

2019-20 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

- 9/16/19 Dean notifies eligible faculty of reappointment for second or third years of service deadlines.
- 9/16/19 Dean notifies eligible faculty of reappointment for fourth or fifth years of service deadlines.
- 9/17/19 New Faculty Orientation
- 9/17/19 Faculty Welcome Back Social
- 9/20/19 Provost notifies faculty of the deadlines for sabbatical leave for 2020-21. (Note: Application available on Human Resources webpage)
- 9/23/19 Chair Retreat
- 9/23/19 Provost notifies non-tenure track faculty and coaches of deadlines for Fall senior lecturer application process.
- 9/24/19 Student Convocation
- 9/30/19 Complete Professional Records due in Faculty180 from faculty to Chair and Department Personnel Committee (DPC) for reappointment for second or third years of service.
- 9/30/19 Complete Professional Records due in Faculty180 from faculty to Chair and Department Personnel Committee (DPC) for reappointment for fourth or fifth years of service.
- 9/30/19 Dean notifies eligible faculty of post-tenure review deadlines.
- 9/30/19 Dean notifies faculty of continued with reservations review deadlines.

October

- 10/4/19 Application due from faculty to Chair for sabbatical leave for 2020-21.
- 10/18/19 Recommendations due from Chair to Dean for sabbatical leave for 2020-21.
- 10/21/19 Applications due to Chair and Department Personnel Committee (DPC) for senior lecturers Fall quarter.
- 10/25/19 Independent recommendations due from Chair and DPC in Faculty180 for reappointment for second or third years of service.
- 10/25/19 Independent recommendations due from Chair and DPC in Faculty180 for reappointment for fourth or fifth years of service.
- 10/25/19 2018-19 Annual Activities reports to be updated in Faculty180.
- 10/28/19 Complete post-tenure review files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 10/28/19 Complete continued with reservations files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 10/28/19 **Oct 28-Nov 1, 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**
- 10/28/19 **Oct 28-Nov 1, 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**
- 10/28/19 Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
- 10/28/19 2018-19 Annual Activities reports to be run/reviewed by Chairs.

November

- 11/4/19 Reappointment for second or third years of service files from Chair to Dean's office. ****Candidate file is officially closed****
- 11/4/19 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****
- 11/8/19 Recommendations due from Dean to Provost for sabbatical leave for 2020-21.
- 11/12/19 Fall senior lecturer recommendations due from Chair and DPC to Dean in Faculty180.

2019-20 Academic Life Chronological Calendar
Faculty Personnel Actions
All Faculty Evaluation, both tenured/tenure track and non-tenure track, to be
submitted in Faculty 180

- 11/15/19** 2018-19 Sabbatical reports due for faculty returning 9/16/19. 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.
- 11/15/19** Annual Activities reports due to Deans.
- 11/25/19** Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research. ***On Hold for 2019-2020 academic year pending assessment.**
- 11/25/19** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.
- 11/27/19** Deans notify non-tenure track faculty and coaches of Fall senior lecturer application outcome in Faculty180.
- 11/29/19** Deans recommendations for reappointment for second or third years of service due in Faculty180.

December

- 12/2/19** Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
- 12/2/19** **Dec 2-6, 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.**
- 12/2/19** CPC recommendations for reappointment for fourth or fifth years of service due to Dean in Faculty180.
- 12/6/19** Independent post-tenure review recommendations due from Chair and DPC in Faculty180.
- 12/6/19** Independent continued with reservation recommendations due from Chair and DPC in Faculty180.
- 12/9/19** **Dec 9-13, Candidate opportunity to review post-tenure review recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180.**
- 12/9/19** **Dec 9-13, Candidate opportunity to review continued with reservation recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180.**
- 12/9/19** Reappointment for second or third years of service files accessible to the Provost in Faculty180.
- 12/13/19** Recommendations due from Sabbatical Leave Committee to Provost for sabbatical leave 2020-21.
- 12/16/19** Post-tenure review files due from Chair to Dean's office and accessible to College Personnel Committee (CPC). ****Candidate file is officially closed****
- 12/16/19** Continued with reservation review files due from Chair to Dean's office and accessible to College Personnel Committee (CPC). ****Candidate file is officially closed****
- 12/16/19** Graduate assistant allocations for 2020-21 AY requests due from Chair to College Dean.

