

Department Chairs/Directors 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.

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| Jul 1 | Department chair/director reminds probationary 2 nd – 5 th year tenure-eligible faculty of upcoming continuance review.
Note: Continuance materials are due to the department chair/director by August 20 th (Faculty Handbook IV.B.3.a). |
| Jul 1 | Department chair/director reminds tenure-eligible faculty who are beginning their final probationary year of upcoming mandatory tenure review (Faculty Handbook IV.B.3.b.i).
Note: Faculty members holding the rank of assistant professor/pedagogical assistant professor and applying for tenure must also apply for promotion in that year and may not, even in the case of a negative recommendation at any level, withdraw their promotion application. |
| Jul 1 | Department chair/director reminds all eligible faculty of upcoming promotion review process (Faculty Handbook III.F.1 and III.G.1). |
| Aug 1 | Spring semester and full academic year sabbatical reports due to the dean and Office of the Provost provost@wku.edu (Faculty Handbook X.B.3 and Policy 1.130V). |
| Aug 1 | Letter of Intent due for faculty seeking promotion without a mandatory review date (Instructors, Associate Professors seek Full Professor, Clinical and Research Professors) |
| Aug 1 | Part-time Faculty Evaluations Completed |

- Aug 15 Deadline for department chair/director 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. Hard copies will not be accepted.
- Aug 20 Deadline for probationary 2nd – 5th year tenure-eligible faculty to submit continuance materials to the department chair/director (Faculty Handbook IV.B.3.a.).
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 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 30 The Office of the Provost will send a ‘call for nominations’ for Honorary Degree recipients (Policy 1.414V).
- Sep 1 University Distinguished Professor nominations due to the Office of the Provost (Policy 1.133V).
- Sep 1 Deadline for department chair/director to submit fourth quarter emeritus recommendation(s) to the dean (Policy 1.103V).
- Sep 4 Continuance committee memorandum(s) due to the department chair/director (Faculty Handbook IV.B.3.a.).
- Sep 5 Department chair/director must provide each 2nd – 5th year probationary faculty with a continuance evaluation by September 14th (Faculty Handbook IV.B.3.a.).

Note: Each candidate must be provided a continuance evaluation in which their strengths and weaknesses with respect to performance, as noted by the committee and/or department chair/director, are clearly identified, documented, and explained.
- 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 14 Deadline for department chairs/directors to provide each 2nd – 5th year probationary faculty with a continuance evaluation (Faculty Handbook IV.B.3.a.).
- 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 chair/director from the Office of the Provost (Policy 1.133V).
- Sep 20 Deadline for probationary 2nd – 5th year tenure-eligible faculty to send department chair/director their response to continuance evaluation (Faculty Handbook IV.B.3.a.).
- Sep 20 Deadline for department chair/director to submit continuance recommendation(s) for probationary 2nd – 5th year tenure-eligible faculty to the dean (Faculty Handbook IV.B.3.a.).
- Sept 30 Deadline for Faculty who filed a Letter of Intent to apply for promotion to withdraw application (Instructors, Associate Professors seek Full Professor, Clinical and Research Professors)
- Oct 1 Deadline for faculty to submit promotion and tenure review materials to the department chair/director (Faculty Handbook III.F.1, III.G.1 and IV.B.3.a).
- 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 due to dean by Nov 1**
- Oct 1 Deadline to submit sabbatical application materials to the department 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 chair/director (Policy 1.133V).
- Oct 1 Department 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 chair/director should communicate to the committee(s) when they must receive their recommendation(s). **Department 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 the department chair/director to submit sabbatical application materials to the college's Sabbatical Review Committee (Faculty Handbook X.B.2 and Policy 1.130V).
- Oct 15 Deadline for faculty to submit winter session and spring semester textbook adoptions (Policy 1.420V/9.403V).
- Oct 15 Deadline for department chair/director to convene tenured faculty/University Distinguished Professor Committee for review of nominee(s) packet(s) and vote (Policy 1.133V).
- Oct 16 Deadline for tenured faculty/University Distinguished Professor Committee to submit their recommendation(s) to the department chair/director (Policy 1.133V).
- Oct 20 Deadline for department chair/director to submit application(s) and recommendation(s) for University Distinguished Professor nominees to the dean (Policy 1.133V).
- Nov 1 Deadline for department 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 chair/director 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 1 Honorary Degree nominations due to the Office of the Provost (Policy 1.414V).

Nov 15 Deadline for department chair/director to notify mandatory tenure review faculty of tenure recommendation in writing (Faculty Handbook IV.B.3.b.v).

Dec 1 Department chair/director reminds 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 1 Deadline for department chair/director to submit first quarter emeritus recommendations to the dean (Policy 1.103V).

Jan 25 Deadline for probationary 1st year tenure-eligible faculty to submit continuance materials to the department chair/director (Faculty Handbook IV.B.3.a).

Jan 26 Department chair/director must convene Continuance Review Committee to review 1st year tenure-eligible faculty for continuance by or before January 30.

Note: The committee's recommendation(s) are due to the department chair/director by February 1.

Jan 30 Fall sabbatical leave reports due to the dean and Office of the Provost (Policy 1.130V).

Feb 1 Deadline for continuance committee recommendation(s) for 1st year probationary tenure-eligible faculty to be submitted to the department chair/director (Faculty Handbook IV.B.3.a).

Feb 2 Department chair/director must provide each 1st year probationary tenure-eligible faculty with a continuance evaluation **by February 9th** (Faculty Handbook IV.B.3.a.).

Note: Each candidate must be provided a continuance evaluation in which their strengths and weaknesses with respect to performance, as noted by the committee and/or department chair/director, are clearly identified, documented, and explained.

Feb 9 Deadline for department chair/director to provide each 1st year probationary tenure-eligible faculty with a continuance evaluation (Faculty Handbook IV.B.3.a.).

Note: Each candidate must be provided a continuance evaluation in which their strengths and weaknesses with respect to performance, as noted by the committee and/or department chair/director, are clearly identified, documented, and explained.

Feb 15 Deadline for probationary 1st year faculty to send department chair/director their response to continuance evaluation (Faculty Handbook IV.B.3.a.).

Feb 15 Deadline for department chair/director 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 chair/director to submit second quarter emeritus recommendations to the dean (Policy 1.103V).

Mar 1 Deadline for faculty to submit summer session textbook adoptions (Policy 1.420V/9.403V).

April 15 Deadline for faculty to submit fall semester textbook adoptions (Policy 1.420V/9.403V).

May 1 Deadline to submit third quarter emeritus recommendations to the dean (Policy 1.103V).