Friday, February 14, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Recommendation from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Monday, February 17, 2025  
**Category:** Department Chair Evaluations  
**Event/Action:** Open Department Chair Evaluations (date is tentative)  
**From:** Office of Faculty Affairs  
**To:**  
**Details:**

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**Deadline:** Friday, February 21, 2025  
**Category:** Administrator/Chair Return to Faculty Reassigned Time  
**Event/Action:** Administrator/Chair Return to Faculty - Request Reassigned Time from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:**

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**Deadline:** Friday, February 21, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Draft of Undergraduate/Graduate Catalog Completed for AY2526  
**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, February 21, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Language Change Proposal Feedback Collected and Shared by Office of Faculty Affairs to Sponsor and FEH Committee  
**From:** Office of Faculty Affairs  
**To:** Sponsor and FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, February 21, 2025  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Application for Fall Semester from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR

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**Deadline:** Friday, February 21, 2025  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Application for Next Academic Year (Full Academic Year Request) from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** A faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted towards tenure, promotion, or PTR

---

**Deadline:** **Friday, February 21, 2025**  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Application for Spring Semester Approval from Chair (via Watermark)  
**From:** Department Chair  
**To:** Dean  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

---

**Deadline:** Friday, February 21, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Recommendations from Department PTR Committee to Faculty and Department Chair  
**From:** Department PTR Committee  
**To:** Faculty and Department Chair  
**Details:**

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**Deadline:** Friday, February 21, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Recommendations from Department PTR Committee to Faculty and Department Chair  
**From:** Department PTR Committee  
**To:** Faculty and Department Chair  
**Details:**

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**Deadline:** Friday, February 21, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Application for Fall Semester Approval from Chair (via Watermark)  
**From:** Department Chair  
**To:**  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, February 21, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from Faculty Senate RTP Committee to Faculty and Provost  
**From:** Faculty Senate RTP Committee  
**To:** Faculty and Provost  
**Details:**

---

**Deadline:** Friday, February 21, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, February 21, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Recommendation from Dean to Faculty and Faculty Senate RTP Committee  
**From:** Dean  
**To:** Faculty and Faculty Senate RTP Committee  
**Details:**

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**Deadline:** Monday, February 24, 2025  
**Category:** Curriculum/Catalog

**Event/Action:** Begin Review Process for Draft of Undergraduate/Graduate Catalog Completed for AY2526  
**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](http://msudenver.edu/curriculum/)

---

**Deadline:** Friday, February 28, 2025  
**Category:** Department Chair Evaluations  
**Event/Action:** Close Department Chair Evaluations (date is tentative)  
**From:** Office of Faculty Affairs  
**To:**  
**Details:**

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**Deadline:** Friday, February 28, 2025  
**Category:** Department Evaluation Guidelines  
**Event/Action:** Department Evaluation Guidelines Changes from Dean to Provost (via Office of Faculty Affairs)  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Changes submitted from the Dean to the Office of Faculty Affairs should be accompanied by the "Department Evaluation Guidelines Revision Form" signed by both the Department Chair and Dean.

---

**Deadline:** Friday, February 28, 2025  
**Category:** FRIP and TOP Reporting  
**Event/Action:** Spring Semester Faculty Recruitment Incentive Program (FRIP) and Target of Opportunity Program (TOP) Report  
**From:** Office of Faculty Affairs  
**To:** Office of Equal Opportunity  
**Details:**

---

**Deadline:** Friday, February 28, 2025  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Recommendation for Fall Semester from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:**

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**Deadline:** Friday, February 28, 2025  
**Category:** Leave Without Pay

**Event/Action:** Leave Without Pay Recommendation for Next Academic Year (Full Academic Year Request) from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:**

---

**Deadline:** Friday, February 28, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal of Department PTR Committee from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, February 28, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal of Department PTR Committee from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Friday, February 28, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Recommendations from Dean to Faculty and Faculty Senate RTP Committee  
**From:** Dean  
**To:** Faculty and Faculty Senate RTP Committee  
**Details:**

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**Deadline:** Friday, February 28, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 11  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

---

**Deadline:** Friday, February 28, 2025  
**Category:** Sabbatical Leave

**Event/Action:** Sabbatical Leave Evaluation for Sabbaticals Taken During Fall Semester from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, February 28, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Faculty Senate RTP Committee Decision from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:**

