

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### SEPTEMBER

9/03/07      LABOR DAY HOLIDAY

9/13/07      DEANS: Agenda backup materials for 10/5/07 BOT meeting due to Provost's Office

9/14/07      DEANS: Winter 2008 (1081) 2<sup>nd</sup> draft of class schedule due to registrar

9/17/07      DEANS: Notify faculty in their second or more year of service of evaluation for reappointment deadlines

9/17/07      Fall Faculty Meeting

9/17-18      Open Registration

9/18/07      New Faculty Orientation

9/19/07      Classes begin

9/20/07      DEANS/DIRECTORS: New/Increased Fee Request due to provost for 10/5/07 BOT action

9/21/07      PROVOST: Notify faculty of the deadlines related to the Sabbatical Leave process

9/25/07      Last day add/drop (late registration fees go into effect 9/26)

### OCTOBER

10/03/07    FACULTY SENATE - Barge 412, 3:10 p.m.

10/05/07    BOT Meeting, Barge 412, 1:00 p.m.

10/08/07    FACULTY: Professional Record from faculty in second or more year of service due to chair

10/10/07    FACULTY: Sabbatical Leave applications due to chair

10/15/07    FACULTY: Seed grants due to Graduate Office

10/15/07    FACULTY: Activities Report due to Chairs

10/23/07    CHAIRS: Sabbatical Leave recommendation due to Deans

10/26/07    Dean: Spring 2008 (1083) 1st draft of class schedule due to registrar

10/26/07    DEPT: Deadline for last minute changes to Winter 2008 (1081) prior to start of registration

10/29-11/02    Advising Week

10/31/07    CHAIRS: Activities Report due to Deans

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### NOVEMBER

11/01-02     **Advising Week**

11/02/07     **Independent recommendations due from chair and department personnel committee (DPC), to be placed in professional record for faculty in second or more years of service**

11/02/07     **DEANS: Notify faculty of evaluation deadlines for reappointment of faculty in their first year of service**

11/02/07     **DEANS: Notify faculty who are required to stand for tenure review**

11/02/07     **DEANS: Notify faculty of deadlines for Post-tenure review**

11/05-12     **Candidate opportunity to review recommendations and correct any errors of fact noted in letters for faculty in their second or more years of service**

11/07/07     **FACULTY SENATE – Barge 412, 3:10 p.m.**

11/12/07     **VETERANS DAY HOLIDAY**

11/13/07     **DEANS: Sabbatical leave recommendations due to the Provost**

11/13/07     **DEANS: Agenda backup materials for 12/07/07 BOT meeting due in Provost's Office**

11/13/07     **CHAIRS: Files for faculty in second or more year of service to dean's Office \*\*  
*Candidate file is officially closed***

11/14/07     **SABBATICAL LEAVE COMMITTEE: meet with provost**

11/15/07     **FACULTY ADVISOR – Thesis Research Grants competition due to Graduate Studies**

11/21/07     **SABBATICAL LEAVE COMMITTEE: Recommendations for 2008-2009 sabbatical leaves due to provost**

11/21/07     **DEPT: Spring 2008 (1083) 2<sup>nd</sup> draft to departments**

11/21-23     **Thanksgiving Recess**

11/28/07     **PROVOST: Sabbatical leave recommendations due to President for BOT consideration**

11/28/07     **Faculty Senate Meeting**

### DECEMBER

12/03/07     **DISTINGUISHED PROFESSOR NOMINEES: Nominations for 2008-2009 Distinguished Professors due in Faculty Senate office by 5:00**

12/03/07     **Professional Development/Study Day**

12/03/07     **Program changes and General Education changes for 2008-09 due to Provost's Office by 5:00 p.m.**

12/04-07     **Final exam week**

12/05/07     **CHAIRS: Graduate assistant allocation requests for 2008-2009 academic year to dean. Note: Requests for summer TA's in Summer Budget only**

12/07/07     **BOT Meeting, 1:00 PM, Barge 412 (Sabbatical Leave Recommendations)**

12/10/07     **DEANS: File including Dean's recommendations for reappointment of faculty in their second or more year of service due to Provost's Office**

12/10/07     **Winter break begins**

12/10-14     **Opportunity for candidate rebuttal of letter of negative recommendation for faculty in second or more year of service. Written rebuttal to be submitted to the Office of the Provost**

12/12/07     **DEANS: Graduate assistant allocation requests for 2008-2009 academic year to AVP for Graduate Studies, Research & Continuing Ed**

12/14/07     **DEANS: Spring 2008 (1083) 2nd draft of class schedule due to Registrar**

12/15/07     **CHAIRS: Assessment Plan due to Deans and Undergraduate Studies**

12/25/07     **CHRISTMAS HOLIDAY**

12/28/07     **DEANS: Summer 2008 (1086) 1<sup>st</sup> draft of class schedule to registrar**

