2022-23 Academic and Student Life Topical Calendar
Faculty Personnel Actions

*** Post-Tenure Review Files are due BEFORE Reappointment files ***

Post-Tenure Review and Continued with Reservations Evaluations	
9/16/22	Dean notifies eligible faculty of post-tenure review and continued with reservations deadlines.
9/16/22	Post-Tenure Review Training for faculty and evaluators at 10:00 a.m.
10/3/22	Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
10/16/22	**File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)**
10/28/22	Independent recommendations due from Department Chair and DPC in Faculty180.
10/31/22	**Oct 31 - Nov 4:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
11/7/22	File accessible to College Personnel Committee (CPC).
12/12/22	CPC recommendations due to Dean in Faculty180.
1/20/23	Dean's recommendation due to Faculty Relations in Faculty180.
1/23/23	**Jan 23 - Jan 27:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
1/30/23	Professional file accessible to Provost.
3/10/23	Provost's recommendation due to faculty in Faculty180.
5/19/23	Board of Trustees considers evaluation recommendations.
5/26/23	Following approval of BOT, letters due from Dean to faculty.
6/9/23	Dean notifies faculty who are required to go up for a post-tenure review during the upcoming academic year.

Evaluation for Reappointment of Faculty in Second or Third Years of Service	
9/30/22	Dean notifies eligible faculty of deadlines.
10/3/22	2nd/3rd Reappointment Evaluation Training for faculty and evaluators at 9:00 a.m. and 3:00 p.m.
10/31/22	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/13/22	**File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)**
11/25/22	Independent recommendations due from Department Chair and DPC in Faculty180. *(Note: CWU is closed on 11/25, evaluations need to be submitted by 11/23 in order to avoid working on a holiday.)*
11/28/22	**Nov 28 - Dec 2:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
12/5/22	File accessible to Dean.
1/6/23	Dean's recommendation to Faculty Relations due in Faculty180.
1/9/23	**Jan 9 - Jan 13:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
1/16/23	Professional file accessible to Provost.
2/24/23	Provost's recommendation due to faculty in Faculty180, including recommendations for non-reappointment.
5/19/23	Board of Trustees considers evaluation recommendations.
5/26/23	Following approval of BOT, letters due from Dean to faculty.
6/9/23	Dean notifies faculty who are required to go up for a 2nd/3rd year reappointment evaluation during the upcoming academic year.

	Evaluation for Reappointment of Faculty in Fourth or Fifth Years of Service
9/30/22	Dean notifies eligible faculty of deadlines.
10/3/22	4th/5th Reappointment Evaluation Training for faculty and evaluators at 9:00 a.m. and 3:00 p.m.
10/31/22	Complete Professional Record due from faculty member to Department Chair and Department Personnel
11/13/22	**File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)**
11/25/22	Independent recommendations due from Department Chair and DPC in Faculty180. _(Note: CWU is closed on 11/25, evaluations need to be submitted by 11/23 in order to avoid working on a holiday.)_
11/28/22	**Nov 28 - Dec 2:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
12/5/22	File accessible to College Personnel Committee (CPC).
1/13/23	CPC recommendations due to Dean in Faculty180.
2/10/23	Dean's recommendation due to Faculty Relations in Faculty180.
2/13/23	**Feb 13 - Feb 17:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
2/20/23	Professional file accessible to Provost.
3/31/23	Provost's recommendation due to faculty in Faculty180, including notifications of non-reappointment.
5/19/23	Board of Trustees considers evaluation recommendations.
5/26/23	Following approval of BOT, letters due from Dean to faculty.
6/9/23	Dean notifies faculty who are required to go up for a 4th/5th year reappointment evaluation during the upcoming academic year.

	Promotion and/or Tenure
10/31/22	Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
11/30/22	Promotion and/or Tenure Evaluation Training for faculty and evaluators at 9:00 a.m. and 3:00 p.m.
1/3/23	Promotion and/or tenure professional files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
1/16/23	**File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)**
1/27/23	Promotion and/or tenure independent recommendations due from Department Chair and DPC in Faculty180.
1/30/23	**Jan 30 - Feb 3:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
2/6/23	File accessible to College Personnel Committee (CPC).
3/6/23	CPC recommendations due to Dean in Faculty 180.
4/7/23	Dean's recommendation due to Faculty Relations in Faculty180.
4/10/23	**Apr 10 - Apr 14:** Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.
4/17/23	Professional file accessible to Provost.
5/8/23	Provost's recommendation due to faculty in Faculty180.
5/19/23	Board of Trustees considers evaluation recommendations.
5/26/23	Following approval of BOT, letters due from Dean to faculty.
Fall 2023	Faculty Recognition Ceremony and Reception to honor promoted and/or tenured faculty.

	Chair Merit
3/31/23	Application package for chair merit due to College Personnel Committee (CPC) in Faculty180.
4/14/23	Recommendations due from CPC to Dean in Faculty180.
5/1/23	Recommendations due from Dean to Provost in Faculty180.
5/26/23	Provost's recommendation due in Faculty180.

Performance Evaluations for Non-Tenure Track Faculty and Merit for Senior Lecturers/Coaches

2/24/23	Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
TBD	Non-Tenure Track and Senior Lecturer Merit Evaluation Training for faculty and evaluators at 10:00 a.m. and 1:00 p.m.
3/31/23	Professional Record due to Chair and Department Personnel Committee (DPC) in Faculty180.
4/21/23	Performance evaluations due from Chair and DPC to Dean in Faculty180.
5/8/23	Dean provides non-tenure track faculty/coaches with a copy of their evaluation in Faculty180.

Applications for Senior Lecturers/Coaches

2/24/23	Provost notifies non-tenure track faculty and coaches of application deadlines.
TBD	Senior Lecturer Application Evaluation Training for faculty and evaluators at 10:00 a.m. and 1:00 p.m.
3/31/23	Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
4/21/23	Recommendations due from Chair and DPC to Dean in Faculty180.
5/8/23	Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

Workload Plan

4/14/23	Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
5/15/23	Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
6/15/23	Dean/Director informs faculty of their workload for the subsequent academic year.

Application for 2023-24 Sabbatical Leave

Important note: Sabbatical applications are submitted via email. See application for instructions.

9/16/22	Provost notifies faculty of deadlines for the upcoming year. (Application is available on Faculty Relations webpage.)
9/26/22	Sabbatical Leave Application Evaluation Training for faculty and evaluators at 3:00 p.m.
10/17/22	Application due to Chair.
10/31/22	Recommendation due from Chair to Dean.
11/14/22	Recommendation due from Dean to Provost.
12/14/22	Recommendations due from Sabbatical Leave Committee to Provost.
1/27/23	Provost notifies faculty of sabbatical leave application outcome and sends recommendations to BOT.
2/17/23	Board of Trustees considers recommendations.
3/3/23	Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

Sabbatical Reports for 2021-22

Faculty are responsible for submitting an electronic summary report to the Office of the Provost within two months of returning to the University.

11/15/22	Sabbatical reports due for faculty returning 9/16/22. All other reports should have been previously submitted.
2/17/23	Board of Trustees considers recommendations.

Distinguished Faculty Selection	
12/1/2022	Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
2/1/2023	Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
4/7/2023	Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
4/10/2023	Faculty Senate Chair Distinguished Faculty recommendations due to the President.
4/17/2023	Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
4/17/2023	President submits recommendations for Board of Trustees consideration.
4/17/2023	President will send recommendation award letters to Distinguished Faculty Awardees.
5/19/2023	Board of Trustees considers Distinguished Faculty recommendations.
Fall 2023	Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.