---

**Deadline:** Friday, February 28, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee  
**From:** Faculty  
**To:** Faculty Senate RTP Committee  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** Wednesday, March 05, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** End Review Process for Draft of Undergraduate/Graduate Catalog Completed for AY2526  
**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

---

**Deadline:** Friday, March 07, 2025  
**Category:** Administrator/Chair Return to Faculty Reassigned Time  
**Event/Action:** Administrator/Chair Return to Faculty - Request for Reassigned Time from Dean to Faculty Senate Professional Leave Committee  
**From:** Dean  
**To:** Faculty Senate Professional Leave Committee  
**Details:**

---

**Deadline:** Friday, March 07, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Publish Undergraduate/Graduate Catalog for AY2526

**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

---

**Deadline:** Friday, March 07, 2025  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Recommendation for Fall Semester from Dean to Faculty and Office of Faculty Affairs  
**From:** Dean  
**To:** Faculty and Office of Faculty Affairs  
**Details:**

---

**Deadline:** Friday, March 07, 2025  
**Category:** Leave Without Pay  
**Event/Action:** Leave Without Pay Recommendation for Next Academic Year (Full Academic Year Request) from Dean to Faculty and Office of Faculty Affairs  
**From:** Dean  
**To:** Faculty and Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, March 07, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Appeal of Dean Decision from Faculty to Faculty Senate RTP Committee  
**From:** Faculty  
**To:** Faculty Senate RTP Committee  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

---

**Deadline:** **Friday, March 07, 2025**  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Application for Fall Semester Approval from Dean (via Watermark)  
**From:** Dean  
**To:**  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, March 07, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** President Recommendation on Tenure-Upon-Appointment for Faculty and Administrators Who Started During Current Academic Year to Board of Trustees

**From:** President  
**To:** Board of Trustees  
**Details:**

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**Deadline:** Friday, March 07, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Recommendation from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, March 14, 2025  
**Category:** Emeritus Status  
**Event/Action:** Emeritus Status Faculty Nominations from Department and Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:** Information on the nomination process can be found in the Faculty Employment Handbook. Following approvals up to the level of the dean, the dean of the college/school in which the nominee's department is housed will submit the nomination dossier for Provost review via this form: [tinyurl.com/MSUDenverEmeritus](https://tinyurl.com/MSUDenverEmeritus)

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**Deadline:** Friday, March 14, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** Final Version of FEH Language Change Proposals Due from Sponsor to FEH Committee  
**From:** Sponsor  
**To:** FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, March 14, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Recommendations from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

---

**Deadline:** Friday, March 14, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Recommendations from Department Chair to Faculty and Dean

**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

---

**Deadline:** Friday, March 14, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant for Fall Applicant List and Materials from Office of Faculty Affairs to Provost Minigrant Committee  
**From:** Office of Faculty Affairs  
**To:** Provost Minigrant Committee  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, March 14, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 12  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, March 14, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Appeal of Dean Decision from Faculty to Dean and Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Monday, March 17, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Thursday, March 20, 2025



**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Committee Meetings  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, March 21, 2025  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Executive Session and Full Board Meeting  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, March 21, 2025  
**Category:** Department Evaluation Guidelines  
**Event/Action:** Department Evaluation Guidelines feedback from Provost to Department Chair and Dean  
**From:** Provost  
**To:** Department Chair and Dean  
**Details:** Following review by the Provost, the Dean and Department Chair will be provided feedback if warranted.

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**Deadline:** Friday, March 21, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Portfolios from Faculty to Department Chair  
**From:** Faculty  
**To:** Department Chair  
**Details:**

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**Deadline:** Friday, March 21, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal of Department Chair Decision from Faculty to Dean  
**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, March 21, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal of Department Chair Decision from Faculty to Dean

**From:** Faculty  
**To:** Dean  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, March 21, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Recommendation from Faculty Senate RTP Committee to Provost  
**From:** Faculty Senate RTP Committee  
**To:** Provost  
**Details:**

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**Deadline:** Friday, March 28, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 13  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, March 28, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from Provost to Faculty and President  
**From:** Provost  
**To:** Faculty and President  
**Details:**