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### JANUARY

- 1/01/08 NEW YEARS HOLIDAY
- 1/02/08 Open registration
- 1/03/08 Classes begin
- 1/03/08 PROVOST: Notify second year or more years of service of effective date of termination if not recommended for reappointment
- 1/04/08 FACULTY: Professional Record files from faculty in their first year of service due to chair & Department Personnel Committee (DPC)
- 1/07/08 FACULTY: Files due to Chair & DPC for post-tenure review
- 1/07/08 FACULTY: Professional Record files for promotion/tenure due to chair & DPC
- 1/09/08 Last day add/drop (late registration fees go into effect 1/10)
- 1/09/08 FACULTY SENATE - Barge 412, 3:10 p.m.
- 1/10/08 DEANS: Agenda backup materials for 2/01/08 BOT meeting due in Provost's Office
- 1/14/08 DEANS/DIRECTORS: New/Increased Fee Request due to provost for 2/1/08 BOT action
- 1/15/08 FACULTY – Seed grants due to Graduate Studies Office
- 1/15/08 FACULTY – Summer Research Appointments due to Graduate Studies Office
- 1/15/08 PHASED RETIREES notify Deans of intent to teach in 2008-09
- 1/17/08 PROVOST recommendation due to BOT with notification to candidate in their second or more year of service
- 1/18/08 AVP for Grad Studies, Research & Continuing Ed: Notify deans and chairs of graduate assistant allocations for 2008-2009 academic year
- 1/21/08 MARTIN LUTHER KING, JR. HOLIDAY
- 1/25/08 DEPT: Summer 2008 (1086) 2<sup>nd</sup> draft to departments
- 1/25/08 DEANS: Notify provost of phased retirees' status for 2008-09
- 1/28/08 DEPT: Deadline for last minute changes to Spring 2008 (1083) prior to start of registration

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### FEBRUARY

- 2/01/08 **DISTINGUISHED PROFESSOR NOMINEES:** Supporting materials for distinguished professor nominees due in Faculty Senate Office by 5:00 p.m.
- 2/01/08 **BOT Meeting, 1:00 p.m., Barge 412** (reappointment of faculty in second year or more) **DEANS:** After BOT action, reappointment letters to faculty in their second or more year of service
- 2/01/08 **CHAIR & DPC:** Independent recommendations to be placed in professional record for reappointment of faculty in their first year of service due
- 2/01/08 **CHAIR & DPC:** Independent recommendations to be placed in professional record for promotion and/or tenure due
- 2/01/08 **CHAIR & DPC:** Independent recommendations to be placed in professional record for Post-tenure review due
- 2/04-08 **FACULTY:** Opportunity to review recommendations and correct any errors of fact for faculty in their first year of service
- 2/04-08 **FACULTY:** Opportunity to review recommendations and correct any errors of fact for promotion and/or tenure file
- 2/04-08 **FACULTY:** Opportunity to review recommendations and correct any errors of fact for Post-tenure review
- 2/04/08 **New courses and course changes not effecting programs** to be included in the catalog due to Provost's Office by 5:00 p.m.
- 2/06/08 **FACULTY SENATE** - Barge 412, 3:10 p.m.
- 2/11/08 **CHAIRS:** Files for faculty in their first year of service due in Dean's Office **\*\*Candidate file is officially closed**
- 2/11/08 **CHAIRS:** Files for promotion and/or tenure due in Dean's Office and made accessible to College Personnel Committee (CPC) **\*\*Candidate file is officially closed**
- 2/11/08 **CHAIRS:** Files for Post-tenure review due in Dean's office and made accessible to CPC **\*\*Candidate file is officially closed**
- 2/11-15 **Advising Week**
- 2/14/08 **DEANS:** Agenda backup materials for 3/7/08 BOT meeting due in provost's office
- 2/15/08 **FACULTY:** Proposed workload forms for tenure, tenure-track and phased retirees due to Chairs

### FEBRUARY CONTINUED

- 2/15/08 **DEANS:** Summer 2008 (1086) 2<sup>nd</sup> draft of class schedule due to registrar
- 2/18/08 **PRESIDENTS DAY HOLIDAY**
- 2/25/08 **PROVOST:** Notify non-tenure track faculty regarding Performance Evaluations and Senior Lecturer status

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### MARCH

3/03/08 DEANS: Fall 2008 (1089) 1<sup>st</sup> draft of class schedule due to registrar

3/05/08 FACULTY SENATE – Barge 412, 3:10 p.m.

