

2020-21 Academic and Student Life Topical Calendar
Faculty Personnel Actions
All Faculty Evaluations to be submitted in Faculty180

	<i>Evaluation for Reappointment of Faculty in Second or Third Years of Service</i>
9/14/20	Dean notifies eligible faculty of deadlines.
9/28/20	Complete Professional Record due from faculty member to Department Chair and Department Personnel Committee (DPC).
10/23/20	Independent recommendations due from Department Chair and DPC in Faculty180.
10/26/20	Oct 26 - 30: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
11/2/20	**Candidate file is officially closed** File accessible to Dean.
11/25/20	Dean's recommendation to Faculty Relations due in Faculty180.
11/30/20	Nov 30 - Dec 4: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
12/7/20	Professional file accessible to Provost.
1/8/21	Provost notifies faculty not being recommended for reappointment.
2/19/21	Provost's recommendation due to faculty in Faculty180.
5/14/21	Board of Trustees considers evaluation recommendations.
5/21/21	Following approval of BOT, letters due from Dean to faculty.
6/4/21	Dean notifies faculty who are required to go up for a 2nd/3rd year reappointment evaluation during the upcoming academic year.

	<i>Evaluation for Reappointment of Faculty in Fourth or Fifth Years of Service</i>
9/14/20	Dean notifies eligible faculty of deadlines.
9/28/20	Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
10/23/20	Independent recommendations due from Department Chair and DPC in Faculty180.
10/26/20	Oct 26-30: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
11/2/20	**Candidate file is officially closed** File accessible to College Personnel Committee (CPC).
11/30/20	CPC recommendations due to Dean in Faculty180.
1/8/21	Dean's recommendation due to Faculty Relations in Faculty180.
1/11/21	Jan 11 - 15: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
1/19/21	Professional file accessible to Provost.
2/19/21	Provost notifies faculty not being recommended for reappointment.
3/26/21	Provost's recommendation due to faculty in Faculty180.
5/14/21	Board of Trustees considers evaluation recommendations.
5/21/21	Following approval of BOT, letters due from Dean to faculty.
6/4/21	Dean notifies faculty who are required to go up for a 4th/5th year reappointment evaluation during the upcoming academic year.

	<i>Post-Tenure Review and Continued with Reservations Evaluations</i>
9/28/20	Dean notifies eligible faculty of post-tenure review and continued with reservations deadlines.
10/26/20	Professional files due from faculty member to Department Chair and Department Personnel Committee (DPC).
11/24/20	Independent recommendations due from Department Chair and DPC in Faculty180.
11/30/20	Nov 30 - Dec 4: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
12/7/20	**Candidate file is officially closed** File accessible to College Personnel Committee (CPC).
1/22/21	CPC recommendations due to Dean in Faculty180.

2/26/21	Dean's recommendation due to Faculty Relations in Faculty180.
3/1/21	Mar 1 - 5: Candidate opportunity for rebuttal of letters of negative recommendation. Written rebuttal to be submitted to Faculty Relations in Faculty180.
3/8/21	Professional file accessible to Provost.
4/23/21	Provost's recommendation due to faculty in Faculty180.
5/14/21	Board of Trustees considers evaluation recommendations.
5/21/21	Following approval of BOT, letters due from Dean to faculty.
6/4/21	Dean notifies eligible faculty of post-tenure review submittal deadline for the 2020-21 academic year.

	<i>Promotion and/or Tenure</i>
10/30/20	Dean notifies faculty up for mandatory promotion and/or tenure of deadlines.
1/4/21	Promotion and/or tenure professional files due from faculty to Chair and Department Personnel Committee (DPC) in Faculty180.
1/22/21	Promotion and/or tenure independent recommendations due from Department Chair and DPC in Faculty180.
1/25/21	Jan 25-29: Candidate opportunity to review recommendations and correct any errors of fact noted in letters. To be uploaded in Faculty180.
2/1/21	**Candidate file is officially closed** File accessible to College Personnel Committee (CPC).
2/26/21	CPC recommendations due to Dean in Faculty 180.
3/26/21	Dean's recommendation due to Faculty Relations in Faculty180.
3/29/21	March 29 - April 2: Candidate opportunity for rebuttal of letters of negative recommendation for promotion and/or tenure. Written rebuttal to be submitted to Faculty Relations in Faculty180.
4/5/21	Professional file accessible to Provost.
4/30/21	Provost's recommendation due to faculty in Faculty180.
5/14/21	Board of Trustees considers evaluation recommendations.
TBD	Faculty Recognition Ceremony and Reception to honor promotion and/or tenure faculty.
5/21/21	Following approval of BOT, letters due from Dean to faculty.

