

**2018-19 Academic Life Topical Calendar**  
**Faculty Personnel Actions**  
**All Faculty Evaluations to be submitted in Faculty180**

***Evaluation for Reappointment of Faculty in Second or Third Years of Service***

- 9/17/18** Dean notifies eligible faculty of deadlines.
- 10/1/18** Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 10/26/18** Independent recommendations due from Department Chair and DPC in Faculty180.
- 10/29/18** **Oct 29-Nov 2:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 11/5/18** **\*\*Candidate file is officially closed\*\*** File accessible to Dean.
- 11/30/18** Dean's recommendation to Faculty Relations due in Faculty180.
- 12/3/18** **Dec 3-7:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 12/10/18** Professional file accessible to Provost.
- 1/4/19** Provost notifies faculty not being recommended for reappointment.
- 2/22/19** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/17/19** Board of Trustees considers evaluation recommendations.
- 5/24/19** Following approval of BOT, letters due from Dean to faculty.
- 5/31/19** 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***

- 9/17/18** Dean notifies eligible faculty of deadlines.
- 10/1/18** Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 10/26/18** Independent recommendations due from Department Chair and DPC in Faculty180.
- 10/29/18** **Oct 29-Nov 2:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 11/5/18** **\*\*Candidate file is officially closed\*\*** File accessible to College Personnel Committee (CPC).
- 11/30/18** CPC recommendations due to Dean in Faculty180.
- 1/4/19** Dean's recommendation due to Faculty Relations in Faculty180.
- 1/7/19** **Jan 7-11:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 1/14/19** Professional file accessible to Provost.
- 2/22/19** Provost notifies faculty not being recommended for reappointment.
- 3/15/19** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/17/19** Board of Trustees considers evaluation recommendations.
- 5/24/19** Following approval of BOT, letters due from Dean to faculty.
- 5/31/19** Dean notifies faculty who are required to go up for a 4th/5th year reappointment evaluation during the upcoming academic year.

***Post-Tenure Review***

- 10/1/18** Dean notifies eligible faculty of post-tenure review deadlines.
- 10/29/18** Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 11/30/18** Independent recommendations due from Department Chair and DPC in Faculty180.

- 12/3/18** **Dec 3-7:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 12/10/18** **\*\*Candidate file is officially closed\*\*** File accessible to College Personnel Committee (CPC).
- 1/11/19** CPC recommendations due to Dean in Faculty180.
- 2/8/19** Dean's recommendation due to Faculty Relations in Faculty180.
- 2/11/19** **Feb 11-15:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 2/19/19** Professional file accessible to Provost.
- 4/19/19** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/17/19** Board of Trustees considers evaluation recommendations.
- 5/24/19** Following approval of BOT, letters due from Dean to faculty.
- 5/31/19** Dean notifies eligible faculty of post-tenure review submittal deadline for the 2018-19 academic year.

### ***Promotion and/or Tenure***

- 10/29/18** Dean notifies faculty up for mandatory promotion and /or tenure of deadlines.
- 1/4/19** Promotion and/or tenure professional files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 1/25/19** Promotion and/or tenure independent recommendations due from Department Chair and DPC in Faculty180.
- 1/28/19** **Jan 28-Feb 1:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 2/4/19** **\*\*Candidate file is officially closed\*\*** File accessible to College Personnel Committee (CPC).
- 3/1/19** CPC recommendations due to Dean in Faculty 180.
- 3/29/19** Dean's recommendation due to Faculty Relations in Faculty180.
- 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.
- 4/8/19** Professional file accessible to Provost.
- 5/3/19** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/17/19** Board of Trustees considers evaluation recommendations.
- 5/20/19** Faculty Recognition Ceremony and Reception to honor promotion and/or tenure faculty.
- 5/24/19** Following approval of BOT, letters due from Dean to faculty.