January

- 1/3/20** Promotion and/or tenure professional record files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 1/3/20** Provost notifies faculty not being recommended for reappointment for second or third years of service.
- 1/3/20** Dean's recommendation for reappointment for fourth or fifth years of service due to Faculty Relations in Faculty180.
- 1/3/20** Provost notifies non-tenure track faculty and coaches of deadlines for Winter senior lecturer application process.
- 1/6/20** **Jan 6-10, 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.**
- 1/10/20** Graduate assistant allocations for 2020-21 AY requests due from College Deans to Dean of Graduate Studies and Research.
- 1/13/20** Reappointment for fourth or fifth years of service files accessible to the Provost in Faculty180.
- 1/17/20** Provost submits recommendations for 2020-21 sabbatical leave to Board of Trustees for consideration.

2019-20 Academic Life Chronological Calendar
Faculty Personnel Actions
All Faculty Evaluation, both tenured/tenure track and non-tenure track, to be
submitted in Faculty 180

- 1/21/19 Faculty Research/ Program Development Appointments (Academic Year) applications due to School of Graduate Studies and Research. ***On Hold for 2019-2020 academic year pending assessment.**
- 1/24/20 CPC's post-tenure review recommendations due to Dean in Faculty180.
- 1/24/20 CPC's continued with reservations recommendations due to Dean in Faculty180.
- 1/24/20 Promotion and/or tenure independent recommendations due from Chair and DPC in Faculty180.
- 1/27/20 **Jan 27-31, Candidate opportunity to review promotion and/or tenure recommendations and correct any errors of fact noted in letters - to be uploaded in Faculty180.**
- 1/27/20 Notification of graduate assistant allocations for 2020-21 AY from Dean of Graduate Studies and Research to College Deans.
- 1/31/20 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.
- 1/31/20 Winter applications for senior lecturers due to Chair and Department Personnel Committee (DPC) in Faculty180.

February

- 2/3/20 Promotion and/or tenure files from Chair to Dean's office and accessible to College Personnel Committee (CPC). ****Candidate file is officially closed****
- 2/3/20 Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
- 2/5/20 Provost submits recommendations for 2018-19 sabbatical reports to Board of Trustees for consideration.
- 2/14/20 Winter senior lecturer evaluations due from Chair and DPC to Dean in Faculty180.
- 2/21/20 Post-tenure review files, including Dean's recommendation, due to Faculty Relations in Faculty180.
- 2/21/20 Continued with reservations files, including Dean's recommendation, due to Faculty Relations in Faculty180.
- 2/21/20 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.
- 2/21/20 Provost notifies faculty not being recommended for reappointment for fourth or fifth years of service.
- 2/21/20 Provost notifies faculty and coaches of non-tenure track performance evaluation and merit for senior lecturer deadlines.
- 2/21/20 Provost notifies non-tenure track faculty and coaches of deadlines for Spring senior lecturer application process.
- 2/21/20 Board of Trustees considers sabbatical leave for 2019-20 recommendations.
- 2/21/20 Board of Trustees considers recommendations for sabbatical reports for 2018-19.
- 2/24/20 **Feb 24-28, Candidate opportunity for rebuttal of letters of negative recommendation for post-tenure review. Written rebuttal to be submitted to Faculty Relations in Faculty180.**
- 2/24/20 **Feb 24-28, Candidate opportunity for rebuttal of letters of negative recommendation for continued with reservations. Written rebuttal to be submitted to Faculty Relations in Faculty180.**
- 2/28/20 CPC promotion and/or tenure recommendations due to Dean in Faculty180.
- 2/28/20 Dean notifies non-tenure track faculty and coaches of Winter senior lecturer application outcome in Faculty180.
- 2/28/20 Following BOT action, Provost sends contract letters to recipients for sabbatical leave for 2020-21.

