

**2009-2010
UNIVERSITY TIMETABLE
Western Illinois University**

Associate Faculty

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| September 1 | University Timetable distributed. |
| January 14 | Associate Faculty submit to Chair application for promotion to Assistant Professor. (See Schedule of Evaluation for Retention, Promotion, Tenure for all subsequent notifications. See Instructions for Portfolio for information on application construction.) |
| January 14 | Associate Faculty submit all materials for evaluation portfolio. Evaluation period is the 2009 calendar year. |
| February 5 | Written evaluations by Department Chair to Associate Faculty; copies to Dean. |
| 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. |
| March 15 | Department Chair develops seniority list and submits to Dean and Academic Vice President for review. Copies available for Associate Faculty. |
| March 26 | 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 2010-2011 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 2007-2011 Agreement.