3/07/08 BOT Meeting, 1:00 p.m. Barge 412

3/07/08 CPC: Recommendations due to Dean's Office for promotion and/or tenure

3/07/08 CPC: Recommendations due to Dean's Office for Post-tenure review

3/10/08 DEANS: All recommendations for reappointment of faculty in their first year of service due to provost

3/10/08 Professional Development/Study Day

3/10-14 FACULTY: Opportunity for rebuttal of letters of negative recommendation for faculty in their first year of service due to Provost. Written rebuttals to be submitted to the Office of the Provost

3/11-14 Final exam week

3/14/08 CHAIRS: Proposed workload form due from Chairs to Deans

3/15/08 FACULTY: Seed grant due to Graduate Office

3/17/08 Spring break begins

3/17/08 DEPT: Fall 2008 (1089) 2<sup>nd</sup> draft to department

3/24/08 Open registration

3/24/08 Provost: Non-reappointment notice for first-year faculty due

3/25/08 Classes begin

3/31/08 Last day add/drop (late registration fees go into effect 4/1/08)

### APRIL

4/01/08 FACULTY: NTT materials for Performance Evaluations and Senior Lecturer applications due to Chair and DPS

4/01/08 CHAIRS: Recommendations for graduate assistants for 2008-2009 academic year due to AVP Graduate Studies, Research and Continuing Ed office

4/07/08 DEANS: Fall 2008 (1089) 2<sup>nd</sup> draft of class schedule due to Registrar

4/09/08 FACULTY SENATE - Barge 412, 3:10 p.m.

4/10/08 DEANS: Agenda backup materials for 5/02/08 BOT meeting due in provost's office

4/11/08 DEANS: Promotion and/or tenure files with all recommendations due to Provost's Office

4/11/08 DEANS: Post-tenure review files with all recommendations due to Provost's Office

4/14/08 DISTINGUISHED PROFESSOR NOMINEES: Distinguished Professor selection committee recommendations due to provost

4/14-18 FACULTY: Opportunity for rebuttal of letters of negative recommendations for promotion and/or tenure. Written rebuttals to be submitted to the Office of the Provost

4/14-18 FACULTY: Opportunity for rebuttal of letters of negative recommendations for Post-tenure review. Written rebuttals to be submitted to the Office of the Provost

4/15/08 FACULTY – Graduate student summer research grants (GSSR) due to Graduate Office

4/15/08 FACULTY ADVISOR – Thesis Research Grants competition due to Graduate Studies

4/18/08 DEPT: Deadline for last minute changes to Summer 2008 (1086) prior to registration

4/21/08 PROVOST: Distinguished Professor recommendations due to President for BOT consideration

4/21/08 PROVOST: recommendation due to BOT with notification to candidate for faculty in their first year of service

4/25/08 DEPT: Deadline for last minute changes to Fall 2008 (1089) prior to registration

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### MAY

5/02/08 BOT Meeting, 1:00 PM, Barge 412  
(New/Increased Fee Info)  
(Distinguished Professors)  
(Reappointment of faculty in their first  
year of service)

5/02/08 DEANS: After BOT action,  
reappointment letters to faculty in their  
first year of service

5/02/08 CHAIRS & DPC: Performance  
Evaluations and Senior Lecturer  
applications due to Deans

5/05-09 Advising Week

5/05/08 Early Registration for Summer Begins

5/07/08 FACULTY SENATE – Barge 412, 3:10  
p.m.

5/15/08 SOURCE Symposium

5/15/08 DEANS: Agenda backup materials for  
6/06/08 BOT meeting due in provost's  
office

5/15/08 DEANS: Notification to non-tenure  
track faculty regarding Senior Lecturer  
application status

5/22/08 PROVOST: Recommendations for  
promotion and/or tenure to BOT, copy  
to faculty member

5/22/08 PROVOST: Recommendations for  
Post-tenure review to BOT, copy to  
faculty members

5/26/08 MEMORIAL DAY HOLIDAY

5/28/08 FACULTY SENATE - Barge 412, 3:10  
p.m.

### JUNE

6/02/08 Professional Development/Study Day

6/03-06 Final exam week

6/06/08 BOT Meeting, 1:00 PM, Barge 412 (Fee  
requests) (Promotion and/or  
Tenure)(Post-tenure review)

6/06/08 Honors Convocation, 8:00 p.m.,  
McConnell Auditorium

6/07/08 Commencement

6/08/08 Westside Commencement

6/09/08 Summer break begins

6/13/08 CHAIRS/PROGRAM DIRECTORS:  
Yearly Program Assessment Report  
due to Deans and Undergraduate  
Studies

6/16/08 DEANS: Inform faculty of workload for  
the subsequent academic year. (NOTE:  
Colleges may accelerate these  
timelines as necessary CBA 13.4.5(c.)

6/16/08 Open registration (All terms)

6/16/08 Summer session classes begin (All  
terms)

6/19/08 Last day add/drop (late registration  
fees go into effect 6/20/08)

## ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2007-08

### JULY

7/04/08 INDEPENDENCE DAY HOLIDAY

7/09/08 DEANS: Agenda backup materials for  
8/01/08 BOT meeting due in Provost's  
Office

7/11/08 DEANS: Send letter to phased retirees  
with teaching load and salary

7/25/08 Six-week summer session term closes

7/31–8/01 BOT Retreat at CWU-Pierce County

### AUGUST

8/01/08 BOT Retreat

8/15/08 Full term summer session closes