

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

SEPTEMBER

9/1/08	LABOR DAY HOLIDAY
9/2/08	DEANS: Notify faculty of deadlines for post-tenure review.
9/8/08	DEANS: Agenda backup materials for 10/3/08 BOT meeting due in Provost's Office.
9/18/08	New Faculty Orientation.
9/22/08	DEANS: Notify faculty in their second or more years of service of evaluation for reappointment deadlines.
9/22/08	Fall Faculty Day.
9/22-23/08	Open Registration.
9/24/08	Classes begin.
9/26/08	PROVOST: Notify faculty of the deadlines related to the Sabbatical Leave process. NOTE: Applications are available on Faculty Relations' web page.
9/30/08	Last day of add/drop (late registration fees go into effect 10/1/08).

OCTOBER

10/3/08	BOT Meeting, Barge 412, 1:30 p.m.
10/6/08	FACULTY: Professional Record from faculty in second or more years of service due to Chairs and Department Personnel Committees (DPCs).
10/6/08	FACULTY: Files due to Chairs & DPCs for post-tenure review.
10/6/08	DEANS: Winter 2009 (1091) 2 nd draft of class schedules due to Registrar.
10/8/08	FACULTY SENATE, Barge 412, 3:10 p.m.
10/8/08	FACULTY: Sabbatical Leave applications due to Chairs.
10/15/08	FACULTY: Seed grants due to Graduate Office.
10/15/08	FACULTY: SOAR grants due to Graduate Office.
10/15/08	FACULTY: Activities Report due to Chairs.
10/20/08	CHAIRS: Sabbatical Leave recommendations due to Deans.
10/24/08	DEANS: Spring 2009 (1093) 1st draft of class schedules due to Registrar.
10/24/08	DEPARTMENTS: Deadline for last-minute changes to Winter 2009 (1091) schedules, prior to start of registration.
10/31/08	DEANS: Sabbatical Leave recommendations due to the Provost.
10/31/08	CHAIRS: Activities Report due to Deans.

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NOVEMBER

- 11/3-7/08 Advising Week.
- 11/3/08 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Independent recommendations to be placed in Professional Record, for post-tenure review.
- 11/3/08 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Independent recommendations to be placed in Professional Record, for faculty in second or more years of service.
- 11/3/08 DEANS: Notify faculty of evaluation deadlines for reappointment of faculty in their first year of service.
- 11/3/08 DEANS: Notify faculty who are required to stand for tenure review.
- 11/4/08 SABBATICAL LEAVE COMMITTEE: Meet with Provost.
- 11/4-10/08 FACULTY: Opportunity to review recommendations and correct any errors of fact, for post-tenure review.
- 11/4-11/08 FACULTY: Candidate opportunity to review recommendations and correct any errors of fact noted in letters, for faculty in their second or more years of service.
- 11/5/08 FACULTY SENATE, Barge 412, 3:10 p.m.
- 11/7/08 DEANS: Agenda backup materials for 12/5/08 BOT meeting due in Provost's Office.
- 11/10/08 Early Registration for Winter begins.
- 11/11/08 VETERANS DAY HOLIDAY
- 11/12/08 CHAIRS: Files for post-tenure review due to Deans and made accessible to College Personnel Committees.
Candidate file is officially closed
- 11/12/08 CHAIRS: Files for faculty in second or more years of service due to Deans.
Candidate file is officially closed
- 11/12/08 SABBATICAL LEAVE COMMITTEE: Recommendations for 2009-10 Sabbatical Leaves due to Provost.
- 11/15/08 FACULTY RETURNING FROM SABBATICAL LEAVE: Electronic summary of the use of your 2007-08 sabbatical leave due to Provost; submit to provost@cwu.edu.
- 11/17/08 FACULTY ADVISORS: Thesis Research Grants competition due to Graduate Office.