---

**Deadline:** Friday, March 28, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Faculty Senate RTP Committee Recommendation from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Monday, March 31, 2025  
**Category:** Administrator/Chair Return to Faculty Reassigned Time  
**Event/Action:** Administrator/Chair Return to Faculty - Request for Reassigned Time

**From:** Faculty Senate Professional Leave Committee  
**To:** Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, April 04, 2025  
**Category:** Administrator/Chair Return to Faculty Reassigned Time  
**Event/Action:** Administrator/Chair Return to Faculty - Request for Reassigned Time  
**From:** Office of Faculty Affairs  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, April 04, 2025  
**Category:** Credit Towards Tenure/Tenure Upon Appointment  
**Event/Action:** Credit Toward Earning Regular Tenure Recommendations for Faculty Who Started in Spring Semester from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Dean provides list of faculty who started in Spring semester who are receiving credit towards tenure

---

**Deadline:** Friday, April 04, 2025  
**Category:** Emeritus Status  
**Event/Action:** Emeritus Status Faculty Nominations from Dean to Provost (see "Details" for submission form)  
**From:** Dean  
**To:** Provost (via Office of Faculty Affairs)  
**Details:** Information on the nomination process can be found in the Faculty Employment Handbook. Following approvals up to the level of the dean, the dean of the college/school in which the nominee's department is housed will submit the nomination dossier for Provost review via this form: [tinyurl.com/MSUDenverEmeritus](https://tinyurl.com/MSUDenverEmeritus)

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**Deadline:** Friday, April 04, 2025  
**Category:** Retirement/Transitional Retirement  
**Event/Action:** Transitional Retirement Notifications from Office of Faculty Affairs to Faculty  
**From:** Office of Faculty Affairs  
**To:** Faculty  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

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**Deadline:** Friday, April 04, 2025  
**Category:** Retirement/Transitional Retirement

**Event/Action:** Transitional Retirement Notifications from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:** Please refer to Chapter VIII of the Faculty Employment Handbook. The "Transitional Retirement Program Application and Agreement" is available on the Human Resources website.

---

**Deadline:** Friday, April 04, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** Notice to Faculty of Tenure-Upon-Appointment Decision by Board of Trustees  
**From:** President  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, April 11, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Publish Undergraduate/Graduate Catalog Change Report for AY2526  
**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, April 11, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Recommendations from Department Chair to Faculty and Dean  
**From:** Department Chair  
**To:** Faculty and Dean  
**Details:**

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**Deadline:** Friday, April 11, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Recommendations from Faculty Senate RTP Committee to Faculty and Provost  
**From:** Faculty Senate RTP Committee  
**To:** Faculty and Provost  
**Details:**

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**Deadline:** Friday, April 11, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Recommendation for Fall Semester from Provost Minigrant Committee to Office of Faculty Affairs

**From:** Provost Minigrant Committee  
**To:** Office of Faculty Affairs  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, April 11, 2025  
**Category:** Retirement/Transitional Retirement  
**Event/Action:** Faculty Retirement Informational Workshop (for Spring)  
**From:** Office of Faculty Affairs and Human Resources  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, use this form: <https://forms.office.com/r/p8Hh0pNqRW>

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**Deadline:** Friday, April 11, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Appeal Recommendation from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost

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**Deadline:** Monday, April 14, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Provost Recommendation from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Office of Faculty Affairs  
**Details:** In the case of non-recommendation by the Provost, the faculty member in their sixth year has the option of uploading a written response to Watermark within ten (10) business days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Friday, April 18, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Decision from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, April 18, 2025  
**Category:** Post-Tenure Review (PTR)

**Event/Action:** Post-Tenure Review (PTR) Decision from Dean to Faculty  
**From:** Dean  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, April 18, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Appeal of Faculty Senate RTP Committee Decision from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, April 18, 2025  
**Category:** Workshops  
**Event/Action:** Year 2 and Year 3 Portfolio Preparation Workshop  
**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Friday, April 18, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Decision from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, April 25, 2025  
**Category:** Emeritus Status  
**Event/Action:** Emeritus Status Faculty Nominations from Provost to President  
**From:** Provost  
**To:** President  
**Details:** Information on the nomination process can be found in the Faculty Employment Handbook. Following approvals up to the level of the dean, the dean of the college/school in which the nominee's department is housed will submit the nomination dossier for Provost review via this form: [tinyurl.com/MSUDenverEmeritus](https://tinyurl.com/MSUDenverEmeritus)