### ***Performance Evaluations for Non-Tenure Track Faculty***

- 2/22/19** Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
- 4/1/19** Professional Record due to Chair and Department Personnel Committee (DPC) in Faculty180.
- 4/26/19** Performance evaluations due from Chair and DPC to Dean in Faculty180.
- 5/17/19** Dean provides non-tenure track faculty and coaches with a copy of their evaluation in Faculty180.

### ***Applications for Senior Lecturers Fall Quarter***

- 9/24/18** Provost notifies non-tenure track faculty and coaches of application deadlines.
- 10/22/18** Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
- 11/13/18** Recommendations due from Chair and DPC to Dean in Faculty180.
- 11/30/18** Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

### ***Applications for Senior Lecturers Winter Quarter***

- 1/4/19** Provost notifies non-tenure track faculty and coaches of application deadlines.
- 2/1/19** Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
- 2/15/19** Recommendations due from Chair and DPC to Dean in Faculty180.
- 3/1/19** Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

***Applications for Senior Lecturers Spring Quarter***

- 3/15/19** Provost notifies non-tenure track faculty and coaches of application deadlines.
- 4/12/19** Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
- 4/26/19** Recommendations due from Chair and DPC to Dean in Faculty180.
- 5/10/19** Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

***Workload Plan***

- 4/15/19** Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
- 5/15/19** Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
- 6/15/19** Dean/Director informs faculty of their workload for the subsequent academic year.

***Annual Activities Report***

- 10/26/18** 2017-18 activities to be updated in Faculty180.
- 10/29/18** Annual Activities reports to be run/reviewed by Chairs.
- 11/16/18** Annual Activities reports due to Deans.

***Sabbatical Leave for 2019-20***

- 9/21/18** Provost notifies faculty of deadlines for the upcoming year. (Note: Application available on Human Resources webpage)
- 10/5/18** Application due to Chair.
- 10/19/18** Recommendation due from Chair to Dean.
- 11/7/18** Recommendation due from Dean to Provost.
- 12/14/18** Recommendations due from Sabbatical Leave Committee to Provost.
- 1/18/19** Provost submits recommendations to the Board of Trustees for consideration.
- 2/22/19** Board of Trustees considers recommendations.
- 3/1/19** Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

***Sabbatical Reports for 2017-18***

Faculty returning from sabbatical leave should submit an electronic report of use of leave to provost@cwu.edu *within two months of returning to the University.*

- 11/16/18** Sabbatical reports due for faculty returning 9/16/18. All other reports should have been previously submitted.
- 1/18/19** Provost submits recommendations to the Board of Trustees for consideration.
- 2/22/19** Board of Trustees considers recommendations.

***Distinguished Faculty Selection***

- 12/3/18** Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
- 2/1/19** Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
- 3/29/19** Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
- 4/5/19** Faculty Senate Chair Distinguished Faculty recommendations due to the Provost.
- 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 submits recommendations to President for Board of Trustees consideration.
- 4/12/19** Provost will send recommendation award letters to Distinguished Faculty Awardees.
- 5/17/19** Board of Trustees considers Distinguished Faculty recommendations.
- 5/20/19** Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.

***Graduate Assistant Allocations for 2019-20 AY***

- 12/17/18** Graduate assistant allocations for 2019-20 AY requests due from Chair to College Dean.
- 1/11/19** Graduate assistant allocations for 2019-20 AY requests due from College Deans to Dean of Graduate Studies and Research.
- 1/28/19** Notification of graduate assistant allocations for 2019-20 AY from Dean of Graduate Studies and Research to College Deans.
- 4/1/19** Priority contracting deadline for Chair's recommendations for graduate assistants for 2019-20 due to School of Graduate Studies and Research.
- 5/31/19** Final contracting deadline for Chairs' recommendations for graduate assistants for 2019-20 to School of Graduate Studies and research.

***Faculty and Student Research Award Competition Dates***

- 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.
- 1/17/19** Faculty Research/ Program Development Appointment (Academic Year) applications due to School of Graduate Studies and Research.
- 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.
- 4/17/19** Graduate Student Summer Research Fellowship applications due from students to School of Graduate Studies and Research
- 4/17/19** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.