NOVEMBER

- 11/18/08 PROVOST: Sabbatical Leave recommendations due to President for BOT consideration.
- 11/21/08 DEPARTMENTS: Spring 2009 (1093) 2nd draft of class schedules due to Departments.
- 11/26-28/08 THANKSGIVING RECESS

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

DECEMBER

- 12/1/08 COLLEGE PERSONNEL COMMITTEES:
Recommendations due to Deans for
post-tenure review.
- 12/1/08 DISTINGUISHED FACULTY NOMINEES:
Nominations for 2009-10 Distinguished
Faculty due in Faculty Senate Office by
5:00 p.m.
- 12/3/08 FACULTY SENATE, Barge 412, 3:10 p.m.
- 12/5/08 BOT Meeting, Barge 412, 1:30 p.m.
(Sabbatical Leave recommendations).
- 12/8-15/08 FACULTY: Opportunity for candidate
rebuttal of negative letter
recommendation, for faculty in second or
more years of service. Written rebuttal to
be submitted to the Office of the Provost.
- 12/8/08 Faculty Development/Study Day.
- 12/8/08 DEANS: File, including Deans'
recommendations, for reappointment of
faculty in their second or more years of
service, due to Provost's Office.
- 12/8/08 CHAIRS: Graduate Assistant allocation
requests for 2009-10 academic year to
Deans. NOTE: Requests for Summer TAs
in Summer Budget only.
- 12/9-12/08 Final Exam Week.
- 12/12/08 DEANS: Spring 2009 (1093) 2nd draft of
class schedules due to Registrar.
- 12/12/08 DEANS: Summer 2009 (1096) 1st draft of
class schedules due to Registrar.
- 12/15/08 Winter break begins.
- 12/22/08 DEANS: Graduate Assistant allocation
requests for 2009-10 academic year to
Dean of Graduate Studies & Research.
- 12/25/08 CHRISTMAS HOLIDAY

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

JANUARY

- 1/1/09 NEW YEAR'S HOLIDAY
- 1/2/09 DEANS: Post-tenure review files, with all recommendations, due to Provost's Office.
- 1/5/09 Open Registration.
- 1/5-8/09 FACULTY: Opportunity for rebuttal of letters of negative recommendation, for post-tenure review. Written rebuttals to be submitted to the Office of the Provost.
- 1/6/09 Classes begin.
- 1/6/09 PROVOST: Notify faculty in their second or more years of service of effective date of termination, if not recommended for reappointment.
- 1/7/09 FACULTY: Professional Record files from faculty in their first year of service due to Chairs and Department Personnel Committees (DPCs).
- 1/7/09 FACULTY: Professional Record files for promotion/tenure due to Chairs & DPCs.
- 1/12/09 DEANS: Agenda backup materials for 2/6/09 BOT meeting due in Provost's Office.
- 1/12/09 Last day of add/drop (late registration fees go into effect 1/13/09).
- 1/13/09 PHASED RETIREES: Notify Deans of intent to teach in 2009-10.
- 1/14/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 1/15/09 FACULTY: Seed grants due to Graduate Office.
- 1/15/09 FACULTY: SOAR grants due to Graduate Office.
- 1/15/09 FACULTY: Summer Research Appointments due to Graduate Office.
- 1/15/09 PROVOST: Recommendation due to BOT, with notification to candidate in their second or more years of service.
- 1/19/09 MARTIN LUTHER KING, JR. HOLIDAY
- 1/23/09 DEANS: Notify Provost of Phased Retiree status for 2009-10.
- 1/30/09 DEPARTMENTS: Summer 2009 (1096) 2nd draft of class schedules due to Departments.
- 1/30/09 DEPARTMENTS: Deadline for last-minute changes to Spring 2009 (1093) class schedules, prior to start of registration.
- 1/30/09 DEAN OF GRADUATE STUDIES & RESEARCH: Notify Deans and Chairs of Graduate Assistant allocations for 2009-10 academic year.