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**Deadline:** Friday, April 25, 2025  
**Category:** Post-Tenure Review (PTR)

**Event/Action:** Post-Tenure Review (PTR) Appeal of Dean Decision from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** In cases of "Needs Improvement" the faculty member has the option of appealing placement on a Performance Improvement Plan (PIP) to the University Appeals Committee within seven (7) calendar days

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**Deadline:** Friday, April 25, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal of Dean Decision from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Dean and Office of Faculty Affairs  
**Details:** In cases of "Needs Improvement" the faculty member has the option of appealing placement on a Performance Improvement Plan (PIP) to the University Appeals Committee within seven (7) calendar days

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**Deadline:** Friday, April 25, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 14  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, April 25, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** Dossiers for Tenure-Upon-Appointment for Faculty and Administrators Who Start in Upcoming Academic Year from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Completed dossiers for tenure-upon-appointment sent to Office of Faculty Affairs; following review and approval by Provost, dossiers and recommendations are presented to President and then Board of Trustees for final decision. See Faculty Employment Handbook for additional information.

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**Deadline:** Friday, April 25, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Provost Decision from Faculty to President  
**From:** Faculty  
**To:** President  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio

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**Deadline:** Friday, May 02, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Summer 2025 Schedule from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, May 02, 2025  
**Category:** Department Evaluation Guidelines  
**Event/Action:** Final Version of Department Evaluation Guidelines from Department Chair and Dean to Provost (via Office of Faculty Affairs)  
**From:** Department Chair, Dean  
**To:** Office of Faculty Affairs  
**Details:** Dean and Chair should collaborate on recommended changes and provide the Office of Faculty Affairs an updated version of the "Department Evaluation Guidelines Revision Form" with information on changes and Dean and Chair signatures.

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**Deadline:** Friday, May 02, 2025  
**Category:** New Graduate Program Proposals  
**Event/Action:** New Graduate Program Intent-to-Propose Notification from Department Chair to Office of Graduate Studies  
**From:** Department Chair  
**To:** Office of Graduate Studies  
**Details:** To propose a new graduate program, departments need to submit form to Office of Graduate Studies. This form, along with supporting documentation can be found at [msudenver.edu/graduatecouncil/policydocuments](https://msudenver.edu/graduatecouncil/policydocuments)

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**Deadline:** Friday, May 02, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Notifications from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, May 02, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Information from Office of Faculty Affairs to University Appeals Committee  
**From:** Office of Faculty Affairs  
**To:** University Appeals Committee



**Details:** The Office of Faculty Affairs will notify the University Appeals Committee and provide all materials pertaining to the faculty member's PTR portfolio

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**Deadline:** Friday, May 02, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Notifications from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, May 02, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Information from Office of Faculty Affairs to University Appeals Committee  
**From:** Office of Faculty Affairs  
**To:** University Appeals Committee  
**Details:** The Office of Faculty Affairs will notify the University Appeals Committee and provide all materials pertaining to the faculty member's PTR portfolio

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**Deadline:** Friday, May 02, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation of Appeal of Provost Recommendation from University Appeals Committee to President and Faculty  
**From:** University Appeals Committee  
**To:** President and Faculty  
**Details:** Within 20 business days of receiving the request for reconsideration, the University Appeals Committee must submit a written recommendation and rationale to either uphold or reconsider the Provost's decision to not recommend the faculty member for tenure. The University Appeals Committee recommendation shall be shared with the Provost and the appellant and forwarded along with the Provost's recommendation to the President.

