

SUFFOLK UNIVERSITY FACULTY CALENDAR 2025-2026

July 1, 2025

- Suffolk University Fiscal Year 2026 begins (FY26)
- Phased Retirement Benefits begin for those who, in the previous fiscal year, elected to enter the program (Note: As previously announced, the three-year phased retirement option will no longer be available after December 19, 2025.)

August 2025 (or earlier)

- Deans submit faculty search requests to the Provost for searches to take place in FY26 (faculty to begin July 2026, which is FY27)

August 25, 2025

- Program Review – By this date, all programs undergoing review should request any additional information needed for review from the respective Dean and the Office of Institutional Research

September 3, 2025

- Final date for faculty to notify the Dean that they wish to withdraw from a previously scheduled tenure and/or promotion review process

September 23, 2025

- Early Alert begins (for undergraduate students)

October 6, 2025

- Sabbatical Leave Applications and planned Unspecified Leave Applications (see Faculty Handbook) are due to the Department Chair and Dean (LAW – Associate Deans and Dean)
- Faculty wishing to enter the Standard Phased Retirement Benefit to begin in July 2026 must notify the Office of Human Resources by this date (**Again, please note that this is the last year for the three-year phased retirement option.**)

October 14, 2025

- Early Alert ends (for undergraduate students)

December 8, 2025

- Dean's recommendations regarding sabbaticals and budget replacement plan for proposed sabbaticals must be submitted to the Provost's Office

December 19, 2025

- Anyone entering phased retirement must complete the process and finalize all paperwork by this date.

February 2, 2026

- All required recommendations and supporting documents regarding tenure, promotion and emeritus/emerita candidate applications are due in the Provost's office on or before this date
- Program Review – Program Self-Study must be submitted to Dean's office

February 2, 2026

- Early Alert begins (for undergraduate students)

February 3, 2026

- Deadline for final approval by the Dean and/or Provost of significant curricular changes to be included in the academic catalog for the 2026-2027 academic year. Examples include but are not limited to the creation/elimination of a major, minor, concentration, or certificate. Note that the creation or elimination of a graduate degree program or undergraduate major requires additional approval by the Board of Trustees, which may occur after February 3.

February 23, 2026

- Early Alert ends (for undergraduate students)

March 2, 2026

- Sabbatical Leave decisions reported to applicants by the Provost on or before this date
- Those intending to retire effective June 30 should submit notice of their plan to retire to their Dean

March 19-20, 2026

- Board of Trustees reviews all recommendations for tenure, promotion (both NTT and tenured faculty), and emeritus/emerita status

April 1, 2026

- Final day for any faculty member seeking review for tenure and/or promotion in the following year to submit a formal written request to their Dean for such review
- Deadline for opting into the Limited Phased Retirement Benefit for July 2025-June 2026. **(In contrast to the 3-year phased retirement option, the limited phased retirement option currently remains available.)**

May 1, 2026

- Program Review – All additional comments from faculty, Department Chairs, Program Directors, etc. must be submitted to the Dean.

May 29, 2026

- Program Review – Final report including supporting materials and Dean's proposed action plan regarding each program reviewed must be submitted to the Provost, Department Chair and/or Program Director

May 17, 2026

- Commencement Day, Class of 2026

June 11 - 12, 2026

- Board of Trustees reviews proposed amendments to the University Faculty Handbook

June 19, 2026

- Program Review – Provost's response for each Program Review received by May 16 is due to the Dean

June 30, 2026

- Suffolk University Fiscal Year 2026 ends