

Deans Academic Affairs Important Dates

Items with due dates that fall on a weekend or holiday are due the next business day. For a calendar view of important dates, please send an e-mail request to provost@wku.edu. For additional information, please review the most recent edition of the [Faculty Handbook](#) and [Academic Affairs Policies](#). ‘V’ represents “version” in each of the policy numbers indicated below.

- Aug 1 Spring semester and full academic year sabbatical reports due to the Office of the Provost (Faculty Handbook X.B.3 and Policy 1.130V).
Note: Please upload to secure U:/drive
- Aug 15 Deadline for department heads/chairs/directors to notify second to sixth year probationary faculty of either upcoming continuance review or mandatory tenure review (Faculty Handbook IV.B.3.b.i.)
Note: Promotion and tenure portfolios must be submitted electronically to the Office of the Provost via secure U:/drive. Hard copies will not be accepted.
- Aug 20 Continuance Materials for 2nd - 5th Year Probationary Faculty due to department heads/chairs/directors (Faculty Handbook IV.B.3.a.).
Note: By or before September 2nd, department head/chair/director must convene their respective Faculty Continuance Committee.
Note: Annual performance evaluation materials should be collected/evaluated in concurrence with other continuance, promotion, and tenure materials. Annual academic year (July 1 – June 30) performance appraisals are typically due to the dean by Nov 1.
- Aug 20 The Office of the Provost will send a ‘call for nominations’ for the University Distinguished Professor designation (Policy 1.133V).
- Aug 20 The Office of the Provost will send a ‘call for nominations’ for Honorary Degree recipients (Policy 1.414V).
- Sep 1 Deadline for department heads/chairs/directors to submit fourth quarter emeritus recommendation(s) to the dean (Policy 1.103V)

- Sep 1 University Distinguished Professor nominations due to the Office of the Provost (Policy 1.133V).
- Sep 1 Dean begins 'Fourth Year Review' of applicable department heads/chairs/directors (Policy 1.504V).
- Sep 8 Deadline for dean to submit fourth quarter emeritus recommendation(s) to the Office of the Provost (Policy 1.103V).
- Sep 10 The Office of the Provost will send a 'call for nominations' for faculty awards. **Deadline to submit nominations is October 1** (Policy 1.118V).
- Sep 10 Honorary Degree nominations due to the Office of the Provost (Policy 1.414V).
- Sep 15 Deadline for University Distinguished Professor nominees to notify the Office of the Provost of acceptance of nomination (Policy 1.133V).
- Sep 16 Names of University Distinguished Professor nominees due to the department head/chair/director from the Office of the Provost (Policy 1.133V).
- Sep 20 Deadline for department heads/chairs/directors to submit continuance recommendation(s) for probationary 2nd – 5th year tenure-eligible faculty to the dean (Faculty Handbook IV.B.3.a.).
- Sep 30 Deadline for dean to submit any updated tenure and promotion guidelines to the Office of the Provost.
Note: Please upload to secure U:/drive
- Sep 30 Deadline for dean to submit continuance recommendation(s) for probationary 2nd – 5th year faculty to the Office of the Provost (Faculty Handbook IV.B.3.a).
Note: Please upload to secure U:/drive. If recommendation is negative, dean must also notify the affected faculty member.
- Oct 1 Promotion and Tenure application materials for both tenure-eligible faculty and promotion-eligible faculty due to department

heads/chairs/directors Oct. 1 (Faculty Handbook III.F.1. and Faculty Handbook III.G.1. and Faculty Handbook IV.B.3.a.).

- Oct 1 Deadline for faculty to submit sabbatical application materials to their department head/chair/director (Faculty Handbook X.B.2 and Policy 1.130V).
- Oct 1 Deadline to submit Faculty Award nominations to the Office of the Provost (Policy 1.118V).
- Oct 1 Deadline for University Distinguished Professor nominees to submit formal application materials addressing selection criteria to include appropriate supporting documentation and three names of suggested external peer reviewers to their department head/chair/director (Policy 1.133V).
- Oct 1 Department head/chair/director must convene all tenured faculty and preside over the election of a chair for promotion and/or tenure committee(s) **before Nov 1** (Faculty Handbook IV.B.3.b.iv.). The department head/chair/director should communicate to the committee(s) when s/he must receive their recommendation(s).
Department head/chair/director recommendation(s) due to the dean Nov 1.
Note: Information regarding committee composition and guidelines may be viewed in the Faculty Handbook sections III.E.2 and IV.B.3.
- Oct 15 Deadline for faculty to submit winter session textbook adoptions (Policy 1.420V/9.403V).
- Oct 15 Deadline for the Office of the Provost to provide deans with faculty awards nomination information (Policy 1.118V).
- Oct 15 Deadline for department heads/chairs/directors to convene tenured faculty/University Distinguished Professor Committee for review of nominee(s) packet(s) and vote (Policy 1.133V).
- Oct 20 Deadline for department heads/chairs/directors to submit application(s) and recommendation(s) for University Distinguished Professor nominees to the dean (Policy 1.133V).
- Oct 25 Deadline for dean to submit University Distinguished Professor materials, department recommendations, and suggested peer reviewer

names and contact information for nominees to the Office of the Provost (Policy 1.133V).

