

2025-2026 Timetable: Periodic Review of Tenured Faculty

DATE	ACTION
2025	
Fri. Sept 19	Deadline for chairs to notify faculty to be reviewed and to distribute <i>2025-2026 Procedures for Evaluation of Tenured Faculty</i> , (revised 2024).
Fri. Sept 26	Deadline for informing OVPAE which faculty are due for periodic review or are exempt from review via the Academic Personnel Online Admin site
Fri. Dec 5	Deadline for faculty under review to submit academic profile to chair.
2026	
Sun. Feb 1*	Deadline for chairs to complete review of academic profiles. <ul style="list-style-type: none"> ◆ If no deficiencies are found, the chair notifies the faculty member and the D/D. The review is complete. Chair notifies D/D. ◆ If deficiencies are identified, see Procedures.
Sun. Feb 15*	Faculty deadline for written response (agree/disagree) to any identification of deficiencies by the chair.
Sun. Mar 1*	Deadline for D/D's review (conducted when there is disagreement as to the finding of deficiencies, see Step #6).
Sun. Mar 1*	Deadline for D/D's to inform OVPAE on Periodic Review outcomes for 2025-2026 (ie. no deficiencies, PDP being formulated, etc.) via acadper@hawaii.edu .
Wed. Apr 1	Deadline for faculty to respond, agree or disagree with a D/D's identification of deficiencies. D/D to refer this matter to OVPAE for review.
Mon. Apr 6	D/D begins review of progress of ongoing (previously established) PDPs and completes "Professional Development Plan Status Report" (attached).
Tue. Apr 14	OVPAE to review and determine need to formulate the MFERC or to otherwise notify UHPA of matters referred to their level. <ul style="list-style-type: none"> ◆ If no deficiencies are found, OVPAE informs D/D, Chair and faculty. The review is complete. ◆ If deficiencies are identified by MFERC, see Procedures.

September 3, 2025

Tue. Apr 14 Deadline for faculty member, chair, and D/D to complete formulation of Professional Development Plan (PDP) if an MFERC is not needed.

If a PDP is not developed by this date, the dean may refer the matter to the OVPAE, Faculty Excellence.

Fri. May 15 Deadline for OVPAE to determine elements of PDPs referred for resolution.

Sun. May 31* Deadline for D/D's transmittal to OVPAE:
 1) "Professional Development Plan Status Report";
 2) "Dean/Director Summary: Professional Development Plan Update"; and
 3) one copy of each newly initiated Professional Development Plan.

* Firm date set by Procedures or CBA.