

**2025-26 Academic Calendar  
Faculty Personnel Actions**

<b><i>Post-Tenure Review and Continued with Reservations Evaluations (~34)</i></b>	
9/16/25	Dean notifies eligible faculty of post-tenure review and continued with reservations deadlines.
10/1/25	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
10/14/25	<b>File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)</b>
10/24/25	Independent recommendations due from Department Chair and DPC in Faculty180.
10/27/25	<b>Oct 27 - Oct 31: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.</b>
11/1/25	File accessible to College Personnel Committee (CPC).
12/12/25	CPC recommendations due to Dean in Faculty180.
1/23/26	Dean's recommendation due to Faculty Relations in Faculty180.
1/26/26	<b>Jan 26 - Jan 30: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.</b>
1/31/26	Professional file accessible to Provost.
4/10/26	Provost's recommendation due to faculty in Faculty180.
5/22/26	Board of Trustees considers evaluation recommendations.
5/29/26	Following approval of BOT, letters due from Dean to faculty. (If possible, please send them out on 5/22.)
6/12/26	Dean notifies faculty who are required to go up for post-tenure review during the upcoming academic year.

<b><i>Evaluation for Reappointment of Faculty in Second or Third Years of Service (~12)</i></b>	
9/16/25	Dean notifies eligible faculty of deadlines.
10/31/25	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/14/25	<b>File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)</b>
11/28/25	Independent recommendations due from Department Chair and DPC in Faculty180. <i>(Note: CWU is closed 11/27 &amp; 11/28, evaluations need to be submitted by 11/26 in order to avoid working on a holiday.)</i>
12/1/25	<b>Dec 1 - Dec 5: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.</b>
12/6/25	File accessible to Dean.
1/9/26	Dean's recommendation to Faculty Relations due in Faculty180.
1/12/26	<b>Jan 12 - Jan 16: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.</b>
1/17/26	Professional file accessible to Provost.
2/27/26	Provost's recommendation due to faculty in Faculty180, including recommendations for non-reappointment.
5/22/26	Board of Trustees considers evaluation recommendations.
5/29/26	Following approval of BOT, letters due from Dean to faculty. (If possible, please send them out on 5/22.)
6/12/26	Dean notifies faculty who are required to go up for a 2nd/3rd year reappointment evaluation during the upcoming academic year.

<b><i>Evaluation for Reappointment of Faculty in Fourth or Fifth Years of Service (~9)</i></b>	
9/16/25	Dean notifies eligible faculty of deadlines.
10/31/25	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/14/25	<b>File permanently locked. (Please refer to Article 24.5 of the CBA for clarification.)</b>

11/28/25	Independent recommendations due from Department Chair and DPC in Faculty180. <i>(Note: CWU is closed 11/27 &amp; 11/28, evaluations need to be submitted by 11/26 in order to avoid working on a holiday.)</i>
12/1/25	<b>Dec 1 - Dec 5:</b> Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
12/6/25	File accessible to College Personnel Committee (CPC).
1/9/26	CPC recommendations due to Dean in Faculty180.
2/6/26	Dean's recommendation due to Faculty Relations in Faculty180.
2/9/26	<b>Feb 9 - Feb 13:</b> Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
2/14/26	Professional file accessible to Provost.
3/20/26	Provost's recommendation due to faculty in Faculty180, including notifications of non-reappointment.
5/22/26	Board of Trustees considers evaluation recommendations.
5/29/26	Following approval of BOT, letters due from Dean to faculty. (If possible, please send them out on 5/22.)
6/12/26	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 (~9 Mandatory)*

11/3/25	Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
12/15/25	<b>Deadline to notify dean's office and Faculty Relations of intent to apply for early tenure and/or promotion.</b>
1/5/26	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
1/18/26	<b>File permanently locked. (Please refer to Article 25.5 of the CBA for clarification.)</b>
1/30/26	Independent recommendations due from Department Chair and DPC in Faculty180.
2/2/26	<b>Feb 2 - Feb 6:</b> Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
2/9/26	File accessible to College Personnel Committee (CPC).
3/6/26	CPC recommendations due to Dean in Faculty 180.
3/27/26	Dean's recommendation due to Faculty Relations in Faculty180.
3/30/26	<b>Mar 30 - Apr 3:</b> Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.
4/4/26	Professional file accessible to Provost.
5/1/26	Provost's recommendation due to faculty in Faculty180.
5/22/26	Board of Trustees considers evaluation recommendations.
5/29/26	Following approval of BOT, letters due from Dean to faculty. (If possible, please send them out on 5/22.)
5/27/26	Faculty Recognition Ceremony and Reception to honor promoted and/or tenured faculty.

### *Chair Merit*

3/16/26	<b>Deadline to notify Dean's office and Faculty Relations of intent to apply for chair merit.</b>
3/30/26	Application package for chair merit due to College Personnel Committee (CPC) in Faculty180.
4/10/26	Recommendations due from CPC to Dean in Faculty180.
4/24/26	Recommendations due from Dean to Provost in Faculty180.
5/1/26	Provost's recommendation due in Faculty180.

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

2/27/26	Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
3/16/26	<b>Deadline to notify Dean's office and Faculty Relations of intent to apply for senior lecturer or senior lecturer merit.</b>

4/3/26	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
4/18/26	Recommendations due from Chair and DPC in Faculty180.
4/24/26	Apr 27 - May 1: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. Written corrections to be uploaded in Faculty180.
5/4/26	File accessible to dean.
5/8/26	Dean evaluation(s) of applications for Senior Lecturer due in Faculty180.
5/29/26	Dean notifies applicants for senior lecturer merit and non-tenure track faculty/coaches of outcome in Faculty180.

#### ***Workload Plan***

4/15/26	Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
5/15/26	Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
6/15/26	Dean/Director informs faculty of their workload for the subsequent academic year.

#### ***Application for 2026-27 Sabbatical Leave***

<b><i>Important note: Sabbatical applications are submitted via email. See application for instructions.</i></b>	
9/16/25	Provost notifies faculty of deadlines for the upcoming year. (Application is available on Faculty Relations webpage.)
10/15/25	Application due to Chair.
10/31/25	Recommendation due from Chair to Dean.
11/14/25	Recommendation due from Dean to Provost.
12/15/25	Recommendations due from Sabbatical Leave Committee to Provost.
1/30/26	Provost notifies faculty of sabbatical leave application outcome and sends recommendations to BOT.
2/20/26	Board of Trustees considers recommendations.
3/6/26	Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

#### ***Sabbatical Reports for 2024-25***

<b><i>Faculty are responsible for submitting an electronic summary report to the Office of the Provost within two</i></b>	
11/14/25	Sabbatical reports due for faculty returning 9/16/25. All other reports should have been previously submitted.
2/20/26	Board of Trustees considers recommendations.

#### ***Distinguished Faculty Selection***

12/1/25	Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
2/2/26	Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
4/3/26	Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
4/10/26	Faculty Senate Chair Distinguished Faculty recommendations due to the President.
4/17/26	President submits recommendations for Board of Trustees consideration.
4/17/26	President will send recommendation award letters to Distinguished Faculty Awardees.
4/20/26	Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
5/29/26	Board of Trustees considers Distinguished Faculty recommendations.
5/27/26	Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.