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**Deadline:** Friday, May 02, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Recommendation from President to Faculty and Board of Trustees  
**From:** President  
**To:** Faculty and Board of Trustees  
**Details:**

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**Deadline:** Friday, May 02, 2025  
**Category:** Workshops  
**Event/Action:** Sabbatical Leave Application Preparation Workshop

**From:** Office of Faculty Affairs  
**To:**  
**Details:** This workshop will take place on Teams. To RSVP, please see the "RTP/PTR/Sabbatical Workshops" area of the Office of Faculty Affairs "Faculty Review Processes" page: [msudenver.edu/faculty-affairs/faculty-review-processes/](https://msudenver.edu/faculty-affairs/faculty-review-processes/)

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**Deadline:** Sunday, May 04, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Decision from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, May 09, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Summer 2025 Schedule from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, May 09, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** PDF of Undergraduate/Graduate Catalog for AY2526 Completed  
**From:** Director of Curriculum and Catalog  
**To:**  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, May 09, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** Final Votes on FEH Proposed Changes Reported from Constituent Groups (Faculty Senate, Deans, Chairs/Directors) to FEH Committee  
**From:** Faculty Senate, Deans, Chairs/Directors  
**To:** FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, May 09, 2025  
**Category:** FRIP Evaluations

**Event/Action:** Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Department Chair to Dean  
**From:** Department Chair  
**To:** Dean  
**Details:**

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**Deadline:** Friday, May 09, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Retention, Promotion, and Non-Retention Decision/Recommendations from Dean to Faculty and Provost  
**From:** Dean  
**To:** Faculty and Provost  
**Details:** In the case of retention only, the Dean makes the final decision. When non-retention or promotion are recommended by the Dean, the Provost makes the final decision.

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**Deadline:** Friday, May 09, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Decision from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, May 09, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Decision for Fall Semester from Office of Faculty Affairs to Faculty  
**From:** Office of Faculty Affairs  
**To:** Faculty  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, May 09, 2025  
**Category:** Roadrunner Faculty Academy  
**Event/Action:** Roundrunner Faculty Academy - In-Person Session 15  
**From:**  
**To:**  
**Details:** The Roadrunner Faculty Academy is a year-long professional development program for first-year tenure-track faculty members. For additional information, please see [msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/](https://msudenver.edu/teaching-learning-design/programs/roadrunner-faculty-academy/)

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**Deadline:** Friday, May 09, 2025

**Category:** Tenure Upon Appointment  
**Event/Action:** Provost Recommendation on Tenure-Upon-Appointment for Faculty and Administrators Who Start in Upcoming Academic Year to President  
**From:** Provost  
**To:** President  
**Details:**

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**Deadline:** Friday, May 09, 2025  
**Category:** Year 1 Tenure-Track Faculty Retention  
**Event/Action:** Year 1 Retention Appeal Final Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** The Provost will have 20 business days to complete their review of the portfolio and make their decision

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**Deadline:** Tuesday, May 13, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Appeal of President Decision on Tenure and Promotion from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Office of Faculty Affairs  
**Details:** In the case of denial by the President (the President is the final authority regarding promotion to Associate Professor whereas the Board of Trustees has the final authority regarding granting or denying tenure), a faculty member who is in their sixth year has the option of uploading a written response to Watermark within ten (10) business days; following the appeal notification, the Office of Faculty Affairs will have five (5) business days to notify the University Appeals Committee and provide the UAC with all materials related to the faculty member's portfolio. Those faculty in years four or five who are denied may re-apply in the subsequent year.

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**Deadline:** Thursday, May 15, 2025  
**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Report for Full Academic Year Reassigned Time  
**From:** Faculty  
**To:** Reassigned Time Evaluator  
**Details:** Submit in Watermark

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**Deadline:** Thursday, May 15, 2025  
**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Report for Spring Semester-Only Reassigned Time  
**From:** Faculty  
**To:** Reassigned Time Evaluator  
**Details:** Submit in Watermark

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**Deadline:** Friday, May 16, 2025  
**Category:** Commencement  
**Event/Action:** Spring Commencement  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/commencement](https://msudenver.edu/commencement)

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**Deadline:** Friday, May 16, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Committee Final Vote on Proposed Changes Reported to Office of Faculty Affairs  
**From:** FEH Committee  
**To:** Office of Faculty Affairs  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, May 16, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Portfolios Promotion and Non-Retention Appeal from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:** The faculty member has the option of uploading a written response to Watermark within seven (7) calendar days

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**Deadline:** Friday, May 16, 2025  
**Category:** Promotion to Full Professor  
**Event/Action:** Promotion Decision from Office of Faculty Affairs to HR, Academic Affairs Budget Manager, and Board of Trustees  
**From:** Office of Faculty Affairs  
**To:** Human Resources, Academic Affairs Budget Manager, and Board of Trustees  
**Details:**

