2017-2018
UNIVERSITY TIMETABLE
Western Illinois University

Academic Support Professionals

**August 23**
Grant Writing Fellowship applications (for Spring 2018 only) due to Office of Sponsored Projects (SH 320) by 4:30 p.m. The Grant Writing Fellowship Application Form is available on the Provost’s website at: [http://www.wiu.edu/provost/](http://www.wiu.edu/provost/)

**September 1**
University Timetable distributed.

**September 15**
Academic Support Professionals shall submit their PAA Activities Document to supervisor.

**September 29**
Letter of Application for Administrative Educational Leave for next academic year (2018-2019) due in the Academic Vice President’s Office.

**October 1**
(No later than)
ASP receives notification of awards for Grant Writing Fellowship (for Spring 2018 only)

**October 17**
Supervisors are to complete their examination of PAA documents and forward them to the dean or designee selected by the appropriate vice president.

**November 10**
After approval/denial of Administrative Educational Leave (for 2018-2019) by the President, the Academic Vice President sends notification to the ASP and ASP’s supervisor.

**January 12**
Deans or designees are to complete their examination of PAA documents. All applicants who have earned the award should have their document sent to the Provost at this time.

**January 26**
ASPs developing a PAA appeal letter to the Provost or appropriate vice president have the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form. ASP may choose to put his/her appeal in writing to the examiner.

**January 30**
Grant Writing Fellowship applications (for Fall 2018 only) due to Office of Sponsored Projects (SH 320) by 4:30 p.m. The Grant Writing Fellowship Application Form is available on the Provost’s website at: [http://www.wiu.edu/provost/](http://www.wiu.edu/provost/)
February 2
Examiner(s) provides written response to ASP’s request for an explanation of alterations to the PAA form.

February 9
ASP submits written appeals to Provost, or appropriate vice president, of activities not accepted by examiners.

February 26
Provost, or appropriate vice president, shall respond to written PAA appeals.

March 1
 ASP receives notification of awards for Grant Writing Fellowship (for Fall 2018 only)

March 12
University President sends notification letters to those who have earned PAAs.

April 15 – May 15
Academic Support Professionals, except those in the first year of employment, review job description at annual meeting and are evaluated by their supervisors. Each Academic Support Professional shall receive a copy of her or his approved job description for the next year, if changed from the previous year. The WIU/UPI Agreement requires employee signature on both the job description and the annual evaluation. Copy of evaluation, with any written response, forwarded to Academic Vice President for placement in the employee’s personnel file.

Newly hired Academic Support Professionals shall be given a general job description which was the basis upon which the position was filled and within 30 days will develop with his or her immediate supervisor a job description which more specifically reflects the job assignment for the individual. An evaluation in the first year of employment shall occur by the sixth month of employment.

The above dates have been established to accommodate requirements of the WIU/UPI 2010-2015 Agreement (extended through June 30, 2017).