Oct 25 Deadline for dean to notify faculty award nominees within their college of the need to submit required documentation to be considered for the award (Policy 1.118V).

Note: Please remind faculty award nominees that the deadline for them to submit required documentation to the dean is January 3.

Nov 1 Typical deadline for department head/chair/director to submit academic year (July 1 – June 30) annual performance evaluations for all full-time faculty and post-tenure reviews for all tenured faculty to the dean (Faculty Handbook II.X).
Note: Annual performance evaluation materials should be collected/evaluated in concurrence with other continuance, promotion, and tenure materials.

Nov 1 Deadline for the department heads/chairs/directors to submit promotion and/or tenure recommendation(s) and committee promotion and/or tenure recommendation(s) to the dean (Faculty Handbook III.F.2, III.G.3 and IV.B.3).

Nov 5 Deadline for the department heads/chairs/directors to submit sabbatical applications and recommendation(s) to the dean (Faculty Handbook X.B.2 and Policy 1.130V).

Nov 15 Deadline for dean to submit sabbatical leave application(s) and recommendation(s) to the Office of the Provost (Faculty Handbook X.B.2 and Policy 1.130V).
Note: Please upload to U:/secure drive

Dec 1 Deadline for dean to submit academic year (July 1 – June 30) annual appraisals for all full-time faculty and post-tenure reviews for all tenured faculty to the Office of the Provost (Faculty Handbook II.X).
Note: Please upload all non-eSignature evaluation documents to the U:/drive. Please send all eSignature evaluations to academic.affairs@wku.edu.

Dec 1 Deadline for dean to submit promotion and/or tenure recommendations to the Office of the Provost (Faculty Handbook III.E.4 and III.G.3).

NOTE: Please remind faculty holding an instructor rank that unless s/he wishes to appeal the promotion decision, the dean makes the final promotion recommendation in that process, and that they will be notified of final Board action by May 15th. **Appeal(s) must be submitted to the Office of the Provost by February 1st** (Faculty Handbook III.G.3).

- Dec 1 Deadline for department heads/chairs/directors to submit first quarter emeritus recommendations to the dean (Policy 1.103V).
- Dec 1 Department heads/chairs/directors remind probationary 1st year tenure-eligible faculty of upcoming continuance review.
Note: Continuance materials are due to the department head/chair/director by January 25th (Faculty Handbook IV.B.3.a).
- Dec 8 Deadline for dean to submit first quarter emeritus recommendations to the Office of the Provost (Policy 1.103V).
- Dec 15 Deadline for dean to notify candidate(s) in writing of tenure recommendation (Faculty Handbook IV.B.3.b.vi).
- Dec 15 Deadline for dean to provide written notification to temporary and/or visiting non-tenure eligible faculty in their 2nd year or greater of appointment if they will be continued (new appointment letter) or not continued (termination letter) (Policy 1.200V).
Note: Faculty who fall under the category of ‘temporary and/or visiting’ are required to receive an updated appointment letter annually if continued.
- Jan 3 Deadline for faculty award nominees to submit electronically their nomination packet to the dean (Policy 1.118V).
- Jan 30 Fall sabbatical leave reports due to the dean and Office of the Provost (Policy 1.130V).
Note: Please upload to secure U:/drive
- Feb 1 Deadline for college faculty awards advisory committee to submit faculty award recommendations to the dean (Policy 1.118V).

- Feb 15 Deadline for dean to submit college faculty award winner(s) recommendations and materials to the Office of the Provost (Policy 1.118V).
Note: Please upload to secure U:/drive
- Feb 15 Deadline for department heads/chairs/directors to submit continuance recommendation(s) for probationary 1st year tenure-eligible faculty to the dean (Faculty Handbook IV.B.3.a).
- Feb 15 Deadline for department heads/chairs/directors to submit second quarter emeritus recommendations to the dean (Policy 1.103V).
- Feb 22 Deadline for dean to submit continuance recommendation(s) for 1st year tenure-eligible probationary faculty to the Office of the Provost (Faculty Handbook IV.B.3.a).
- Feb 22 Deadline for dean to submit second quarter emeritus recommendations to the Office of the Provost (Policy 1.103V).
- Mar 1 Deadline for dean to provide written notification to 1st year non tenure-eligible temporary or visiting faculty of either continuance (new appointment letter) or non-continuance (termination letter) (Policy 1.200V).
Note: Faculty who fall under the category of ‘temporary or visiting’ are required to receive an updated appointment letter annually if continued.
- April 15 Deadline for faculty to submit fall term textbook adoptions (Policy 1.420V/9.403V).
- May 1 Deadline for department heads/chairs/directors to submit third quarter emeritus recommendations to the dean (Policy 1.420V/9.403V).
- May 10 Deadline for dean to submit first quarter fiscal year emeritus recommendations to the Office of the Provost (Policy 1.420V/9.403V).
- May 15 Deadline for dean to notify promotion and/or tenure candidates of final Board action (Faculty Handbook III.F.1, III.G.1 and IV.B.3).