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**Deadline:** Monday, May 19, 2025  
**Category:** Celebration of Faculty  
**Event/Action:** Celebration of Faculty hosted by the Center for Teaching, Learning, and Design  
**From:** Center for Teaching, Learning, and Design  
**To:**  
**Details:** To RSVP, please see the Center for Teaching, Learning, and Design "Calendar of Events" at [msudenver.edu/teaching-learning-design/events](https://msudenver.edu/teaching-learning-design/events)

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**Deadline:** Thursday, May 22, 2025  
**Category:** Grades  
**Event/Action:** Spring Semester Grades Due by 12pm  
**From:** Faculty  
**To:**  
**Details:**

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**Deadline:** Friday, May 23, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Committee Recommendations and Final Proposal Change Language Reported to Provost from Office of Faculty Affairs  
**From:** Office of Faculty Affairs  
**To:** Provost  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

---

**Deadline:** Friday, May 23, 2025  
**Category:** FRIP Evaluations  
**Event/Action:** Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:**

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**Deadline:** Friday, May 23, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Promotion and Non-Retention Recommendations from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, May 23, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Decision from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** UAC has 20 business days between receiving appeals materials and making a recommendation to Provost

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**Deadline:** Friday, May 23, 2025

**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal Recommendation from University Appeals Committee to President  
**From:** University Appeals Committee  
**To:** President  
**Details:** The University Appeals Committee will have 20 business days to complete their review of the portfolio and submit their recommendation to the Provost

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**Deadline:** Thursday, May 29, 2025  
**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Evaluation for Full Academic Year Reassigned Time  
**From:** Reassigned Time Evaluator  
**To:** Faculty  
**Details:** Submit in Watermark

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**Deadline:** Thursday, May 29, 2025  
**Category:** Reassigned Time  
**Event/Action:** Reassigned Time Evaluation for Spring Semester-Only Reassigned Time  
**From:** Reassigned Time Evaluator  
**To:** Faculty  
**Details:** Submit in Watermark

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**Deadline:** Friday, May 30, 2025  
**Category:** Department Evaluation Guidelines  
**Event/Action:** Updated Department Evaluation Guidelines Posted on Office of Faculty Affairs website for Next Academic Year  
**From:** Office of Faculty Affairs  
**To:** University Community  
**Details:** Following final review and approval by the Provost, the Provost will sign the "Department Evaluation Guidelines Revision Form." This form will serve as a cover page for new Department Evaluation Guidelines and accompany new guidelines when posted to the Office of Faculty Affairs site.

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**Deadline:** Friday, May 30, 2025  
**Category:** Emeritus Status  
**Event/Action:** Emeritus Status Faculty Nominations from President to Board of Trustees  
**From:** President  
**To:** Board of Trustees  
**Details:** Information on the nomination process can be found in the Faculty Employment Handbook. Following approvals up to the level of the dean, the dean of the college/school in which the nominee's department is housed will submit the nomination dossier for Provost review via this form: [tinyurl.com/MSUDenverEmeritus](http://tinyurl.com/MSUDenverEmeritus)

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**Deadline:** Friday, May 30, 2025  
**Category:** Lecturer/Senior Lecturer Portfolios  
**Event/Action:** Lecturer/Senior Lecturer Retention, Promotion, and Non-Retention Decisions from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, May 30, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Decision from University Appeals Committee to Provost  
**From:** University Appeals Committee  
**To:** Provost  
**Details:** UAC has 20 business days between receiving appeals materials and making a recommendation to Provost

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**Deadline:** Friday, May 30, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** President Recommendation on Tenure-Upon-Appointment for Faculty and Administrators Who Start in Upcoming Academic Year to Board of Trustees  
**From:** President  
**To:** Board of Trustees  
**Details:**

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**Deadline:** Monday, June 02, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Appeal of Provost Recommendation Decision from President to Faculty (and Board of Trustees should appeal be successful)  
**From:** President  
**To:** Faculty (and Board of Trustees if President Upholds appeal of Initial Decision)  
**Details:** The President has 20 business days after receiving UAC recommendation to make a final decision and move things to the Board of Trustees if appeal of Provost's recommendation if upheld

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**Deadline:** Friday, June 06, 2025  
**Category:** Disciplinary Sanctions Reporting  
**Event/Action:** Disciplinary Sanctions Report for Academic Year from Dean to Office of Faculty Affairs  
**From:** Dean  
**To:** Office of Faculty Affairs  
**Details:** Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.



