

2019-20 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

- 9/16/19 Dean notifies eligible faculty of deadlines.
- 9/30/19 Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 10/25/19 Independent recommendations due from Department Chair and DPC in Faculty180.
- 10/28/19 **Oct 28-Nov 1:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 11/4/19 ****Candidate file is officially closed**** File accessible to Dean.
- 11/29/19 Dean's recommendation to Faculty Relations due in Faculty180.
- 12/2/19 **Dec 2-6:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 12/9/19 Professional file accessible to Provost.
- 1/3/20 Provost notifies faculty not being recommended for reappointment.
- 2/21/20 Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/15/20 Board of Trustees considers evaluation recommendations.
- 5/22/20 Following approval of BOT, letters due from Dean to faculty.
- 6/1/20 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

- 9/16/19 Dean notifies eligible faculty of deadlines.
- 9/30/19 Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 10/25/19 Independent recommendations due from Department Chair and DPC in Faculty180.
- 10/28/19 **Oct 28-Nov 1:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 11/4/19 ****Candidate file is officially closed**** File accessible to College Personnel Committee (CPC).
- 12/2/19 CPC recommendations due to Dean in Faculty180.
- 1/3/20 Dean's recommendation due to Faculty Relations in Faculty180.
- 1/6/20 **Jan 6-10:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 1/13/20 Professional file accessible to Provost.
- 2/21/20 Provost notifies faculty not being recommended for reappointment.
- 3/13/20 Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/15/20 Board of Trustees considers evaluation recommendations.
- 5/22/20 Following approval of BOT, letters due from Dean to faculty.
- 6/1/20 Dean notifies faculty who are required to go up for a 4th/5th year reappointment evaluation during the upcoming academic year.

Post-Tenure Review and Continued with Reservations Evaluations

- 9/30/19 Dean notifies eligible faculty of post-tenure review and continued with reservations deadlines.
- 10/28/19 Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
- 12/6/19 Independent recommendations due from Department Chair and DPC in Faculty180.

- 12/9/19** **Dec 9-13:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 12/16/19** ****Candidate file is officially closed**** File accessible to College Personnel Committee (CPC).
- 1/24/20** CPC recommendations due to Dean in Faculty180.
- 2/21/20** Dean's recommendation due to Faculty Relations in Faculty180.
- 2/24/20** **Feb 24-28:** Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
- 3/2/20** Professional file accessible to Provost.
- 4/24/20** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/15/20** Board of Trustees considers evaluation recommendations.
- 5/22/20** Following approval of BOT, letters due from Dean to faculty.
- 6/1/20** Dean notifies eligible faculty of post-tenure review submittal deadline for the 2020-21 academic year.

Promotion and/or Tenure

- 10/28/19** Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
- 1/3/20** Promotion and/or tenure professional files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
- 1/24/20** Promotion and/or tenure independent recommendations due from Department Chair and DPC in Faculty180.
- 1/27/20** **Jan 27-31:** Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
- 2/3/20** ****Candidate file is officially closed**** File accessible to College Personnel Committee (CPC).
- 2/28/20** CPC recommendations due to Dean in Faculty 180.
- 3/27/20** 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.
- 4/6/20** Professional file accessible to Provost.
- 5/1/20** Provost's recommendation due to faculty, in Faculty180, and submitted for recommendation of action to the Board of Trustees (BOT).
- 5/15/20** Board of Trustees considers evaluation recommendations.
- 5/18/20** Faculty Recognition Ceremony and Reception to honor promotion and/or tenure faculty.
- 5/22/20** Following approval of BOT, letters due from Dean to faculty.

Performance Evaluations for Non-Tenure Track Faculty and Merit for Senior Lecturers

- 2/21/20** Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
- 3/30/20** Professional Record due to Chair and Department Personnel Committee (DPC) in Faculty180.
- 4/24/20** Performance evaluations due from Chair and DPC to Dean in Faculty180.
- 5/15/20** Dean provides non-tenure track faculty and coaches with a copy of their evaluation in Faculty180.

Applications for Senior Lecturers Fall Quarter

- 9/23/19** Provost notifies non-tenure track faculty and coaches of application deadlines.
- 10/21/19** Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
- 11/12/19** Recommendations due from Chair and DPC to Dean in Faculty180.
- 11/27/19** Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

Applications for Senior Lecturers Winter Quarter

- 1/3/20** Provost notifies non-tenure track faculty and coaches of application deadlines.
- 1/31/20** Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
- 2/14/20** Recommendations due from Chair and DPC to Dean in Faculty180.
- 2/28/20** Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

Applications for Senior Lecturers Spring Quarter

- 2/21/20 Provost notifies non-tenure track faculty and coaches of application deadlines.
 3/30/20 Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
 4/24/20 Recommendations due from Chair and DPC to Dean in Faculty180.
 5/15/20 Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

Workload Plan

- 4/15/20 Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty180.
 5/15/20 Proposed workload forms due from Department Chair to Dean/Director in Faculty180.
 6/15/20 Dean/Director informs faculty of their workload for the subsequent academic year.

Annual Activities Report

- 10/25/19 2018-19 activities to be updated in Faculty180.
 10/28/19 Annual Activities reports to be run/reviewed by Chairs.
 11/15/19 Annual Activities reports due to Deans.

Sabbatical Leave for 2020-21

- 9/20/19 Provost notifies faculty of deadlines for the upcoming year. (Note: Application available on Human Resources webpage)
 10/4/19 Application due to Chair.
 10/18/19 Recommendation due from Chair to Dean.
 11/8/19 Recommendation due from Dean to Provost.
 12/13/19 Recommendations due from Sabbatical Leave Committee to Provost.
 1/17/20 Provost submits recommendations to the Board of Trustees for consideration.
 2/21/20 Board of Trustees considers recommendations.
 2/28/20 Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

Sabbatical Reports for 2018-19

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.*

- 11/15/19 Sabbatical reports due for faculty returning 9/16/19. All other reports should have been previously submitted.
 2/5/20 Provost submits recommendations to the Board of Trustees for consideration.
 2/21/20 Board of Trustees considers recommendations.

Distinguished Faculty Selection

- 12/2/19 Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
 2/3/20 Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
 3/30/20 Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
 4/13/20 Faculty Senate Chair Distinguished Faculty recommendations due to the President.
 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 President submits recommendations for Board of Trustees consideration.
 4/20/20 President will send recommendation award letters to Distinguished Faculty Awardees.
 5/15/20 Board of Trustees considers Distinguished Faculty recommendations.
 5/18/20 Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.

Graduate Assistant Allocations for 2020-21 AY

- 12/16/19** Graduate assistant allocations for 2020-21 AY requests due from Chair to College Dean.
- 1/10/20** Graduate assistant allocations for 2020-21 AY requests due from College Deans to Dean of Graduate Studies and Research.
- 1/27/20** Notification of graduate assistant allocations for 2020-21 AY from Dean of Graduate Studies and Research to College Deans.
- 3/30/20** Priority contracting deadline for Chair's recommendations for graduate assistants for 2020-21 due to School of Graduate Studies and Research.
- 5/29/20** Final contracting deadline for Chairs' recommendations for graduate assistants for 2020-21 to School of Graduate Studies and research.

Faculty* and Student Research Award Competition Dates

- 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.
- 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.**
- 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.**
- 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.**
- 4/20/20** Graduate Student Summer Research Fellowship applications due from students to Graduate Studies and Research.
- 4/20/20** Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.