2017-2018
UNIVERSITY TIMETABLE
Western Illinois University

Associate Faculty

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/

September 1  University Timetable distributed.

September 15  Associate Faculty shall submit their PAA Activities Document to the department chair.

September 29  Administrative Leave Requests for next academic year (2018-2019) are due to Academic Vice President. The Administrative Leave Request Form is available on the Provost’s website at: http://www.wiu.edu/provost/

October 1  Faculty receives notification of awards for Grant Writing Fellowship (for Spring 2018 only)

October 1  (no later than)  Faculty receives notification of awards for Grant Writing Fellowship (for Spring 2018 only)

October 13  Associate Faculty interested in summer assignment must notify Chair in writing.

October 17  Department Chair completes examination of PAA documents and forwards them to the Dean.

November 10  After approval/denial of administrative leave (for 2018-2019) by the President, the Academic Vice President sends notification to the Associate Faculty and Associate Faculty’s Supervisor.

January 12  Deans 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 19  Associate Faculty submit to Chair application for promotion to Assistant Professor. (See Schedule of Evaluation for Retention, Promotion, and Tenure for all subsequent notifications. See Instructions for Portfolio for information on application construction.)

January 19  Associate Faculty submit all materials for evaluation portfolio. Evaluation period is the 2017 calendar year.
January 26
Associate Faculty developing a PAA appeal letter to the Provost have the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form. Faculty member may choose to put his/her appeal in writing to the examiner.

January 30
Grant Writing Fellowship applications (for Fall 2018) 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/

February 2
Examiner(s) provides written response to faculty member’s request for an explanation of alterations to the PAA form.

February 5
Written evaluations by Department Chair to Associate Faculty; copies to Dean.

February 9
Faculty submit written PAA appeals to Provost of activities not accepted by examiners.

February 15
Associate Faculty in first 5 years of employment in the bargaining unit notify Chair in writing if interested in employment during the subsequent academic year.

February 26
Provost shall respond to written PAA appeals.

March 1 (no later than)
Faculty 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

March 15
Department Chair develops seniority list and submits to Dean and Academic Vice President for review. Copies available for Associate Faculty.

March 28
Written evaluations by Dean to Associate Faculty; copies of Chairs’ and Deans’ letters forwarded to Academic Vice President (for inclusion in employee’s personnel file). The employee’s degree of effectiveness in teaching/primary duties shall be rated as unsatisfactory, satisfactory, or highly effective. Assigned duties for 2018-2019 and ACEs to be awarded.

June 1 (no later than)
After completing five years in the bargaining unit, Associate Faculty receiving a satisfactory evaluation will automatically be issued a contract by Dean for the next academic year.

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