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**Deadline:** Friday, June 06, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Committee Recommendations and Final Proposal Change Language Reported to President from Office of Faculty Affairs  
**From:** Office of Faculty Affairs  
**To:** President  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, June 06, 2025  
**Category:** FRIP Evaluations  
**Event/Action:** Faculty Recruitment Incentive Program (FRIP) Evaluations for Academic Year from Office of Faculty Affairs to President  
**From:** Office of Faculty Affairs  
**To:** President  
**Details:**

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**Deadline:** Wednesday, June 18, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Recommendation on Appeal of President's Decision on Tenure-and-Promotion from University Appeals Committee to Office of Faculty Affairs and President  
**From:** University Appeals Committee  
**To:** Office of Faculty Affairs and President  
**Details:**

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**Deadline:** Thursday, June 19, 2025  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Committee Meetings  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, June 20, 2025  
**Category:** Board of Trustees  
**Event/Action:** Board of Trustees Executive Session and Full Board Meeting  
**From:**  
**To:**  
**Details:** For details, visit [msudenver.edu/trustees/boardmeetings](https://msudenver.edu/trustees/boardmeetings)

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**Deadline:** Friday, June 20, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH Language Change Decisions Finalized by President  
**From:** President  
**To:** Office of Faculty Affairs and FEH Committee  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Monday, June 23, 2025  
**Category:** Year 3 Tenure-Track Faculty Retention  
**Event/Action:** Year 3 Retention Appeal of Provost Recommendation from President to Faculty  
**From:** President  
**To:** Faculty  
**Details:** The President will have 20 business days to complete their review of the portfolio and make their decision

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**Deadline:** Friday, June 27, 2025  
**Category:** Disciplinary Sanctions Reporting  
**Event/Action:** Disciplinary Sanctions Report for Academic Year from Office of Faculty Affairs to Office of Equal Opportunity  
**From:** Office of Faculty Affairs  
**To:** Office of Equal Opportunity  
**Details:** Report of all disciplinary sanctions imposed against faculty members. See Faculty Employment Handbook Chapter X.H.

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**Deadline:** Friday, June 27, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** Provost has 20 business days between receiving appeals materials/recommendation from UAC and making a decision

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**Deadline:** Friday, June 27, 2025  
**Category:** Provost Minigrant  
**Event/Action:** Provost Minigrant Post-Award Report for Spring Semester from Faculty to Office of Faculty Affairs  
**From:** Faculty  
**To:** Office of Faculty Affairs  
**Details:** For more information visit [msudenver.edu/faculty-affairs/provostminigrant](https://msudenver.edu/faculty-affairs/provostminigrant)

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**Deadline:** Friday, June 27, 2025  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Report for Sabbaticals Taken During Full Academic Year from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:**

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**Deadline:** Friday, June 27, 2025  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Report for Sabbaticals Taken During Spring Semester from Faculty to Provost  
**From:** Faculty  
**To:** Provost  
**Details:**

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**Deadline:** Friday, June 27, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Decision from President and Board of Trustees to Faculty  
**From:** President  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, June 27, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Tenure and Promotion Decisions from Office of Faculty Affairs to HR and Academic Affairs Budget Manager  
**From:** Office of Faculty Affairs  
**To:** Human Resources and Academic Affairs Budget Manager  
**Details:**

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**Deadline:** Friday, June 27, 2025  
**Category:** Tenure Upon Appointment  
**Event/Action:** Notice to Faculty of Tenure-Upon-Appointment Decision by Board of Trustees  
**From:** President  
**To:** Faculty  
**Details:**

