

2018-19 Academic Life Chronological Calendar
Faculty Personnel Actions
All Faculty Evaluation, both tenured/tenure track and non-tenure track, to be submitted in Faculty 180

September

- 9/13/18** New Faculty Orientation
- 9/14/18** Chair Forum
- 9/17/18** Dean notifies eligible faculty of reappointment for second or third years of service deadlines.
- 9/17/18** Dean notifies eligible faculty of reappointment for fourth or fifth years of service deadlines.
- 9/17/18** Faculty Welcome Back Social
- 9/17/18** Faculty Development Day
- 9/18/18** Student Convocation
- 9/21/18** Provost notifies faculty of the deadlines for sabbatical leave for 2019-20. (Note: Application available on Human Resources webpage)
- 9/24/18** Provost notifies non-tenure track faculty and coaches of deadlines for Fall senior lecturer application process.

October

- 10/1/18** Dean notifies eligible faculty of post-tenure review deadlines.
- 10/1/18** Complete Professional Records due in Faculty180 from faculty to Chair and Department Personnel Committee (DPC) for reappointment for second or third years of service.
- 10/1/18** Complete Professional Records due in Faculty180 from faculty to Chair and Department Personnel Committee (DPC) for reappointment for fourth or fifth years of service.
- 10/5/18** Application due from faculty to Chair for sabbatical leave for 2019-20.
- 10/19/18** Recommendations due from Chair to Dean for sabbatical leave for 2019-20.
- 10/22/18** Applications due to Chair and Department Personnel Committee (DPC) for senior lecturers Fall quarter.
- 10/26/18** Independent recommendations due from Chair and DPC in Faculty180 for reappointment for second or third years of service.
- 10/26/18** Independent recommendations due from Chair and DPC in Faculty180 for reappointment for fourth or fifth years of service.
- 10/26/18** 2017-18 Annual Activities reports to be updated in Faculty180.
- 10/29/18** Complete post-tenure review files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 10/29/18** **Oct 29-Nov 2, Candidate opportunity to review reappointment for second or third years of service recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180**
- 10/29/18** **Oct 29-Nov 2, Candidate opportunity to review reappointment for fourth or fifth years of service recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180**
- 10/29/18** Dean notifies faculty up for mandatory promotion and /or tenure of deadlines.
- 10/29/18** 2017-18 Annual Activities reports to be run/reviewed by Chairs.

November

- 11/5/18** Reappointment for second or third years of service files from Chair to Dean's office. ****Candidate file is officially closed****
- 11/5/18** Reappointment for fourth or fifth years of service files from Chair to Dean's office and accessible to College Personnel Committee (CPC). ****Candidate file is officially closed****
- 11/7/18** Recommendations due from Dean to Provost for sabbatical leave for 2019-20.
- 11/13/18** Fall senior lecturer recommendations due from Chair and DPC to Dean in Faculty180.

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- 11/16/18** 2017-18 Sabbatical reports due for faculty returning 9/16/18. All other reports should have been previously submitted within two months of returning to the University. Reports to be submitted electronically to provost@cwu.edu.
- 11/16/18** Annual Activities reports due to Deans.
- 11/23/18** Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research.
- 11/23/18** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.
- 11/30/18** Independent post-tenure review recommendations due from Chair and DPC in Faculty180.
- 11/30/18** Deans recommendations for reappointment for second or third years of service due in Faculty180.
- 11/30/18** CPC recommendations for reappointment for fourth or fifth years of service due to Dean in Faculty180.
- 11/30/18** Deans notify non-tenure track faculty and coaches of Fall senior lecturer application outcome in Faculty180.

December

- 12/3/18** Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
- 12/3/18** **Dec 3-7**, Candidate opportunity to review post-tenure review recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180.
- 12/3/18** **Dec 3-7**, Candidate opportunity for rebuttal of letters of negative recommendation for reappointment for second or third years of service. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 12/10/18** Post-tenure review files from Chair to Dean's office and accessible to College Personnel Committee (CPC).
 Candidate file is officially closed
- 12/10/18** Reappointment for second or third years of service files accessible to the Provost in Faculty180.
- 12/14/18** Recommendations due from Sabbatical Leave Committee to Provost for sabbatical leave 2019-20.
- 12/17/18** Graduate assistant allocations for 2019-20 AY requests due from Chair to College Dean.

January

- 1/4/19** Promotion and/or tenure professional record files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 1/4/19** Provost notifies non-tenure track faculty and coaches of deadlines for Winter senior lecturer application process.
- 1/4/19** Provost notifies faculty not being recommended for reappointment for second or third years of service.
- 1/4/19** Dean's recommendation for reappointment for fourth or fifth years of service due to Faculty Relations in Faculty180.
- 1/7/19** **Jan 7-11**, Candidate opportunity for rebuttal of letters of negative recommendation for reappointment for fourth or fifth years of service . Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 1/11/19** CPC's post-tenure review recommendations due to Dean in Faculty180.
- 1/11/19** Graduate assistant allocations for 2019-20 AY requests due from College Deans to Dean of Graduate Studies and Research.
- 1/14/19** Reappointment for fourth or fifth years of service files accessible to the Provost in Faculty180.
- 1/17/19** Faculty Research/ Program Development Appointment (Academic Year) applications due to School of Graduate Studies and Research.
- 1/18/19** Provost submits recommendations for 2019-20 sabbatical leave to Board of Trustees for consideration.
- 1/18/19** Provost submits recommendations for 2017-18 sabbatical reports to Board of Trustees for consideration.
- 1/25/19** Promotion and/or tenure independent recommendations due from Chair and DPC in Faculty180.

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1/28/19 Notification of graduate assistant allocations for 2019-20 AY from Dean of Graduate Studies and Research to College Deans.