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

FEBRUARY

- 2/2/09 DISTINGUISHED FACULTY NOMINEES: Supporting materials for Distinguished Faculty nominees due in Faculty Senate Office by 5:00 p.m.
- 2/2/09 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Independent recommendations to be placed in Professional Record, for reappointment of faculty in their first year of service.
- 2/2/09 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Independent recommendations to be placed in Professional Record, for promotion and/or tenure.
- 2/3-9/09 FACULTY: Opportunity to review recommendations and correct any errors of fact, for faculty in their first year of service.
- 2/3-9/09 FACULTY: Opportunity to review recommendations and correct any errors of fact, for promotion and/or tenure file.
- 2/4/09 Curriculum to be included in the catalog, due to Provost's Office by 5:00 p.m.
- 2/6/09 BOT Meeting, 1:30 p.m., Barge 412 (reappointment of faculty in second or more years of service).
- 2/9/09 DEANS: After BOT action, reappointment letters due to faculty in their second or more years of service.
- 2/9/09 DEANS: Agenda backup materials for 3/6/09 BOT meeting due in Provost's Office.
- 2/9-13/09 Advising Week.
- 2/10/09 CHAIRS: Files for faculty in their first year of service due to Deans.
****Candidate file is officially closed****
- 2/10/09 CHAIRS: Files for promotion and/or tenure due to Deans and made accessible to College Personnel Committee.
****Candidate file is officially closed****
- 2/11/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 2/12/09 PROVOST: Recommendations for post-tenure review to BOT, copy to faculty member.
- 2/13/09 DEANS: Fall 2009 (1099) 1st draft of class schedules due to Registrar.
- 2/13/09 FACULTY: Proposed workload forms for tenure, tenure-track and phased retirees due to Chairs.
- 2/16/09 PRESIDENTS DAY HOLIDAY
- 2/18/09 Early Registration for Spring begins.
- 2/23/09 PROVOST: Notify non-tenure track faculty regarding Performance Evaluations and Senior Lecturer status.

FEBRUARY

- 2/27/09 DEANS: Summer 2009 (1096) 2nd draft of class schedules due to Registrar.

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MARCH

- 3/6/09 BOT Meeting, 1:30 p.m. (CWU-Pierce County) (post-tenure review).
- 3/6/09 COLLEGE PERSONNEL COMMITTEES: Recommendations due to Deans for promotion and/or tenure.
- 3/9/09 DEANS: All recommendations for reappointment of faculty in their first year of service due to Provost.
- 3/10-16/09 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.
- 3/11/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 3/13/09 CHAIRS: Proposed workload forms due from Chairs to Deans.
- 3/13/09 DEPARTMENTS: Fall 2009 (1099) 2nd draft of class schedules due to Departments.
- 3/16/09 Faculty Development/Study Day.
- 3/16/09 FACULTY: Seed grants due to Graduate Office.
- 3/16/09 FACULTY: SOAR grants due to Graduate Office.
- 3/17-20/09 Final exam week.
- 3/23/09 Spring break begins.
- 3/30/09 Open Registration.
- 3/30/09 PROVOST: Non-reappointment notices due for first-year faculty.
- 3/31/09 Classes begin.
- 3/31/09 PROVOST: Notify tenured and tenure track faculty of the deadlines related to the Performance Adjustment process.