	<i>Performance Evaluations for Non-Tenure Track Faculty and Merit for Senior Lecturers</i>
2/26/21	Provost notifies non-tenure track faculty and coaches of evaluation deadlines.
3/29/21	Professional Record due to Chair and Department Personnel Committee (DPC) in Faculty180.
4/23/21	Performance evaluations due from Chair and DPC to Dean in Faculty180.
5/14/21	Dean provides non-tenure track faculty and coaches with a copy of their evaluation in Faculty180.

	<i>Applications for Senior Lecturers Fall Quarter</i>
9/25/20	Provost notifies non-tenure track faculty and coaches of application deadlines.
10/19/20	Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
11/10/20	Recommendations due from Chair and DPC to Dean in Faculty180.
11/24/20	Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

	<i>Applications for Senior Lecturers Winter Quarter</i>
1/8/21	Provost notifies non-tenure track faculty and coaches of application deadlines.
2/1/21	Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
2/19/21	Recommendations due from Chair and DPC to Dean in Faculty180.
3/5/21	Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

	<i>Applications for Senior Lecturers Spring Quarter</i>
2/26/21	Provost notifies non-tenure track faculty and coaches of application deadlines.
3/29/21	Applications due to Chair and Department Personnel Committee (DPC) in Faculty 180.
4/23/21	Recommendations due from Chair and DPC to Dean in Faculty180.
5/14/21	Dean notifies non-tenure track faculty/coaches of outcome in Faculty180.

<i>Workload Plan</i>	
4/15/21	Proposed workload forms due from tenured and tenure-track faculty to Department Chair in Faculty 180.
5/14/21	Proposed workload forms due from Department Chair to Dean/Director in Faculty 180.
6/15/21	Dean/Director informs faculty of their workload for the subsequent academic year.

<i>Application for 2021-22 Sabbatical Leave</i>	
9/18/20	Provost notifies faculty of deadlines for the upcoming year. (Note: Application available on Human Resources webpage)
10/2/20	Application due to Chair.
10/16/20	Recommendation due from Chair to Dean.
11/6/20	Recommendation due from Dean to Provost.
12/8/20	Recommendations due from Sabbatical Leave Committee to Provost.
2/26/21	Board of Trustees considers recommendations.
3/5/21	Following BOT action, Provost sends contract letters to recipients of sabbatical leave.

<i>Sabbatical Reports for 2019-20</i>	
	Faculty returning from sabbatical leave should submit an electronic report of use of leave to provost@cwu.edu <i>within two months of returning to the University.</i>
11/13/20	Sabbatical reports due for faculty returning 9/4/20. All other reports should have been previously submitted.
2/26/21	Board of Trustees considers recommendations.

<i>Distinguished Faculty Selection</i>	
12/1/20	Distinguished Faculty nominations due in Faculty Senate Office by 5:00 p.m.
2/1/21	Distinguished Faculty supporting materials for nominees due in Faculty Senate Office by 5:00 p.m.
4/5/21	Distinguished Faculty Selection Committee's recommendations due to Faculty Senate Chair.
4/12/21	Faculty Senate Chair Distinguished Faculty recommendations due to the President.
4/19/21	Faculty Senate will notify faculty of non-award Distinguished Faculty letters and distribute to those faculty nominees that were not selected.
4/19/21	President submits recommendations for Board of Trustees consideration.
4/19/21	President will send recommendation award letters to Distinguished Faculty Awardees.
5/14/21	Board of Trustees considers Distinguished Faculty recommendations.
TBD	Faculty Recognition Ceremony and Reception to honor Distinguished Faculty.

<i>Graduate Assistant Allocations for 2020-21 AY</i>	
12/14/20	Graduate assistant allocations for 2020-21 AY requests due from Chair to College Dean.
1/8/21	Graduate assistant allocations for 2020-21 AY requests due from College Deans to Dean of Graduate Studies and Research.
1/25/21	Notification of graduate assistant allocations for 2020-21 AY from Dean of Graduate Studies and Research to College Deans.
3/31/21	Priority contracting deadline for Chair's recommendations for graduate assistants for 2020-21 due to School of Graduate Studies and Research.
5/28/21	Final contracting deadline for Chairs' recommendations for graduate assistants for 2020-21 to School of Graduate Studies and research.

<i>Faculty* and Student Research Award Competition Dates</i>	
11/11/20	Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research. *On Hold for 2020-2021 academic year pending assessment.
11/11/20	Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.

1/20/21	Faculty Research/ Program Development Appointments (Academic Year) applications due to School of Graduate Studies and Research. *On Hold for 2020-2021 academic year pending assessment.
3/10/21	Faculty Research Support Award (formerly Seed, SOAR) applications due to School of Graduate Studies and Research. *On Hold for 2020-2021 academic year pending assessment.
3/10/21	Faculty Research/ Program Development Appointments (Summer) applications due to School of Graduate Studies and Research. *On Hold for 2020-2021 academic year pending assessment.
4/28/21	Graduate Student Summer Research Fellowship applications due from students to Graduate Studies and Research.
4/28/21	Graduate Student Research Support Award applications due from students to School of Graduate Studies and Research.