1/28/19 **Jan 28-Feb 1**, Candidate opportunity to review promotion and/or tenure recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180.

1/31/19 Deans/Directors submit new/increased fee requests to the Provost's Office. See Policy 5-80 Academic Fee and Procedure 2-10-030 Requesting Establishment of or alteration to Academic fees.

February

2/1/19 Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.

2/1/19 Winter applications for senior lecturers due to Chair and Department Personnel Committee (DPC) in Faculty180.

2/4/19 Promotion and/or tenure files from Chair to Dean's office and accessible to College Personnel Committee (CPC). ****Candidate file is officially closed****

2/8/19 Post-tenure review files, including Dean's recommendation, due to Faculty Relations in Faculty180.

2/11/19 **Feb 11-15**, Candidate opportunity for rebuttal of letters of negative recommendation for post-tenure review. Written rebuttal to be submitted to Faculty Relations in Faculty180.

2/15/19 Winter senior lecturer evaluations due from Chair and DPC to Dean in Faculty180.

2/19/19 Post-tenure review files accessible to the Provost in Faculty180.

2/22/19 Provost notifies faculty not being recommended for reappointment for fourth or fifth years of service.

2/22/19 Provost notifies faculty and coaches of non-tenure track performance evaluation deadlines.

2/22/19 Provost's recommendation for reappointment for second or third years of service due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees.

2/22/19 Board of Trustees considers sabbatical leave for 2019-20 recommendations.

2/22/19 Board of Trustees considers recommendations for sabbatical reports for 2017-18.

March

3/1/19 Following BOT action, Provost sends contract letters to recipients for sabbatical leave for 2019-20.

3/1/19 CPC promotion and/or tenure recommendations due to Dean in Faculty180.

3/1/19 Dean notifies non-tenure track faculty and coaches of Winter senior lecturer application outcome in Faculty180.

3/7/19 Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research.

3/7/19 Faculty Research/ Program Development Appointment (Summer) applications due to School of Graduate Studies and Research.

3/15/19 Provost notifies non-tenure track faculty and coaches of deadlines for Spring senior lecturer application process.

3/15/19 Provost's recommendation for reappointment for fourth or fifth years of service due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees.

3/29/19 Promotion and/or tenure files, including Dean's recommendation, due to Faculty Relations in Faculty180.

3/29/19 Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.

April

4/1/19 **April 1-5**, Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.

4/1/19 Performance evaluations for non-tenure track faculty materials due to Chair and Department Personnel Committee (DPC) in Faculty180.

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- 4/1/19** Priority contracting deadline for Chair's recommendations for graduate assistants for 2019-20 due to School of Graduate Studies and Research.
- 4/5/19** Faculty Senate Chair Distinguished Faculty recommendations due to the Provost.
- 4/8/19** Promotion and/or tenure files accessible to the Provost in Faculty180.
- 4/12/19** Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
- 4/12/19** Provost's submits Distinguished Faculty recommendations to President for Board of Trustees consideration.
- 4/12/19** Provost will send recommendation award letters to Distinguished Faculty Awardees.
- 4/12/19** Spring applications for senior lecturers due to Chair and Department Personnel Committee (DPC) in Faculty180.
- 4/15/19** Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
- 4/17/19** Graduate Student Summer Research Fellowship applications due from students to School of Graduate Studies
- 4/17/19** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.
- 4/19/19** Provost's recommendation due to post-tenure review candidates, in Faculty180, and submitted for recommendation of action to the Board of Trustees.
- 4/26/19** Performance evaluations for non-tenure track faculty evaluations due from Chair and DPC to Dean in Faculty180.
- 4/26/19** Spring senior lecturer evaluations due from Chair and DPC to Dean in Faculty180.
- May*
- 5/3/19** Provost recommendation for promotion and/or tenure due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees
- 5/10/19** Deans notify non-tenure track faculty and coaches of Spring senior lecturer/coach application outcome in Faculty180.
- 5/15/19** Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
- 5/17/19** Dean provides non-tenure track faculty and coaches with a copy of their evaluation in Faculty180.
- 5/17/19** Board of Trustees considers post-tenure review recommendations.
- 5/17/19** Board of Trustees considers reappointment for second or third years of service recommendations.
- 5/17/19** Board of Trustees considers reappointment for fourth or fifth years of service recommendations.
- 5/17/19** Board of Trustees considers promotion and/or tenure recommendations.
- 5/17/19** Board of Trustees considers Distinguished Faculty recommendations.
- 5/20/19** Faculty Recognition Ceremony and Reception to honor promotion and/or tenure faculty.
- 5/20/19** Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.
- 5/24/19** Following approval of the BOT, post-tenure review letters due from Dean to faculty.
- 5/24/19** Following approval of the BOT, reappointment for second or third years of service letters due from Dean to faculty.
- 5/24/19** Following approval of the BOT, reappointment for fourth or fifth years of service letters due from Dean to faculty.
- 5/24/19** Following approval of the BOT, promotion and/or tenure letters due from Dean to faculty.
- 5/31/19** Dean notifies eligible faculty of post-tenure review submittal deadline for the 2019-20 academic year.
- 5/31/19** Dean notifies eligible faculty of reappointment for second or third years of service submittal deadline for the 2019-20 academic year.
- 5/31/19** Dean notifies eligible faculty of reappointment for fourth or fifth years of service submittal deadline for the 2019-20 academic year.

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5/31/19 Final contracting deadline for Chairs' recommendations for graduate assistants for 2019-20 to School of Graduate Studies and research.

June

6/8/19 Commencement (Ellensburg)

6/9/19 Commencement (Kent)

6/15/19 Dean/Director informs faculty of workload for the subsequent academic year.