March

- 3/2/20 Post-tenure review files accessible to the Provost in Faculty180.
- 3/2/20 Continued with reservation files accessible to the Provost in Faculty180.
- 3/9/20 Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research. ***On Hold for 2019-2020 academic year pending assessment.**

2019-20 Academic Life Chronological Calendar
Faculty Personnel Actions
All Faculty Evaluation, both tenured/tenure track and non-tenure track, to be
submitted in Faculty 180

- 3/9/20** Faculty Research/ Program Development Appointments (Summer) applications due to School of Graduate Studies and Research. ***On Hold for 2019-2020 academic year pending assessment.**
- 3/13/20** 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.
- 3/27/20** Promotion and/or tenure files, including Dean's recommendation, due to Faculty Relations in Faculty180.
- 3/30/20** **March 30- April 3, Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.**
- 3/30/20** Performance evaluations for non-tenure track faculty materials due to Chair and Department Personnel Committee (DPC) in Faculty180.
- 3/30/20** Performance evaluations for senior lecturer merit materials due to Chair and Department Personnel Committee (DPC) in Faculty180.
- 3/30/20** Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
- 3/30/20** Priority contracting deadline for Chair's recommendations for graduate assistants for 2020-21 due to School of Graduate Studies and Research.
- 3/30/20** Spring applications for senior lecturers due to Chair and Department Personnel Committee (DPC) in Faculty180.

April

- 4/6/20** Promotion and/or tenure files accessible to the Provost in Faculty180.
- 4/13/20** Faculty Senate Chair Distinguished Faculty recommendations due to the President.
- 4/15/20** Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
- 4/20/20** President submits Distinguished Faculty recommendations to Board of Trustees for consideration.
- 4/20/20** President will send recommendation award letters to Distinguished Faculty Awardees.
- 4/20/20** Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
- 4/20/20** Graduate Student Summer Research Fellowship applications due from students to School of Graduate Studies
- 4/20/20** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.
- 4/24/20** Provost's recommendation due to post-tenure review candidates, in Faculty180, and submitted for recommendation of action to the Board of Trustees.
- 4/24/20** Provost's recommendation due to continued with reservations faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees.
- 4/24/20** Performance evaluations for non-tenure track faculty and merit for senior lecturer evaluations due from Chair and DPC to Dean in Faculty180.
- 4/24/20** Spring senior lecturer evaluations due from Chair and DPC to Dean in Faculty180.

May

- 5/1/20** Provost recommendation for promotion and/or tenure due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees
- 5/15/20** Deans notify non-tenure track faculty and coaches of Spring senior lecturer/coach application outcome in Faculty180.
- 5/15/20** Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
- 5/15/20** Dean provides non-tenure track faculty and coaches and senior lecturers who applied for merit with a copy of their evaluation in Faculty180.

2019-20 Academic Life Chronological Calendar
Faculty Personnel Actions
All Faculty Evaluation, both tenured/tenure track and non-tenure track, to be
submitted in Faculty 180

- 5/15/20** Board of Trustees considers post-tenure review recommendations.
- 5/15/20** Board of Trustees considers reappointment for second or third years of service recommendations.
- 5/15/20** Board of Trustees considers reappointment for fourth or fifth years of service recommendations.
- 5/15/20** Board of Trustees considers promotion and/or tenure recommendations.
- 5/15/20** Board of Trustees considers Distinguished Faculty recommendations.
- 5/18/20** Faculty Recognition Ceremony and Reception
- 5/22/20** Following approval of the BOT, post-tenure review letters due from Dean to faculty.
- 5/22/20** Following approval of the BOT, reappointment for second or third years of service letters due from Dean to faculty.
- 5/22/20** Following approval of the BOT, reappointment for fourth or fifth years of service letters due from Dean to faculty.
- 5/22/20** Following approval of the BOT, promotion and/or tenure letters due from Dean to faculty.
- 5/29/20** Final contracting deadline for Chairs' recommendations for graduate assistants for 2020-21 to School of Graduate Studies and research.

June

- 6/1/20** Dean notifies eligible faculty of post-tenure review submittal deadline for the 2020-21 academic year.
- 6/1/20** Dean notifies eligible faculty of reappointment for second or third years of service submittal deadline for the 2020-21 academic year.
- 6/1/20** Dean notifies eligible faculty of reappointment for fourth or fifth years of service submittal deadline for the 2020-21 academic year.
- 6/13/20** Commencement (Ellensburg)
- 6/14/20** Commencement (Kent)
- 6/15/20** Dean/Director informs faculty of workload for the subsequent academic year.