

Office of the Provost – Faculty Affairs

To: All Faculty, Deans, Chairs and School Directors
From: Office of the Provost – Faculty Affairs
Subject: Reminder of Events & Important Due Dates – Fall Semester
Date: August 17, 2026

Below is a list of upcoming due dates and reminders for the spring semester. Please be sure to click on the links provided for additional information. Additional information can also be found on the [Faculty Affairs](#) page.

Simple Syllabus:

- Ohio Senate Bill 1 (ORC 3345.029) requires every state institution of higher education to make a publicly accessible syllabus available for each undergraduate course offered for college credit, beginning in the 2026–2027 academic year. At Cleveland State University, Simple Syllabus is the platform used to meet this requirement.
- Please refer to the [CSU Syllabus Template Information](#) and [FAQs](#) for more information.

Fall Semester Holidays:

- **Labor Day** – Monday, September 7
- **Indigenous Peoples's Day** - No classes / Offices open - Observed on Friday, November 27
- **Veterans Day** - Wednesday, November 11
- **Thanksgiving Holiday** - Thursday, November 26 to Friday, November 27
- **Winter Holiday Closure** - Thursday, December 24 to Friday, January 1, 2027 (campus reopens Monday, January 4)

Reappointment, Promotion and Tenure:

- **September 1** – Final dossiers are due for tenure track faculty, lecturers and professors of practice who are up for reappointment, promotion and/or tenure.
- **October 7** – Final dossiers are due for faculty who are up for a probationary review or a 9, 12 or 18 year reappointment.
- Refer to the [Reappointment, Promotion and Tenure page](#) for information from the Provost's Office, step by step instructions and a video tutorial on how to submit your case through Interfolio.

- Internal reviewers and PRC Chairs can also view the [Reappointment, Promotion and Tenure page](#) for how to instructions and video tutorials on your responsibilities in the process.

Professional Leaves:

- **September 15** – PLOA proposals are due to the Department.
 - **The application will be sent to all faculty by September 1.**
- **October 15** – Chair recommendations are due to the Dean.
- **November 15** – Dean recommendations are due to the Provost.
- **December** – Provost/President recommendations are due to the Board of Trustees.
- **January** – Board of Trustees meeting occurs to approve PLOAs.
- Refer to the [Professional Leaves of Absence](#) page on the Faculty Affairs website and the [CBA – Article 20](#) for more information, including eligibility and procedures.

Professional Development and Workload:

- **September 30** – Faculty meet with their Chair to review their [eFAAR](#) and to discuss plans and goals.
- **October 15** – [Faculty Development Plans](#) are due to the Chair.
- **December 1** – [Workload](#) consultation between Chair and faculty occurs.
- Refer to the [Workload Assignment Timeline](#) for additional information.

Professional Development Funds:

- Continue to collect receipts for professional development taken while we wait for negotiations to conclude.

Faculty Searches:

- **Full-Time Faculty Searches** – If you are serving on a search committee, please be sure to refer to the [2026-2027 Faculty Search Handbook](#) and the [PeopleAdmin Job Aids](#) for step-by-step instructions on the hiring process and how to navigate the hiring system. Chairs and Deans, should also refer to the [Letter of Intent Process and Templates](#).
- **Part-Time Faculty Searches** – Chairs and Deans, please refer to the [Part-Time Faculty Hiring Process](#) for step-by-step instructions on the hiring process, including [How to Create a Hiring Proposal](#).

Faculty Web Profiles:

- Log in to the [Faculty Web Profiles URL](#) to preview your profile.
- Refer to the following [Frequently Asked Questions](#) and [Faculty Web Profiles page](#) to learn more about how to add your profile picture and your Biography to your Faculty Profile, how to display your publications and more.

Policies and Procedures:

- The [Policies and Procedures](#) page on the Faculty Affairs website for additional University policies, including Collective Bargaining Agreements, Faculty Personnel Policies and University Policies.