

2023-24 Academic Calendar Faculty Personnel Actions

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

<i>Post-Tenure Review and Continued with Reservations Evaluations</i>	
9/18/23	Dean notifies eligible faculty of post-tenure review and continued with reservations deadlines.
TBD	Post-Tenure Review Training for faculty and evaluators at TBD.
10/2/23	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
10/15/23	File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)
10/27/23	Independent recommendations due from Department Chair and DPC in Faculty180.
10/30/23	Oct 30 - Nov 3: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
11/6/23	File accessible to College Personnel Committee (CPC).
12/15/23	CPC recommendations due to Dean in Faculty180.
1/26/24	Dean's recommendation due to Faculty Relations in Faculty180.
1/29/24	Jan 29 - Feb 2: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
2/5/24	Professional file accessible to Provost.
3/29/24	Provost's recommendation due to faculty in Faculty180.
5/17/24	Board of Trustees considers evaluation recommendations.
5/24/24	Following approval of BOT, letters due from Dean to faculty.
6/14/24	Dean notifies faculty who are required to go up for post-tenure review during the upcoming academic year.

<i>Evaluation for Reappointment of Faculty in Second or Third Years of Service</i>	
9/29/23	Dean notifies eligible faculty of deadlines.
TBD	2nd/3rd Reappointment Evaluation Training for faculty and evaluators at TBD.
10/30/23	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/12/23	File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)
11/24/23	Independent recommendations due from Department Chair and DPC in Faculty180. <i>(Note: CWU is closed on 11/24, evaluations need to be submitted by 11/22 in order to avoid working on a holiday.)</i>
11/27/23	Nov 27 - Dec 1: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
12/4/23	File accessible to Dean.
1/5/24	Dean's recommendation to Faculty Relations due in Faculty180.
1/8/24	Jan 8 - Jan 12: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
1/15/24	Professional file accessible to Provost.
2/23/24	Provost's recommendation due to faculty in Faculty180, including recommendations for non-reappointment.
5/17/24	Board of Trustees considers evaluation recommendations.
5/24/24	Following approval of BOT, letters due from Dean to faculty.
6/14/24	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

9/29/23	Dean notifies eligible faculty of deadlines.
TBD	4th/5th Reappointment Evaluation Training for faculty and evaluators at TBD.
10/30/23	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/12/23	File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)
11/24/23	Independent recommendations due from Department Chair and DPC in Faculty180. <i>(Note: CWU is closed on 11/24, evaluations need to be submitted by 11/22 in order to avoid working on a holiday.)</i>
11/27/23	Nov 27 - Dec 1: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
12/4/23	File accessible to College Personnel Committee (CPC).
1/12/24	CPC recommendations due to Dean in Faculty180.
2/9/24	Dean's recommendation due to Faculty Relations in Faculty180.
2/12/24	Feb 12 - Feb 16: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
2/19/24	Professional file accessible to Provost.
3/29/24	Provost's recommendation due to faculty in Faculty180, including notifications of non-reappointment.
5/17/24	Board of Trustees considers evaluation recommendations.
5/24/24	Following approval of BOT, letters due from Dean to faculty.
6/14/24	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

10/30/23	Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
TBD	Promotion and/or Tenure Evaluation Training for faculty and evaluators at TBD.
1/2/24	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
1/15/24	File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)
1/26/24	Independent recommendations due from Department Chair and DPC in Faculty180.
1/29/24	Jan 29 - Feb 2: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
2/5/24	File accessible to College Personnel Committee (CPC).
3/8/24	CPC recommendations due to Dean in Faculty 180.
4/5/24	Dean's recommendation due to Faculty Relations in Faculty180.
4/8/24	Apr 8 - Apr 12: Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.
4/15/24	Professional file accessible to Provost.
5/3/24	Provost's recommendation due to faculty in Faculty180.
5/17/24	Board of Trustees considers evaluation recommendations.
5/24/24	Following approval of BOT, letters due from Dean to faculty.
Fall 2024	Faculty Recognition Ceremony and Reception to honor promoted and/or tenured faculty.

Chair Merit

3/15/24	Deadline to notify Dean's office and Faculty Relations of intent to apply for chair merit.
4/1/24	Application package for chair merit due to College Personnel Committee (CPC) in Faculty180.
4/19/24	Recommendations due from CPC to Dean in Faculty180.
5/3/24	Recommendations due from Dean to Provost in Faculty180.
5/24/24	Provost's recommendation due in Faculty180.

Non-Tenure Track Evaluations, Application for Senior Lecturer/Senior Lecturer Merit

2/23/24	Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
TBD	Non-Tenure Track Evaluation, application for Sr Lecturer and Sr Lecturer Merit Evaluation Training for faculty and evaluators at TBD.
3/15/24	Deadline to notify Dean's office and Faculty Relations of intent to apply for senior lecturer or senior lecturer merit.
3/29/24	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
4/26/24	Recommendations due from Chair and DPC in Faculty180.
4/29/24	Apr 29 - May 3: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
5/6/24	File accessible to dean.
5/31/24	Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

Workload Plan

4/15/24	Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
5/15/24	Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
6/14/24	Dean/Director informs faculty of their workload for the subsequent academic year.

Application for 2024-25 Sabbatical Leave

<i>Important note: Sabbatical applications are submitted via email. See application for instructions.</i>	
9/18/23	Provost notifies faculty of deadlines for the upcoming year. (Application is available on Faculty Relations webpage.)
TBD	Sabbatical Leave Application Evaluation Training for faculty and evaluators at TBD.
10/16/23	Application due to Chair.
10/30/23	Recommendation due from Chair to Dean.
11/15/23	Recommendation due from Dean to Provost.
12/15/23	Recommendations due from Sabbatical Leave Committee to Provost.
1/31/24	Provost notifies faculty of sabbatical leave application outcome and sends recommendations to BOT.
2/16/24	Board of Trustees considers recommendations.
3/1/24	Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

Sabbatical Reports for 2022-23

<i>Faculty are responsible for submitting an electronic summary report to the Office of the Provost within two months of returning to the University.</i>	
11/15/23	Sabbatical reports due for faculty returning 9/16/22. All other reports should have been previously submitted.
2/16/24	Board of Trustees considers recommendations.

Distinguished Faculty Selection

12/1/2023	Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
2/1/2024	Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
4/5/2024	Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
4/12/2024	Faculty Senate Chair Distinguished Faculty recommendations due to the President.
4/19/2024	Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
4/19/2024	President submits recommendations for Board of Trustees consideration.
4/19/2024	President will send recommendation award letters to Distinguished Faculty Awardees.
5/17/2024	Board of Trustees considers Distinguished Faculty recommendations.
Fall 2024	Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.