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**Deadline:** Monday, June 30, 2025  
**Category:** Emeritus Status  
**Event/Action:** Notice of Emeritus Status from President to Faculty (following Board of Trustees approval)  
**From:** President  
**To:** Faculty  
**Details:** Information on the nomination process can be found in the Faculty Employment Handbook. Following approvals up to the level of the dean, the dean of the college/school in which the nominee's department is housed will submit the nomination dossier for Provost review via this form: [tinyurl.com/MSUDenverEmeritus](https://tinyurl.com/MSUDenverEmeritus)

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**Deadline:** Tuesday, July 01, 2025  
**Category:** Disciplinary Sanctions Reporting  
**Event/Action:** Disciplinary Sanctions Report for Academic Year from Office of Equal Opportunity to Faculty Senate Welfare and Diversity Committee  
**From:** Office of Equal Opportunity  
**To:** Faculty Senate Welfare and Diversity Committees  
**Details:** Disparate impact assessment report. See Faculty Employment Handbook Chapter X.H.

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**Deadline:** Tuesday, July 01, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** FEH for Next Academic Year Finalized and Posted by Office of Faculty Affairs  
**From:** Office of Faculty Affairs  
**To:** University Community  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Tuesday, July 01, 2025  
**Category:** Post-Tenure Review (PTR)  
**Event/Action:** Post-Tenure Review (PTR) Appeal Decision from Provost to Faculty  
**From:** Provost and Office of Faculty Affairs  
**To:** Faculty (and Human Resources and Academic Affairs Budget Manager should appeal be upheld)  
**Details:** Provost has 20 business days between receiving appeals materials/recommendation from UAC and making a decision

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**Deadline:** Tuesday, July 01, 2025  
**Category:** Procedural Calendar  
**Event/Action:** Procedural Calendar Available for New Academic Year  
**From:** Office of Faculty Affairs  
**To:** University Community  
**Details:** For details, visit [msudenver.edu/faculty-affairs](https://msudenver.edu/faculty-affairs)

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**Deadline:** Friday, July 04, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Fall 2025 Schedule from Originator to Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**From:** Originator  
**To:** Department Curriculum Committee, Department Chair, and Associate Dean for Simultaneous Review  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, July 04, 2025  
**Category:** Emeritus Status  
**Event/Action:** Emeritus Status Approval Information from Office of Faculty Affairs to HR  
**From:** Office of Faculty Affairs  
**To:** Human Resources  
**Details:**

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**Deadline:** Friday, July 11, 2025  
**Category:** Curriculum/Catalog  
**Event/Action:** Final Deadline for Late Add of Omnibus/Individual VT/Non-Substantive Changes to Upcoming Fall 2025 Schedule from Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean) to Registrar  
**From:** Final Signatory (Department Curriculum Committee, Department Chair, or Associate Dean)  
**To:** Registrar  
**Details:** For additional information, please see the MSU Denver Curriculum site: [msudenver.edu/curriculum/](https://msudenver.edu/curriculum/)

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**Deadline:** Friday, July 11, 2025  
**Category:** Faculty Employment Handbook  
**Event/Action:** Summary of FEH Changes for Next Academic Year Shared by Office of Faculty Affairs  
**From:** Office of Faculty Affairs  
**To:** University Community  
**Details:** Detailed process and forms available at [msudenver.edu/faculty-affairs/faculty-employment-handbook](https://msudenver.edu/faculty-affairs/faculty-employment-handbook)

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**Deadline:** Friday, July 11, 2025  
**Category:** Sabbatical Leave  
**Event/Action:** Sabbatical Leave Evaluation for Sabbaticals Taken During Spring Semester/Academic Year from Provost to Faculty  
**From:** Provost  
**To:** Faculty  
**Details:**

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**Deadline:** Friday, July 18, 2025  
**Category:** Tenure and Promotion to Associate Professor  
**Event/Action:** Appeal of President's Initial Decision on Tenure and Promotion from President to Faculty (and Board of Trustees should appeal be successful)  
**From:** President  
**To:** Faculty (and Board of Trustees if President Upholds appeal of Initial Decision)  
**Details:** The President has 20 business days after receiving UAC recommendation to make a final decision and move things to the Board of Trustees if initial decision is reversed; the Board of Trustees will then make a final decision

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**Deadline:** Thursday, July 31, 2025  
**Category:** Department Chairs  
**Event/Action:** Chair Contracts End for Those Not Renewed  
**From:** Dean  
**To:** Chairs  
**Details:**

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