APRIL

- 4/1/09 DEANS/DIRECTORS: New/Increased Fee Requests due to Provost.
- 4/1/09 FACULTY: Non-tenure track materials for Performance Evaluations and Senior Lecturer applications due to Chairs and Department Personnel Committees.
- 4/3/09 CHAIRS: Recommendations for Graduate Assistants for 2009-10 academic year due to Graduate Office.
- 4/6/09 Last day of add/drop (late registration fees go into effect 4/7/09).
- 4/6/09 DEANS: Agenda backup materials for 5/1/09 BOT meeting due in Provost's Office.
- 4/8/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 4/10/09 DEANS: Fall 2009 (1099) 2nd draft of class schedules due to Registrar.
- 4/10/09 DEANS: Promotion and/or tenure files, with all recommendations, due to Provost's Office.
- 4/13/09 DISTINGUISHED FACULTY NOMINEES: Distinguished Faculty selection committee recommendations due to Provost.
- 4/13-17/09 FACULTY: Opportunity for rebuttal of letters of negative recommendation, for promotion and/or tenure. Written rebuttals to be submitted to the Office of the Provost.
- 4/15/09 FACULTY: Graduate Student Summer Research Grants (GSSR) due to Graduate Office.
- 4/15/09 FACULTY ADVISOR: Thesis Research Grants competition due to Graduate Office.
- 4/16/09 PROVOST: Distinguished Faculty recommendations due to President for BOT consideration.
- 4/16/09 PROVOST: Recommendation due to BOT, with notification to candidate, for faculty in their first year of service.
- 4/20/09 FACULTY: Performance Adjustment applications due to Chairs from tenured and tenure track faculty.
- 4/24/09 DEPARTMENTS: Deadline for last-minute changes to Summer 2009 (1096) class schedules, prior to registration.

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

MAY

- 5/1/09 DEPARTMENTS: Deadline for last-minute changes to Fall 2009 (1099) class schedules, prior to registration.
- 5/1/09 BOT Meeting, Barge 412, 1:30 p.m. (new/increased fee info; distinguished faculty; reappointment of faculty in their first year of service).
- 5/1/09 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Performance Evaluations and Senior Lecturer applications due to Deans.
- 5/4/09 DEANS: After BOT action, reappointment letters due to faculty in their first year of service.
- 5/4/09 CHAIRS & DEPARTMENT PERSONNEL COMMITTEES: Tenured and tenure track Performance Adjustment nominations due to Deans/Directors.
- 5/6/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 5/11/09 Early Registration for Summer begins.
- 5/11-15/09 Advising Week.
- 5/15/09 DEANS: Notification to non-tenure track faculty regarding Senior Lecturer application status.
- 5/18/09 DEANS: Agenda backup materials for 6/12/09 BOT meeting due in Provost's Office.
- 5/18/09 Early Registration for Fall begins.
- 5/21/09 DEANS/DIRECTORS: Tenured and tenure track Performance Adjustment nominations due to Provost.
- 5/21/09 SOURCE Symposium.
- 5/25/09 MEMORIAL DAY HOLIDAY
- 5/28/09 PROVOST: Recommendations for promotion and/or tenure to BOT, copy to faculty member.

JUNE

- 6/3/09 FACULTY SENATE, Barge 412, 3:10 p.m.
- 6/5/09 PROVOST: Notify tenured and tenure track faculty of Performance Adjustment outcomes.
- 6/8/09 Faculty Development/Study Day.
- 6/9-12/09 Final exam week.
- 6/12/09 BOT Meeting, Barge 412, 1:30 p.m. (fee requests; promotion and/or tenure).
- 6/12/09 Honors Convocation, McConnell Auditorium, 8:00 p.m.
- 6/12/09 DEANS: Inform faculty of workload for the subsequent academic year.
NOTE: Colleges may accelerate these timelines as necessary, CBA 13.4.5(c).
- 6/13/09 Commencement (Eastside).
- 6/14/09 Commencement (Westside).
- 6/15/09 Summer break begins.
- 6/15/09 DEANS: After BOT action, promotion and/or tenure letters due to faculty.
- 6/15/09 CHAIRS/PROGRAM DIRECTORS: Yearly Program Assessment Report due to Deans and the Office of Undergraduate Studies.
- 6/22/09 Open Registration (all sessions).
- 6/22/09 Summer classes begin (all sessions).
- 6/24/09 Last day of add/drop (late registration fees go into effect 6/29/09).

ACADEMIC AFFAIRS YEARLY CALENDAR – AY 2008-09

JULY

7/6/09 INDEPENDENCE DAY HOLIDAY

7/10/09 DEANS: Send letters to phased retirees, with teaching load and salary.

7/30–31/09 BOT Retreat.

7/31/09 Six-week Summer Session closes.

AUGUST

8/21/09 Full Term Summer Session closes.