

Department Heads/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.

- Jul 1 Department head/chair/director reminds probationary 2nd – 5th year tenure-eligible faculty of upcoming continuance review.
Note: Continuance materials are due to the department head/chair/director by August 20th (Faculty Handbook IV.B.3.a).
- Jul 1 Department head/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 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 head/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 15 Deadline for department head/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 to the Office of the Provost via secure U:/drive. Hard copies will not be accepted.
- Aug 20 Deadline for probationary 2nd – 5th year tenure-eligible faculty to submit continuance materials to the department head/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 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).
- Sep 1 University Distinguished Professor nominations due to the Office of the Provost (Policy 1.133V).
- Sep 1 Deadline for dept head/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 head/chair/director (Faculty Handbook IV.B.3.a.).
- Sep 5 Department head/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 head/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 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 probationary 2nd – 5th year tenure-eligible faculty to send department head/chair/director their response to continuance evaluation (Faculty Handbook IV.B.3.a.).
- Sep 20 Deadline for department head/chair/director to submit continuance recommendation(s) for probationary 2nd – 5th year tenure-eligible faculty to the dean (Faculty Handbook IV.B.3.a.).
- Oct 1 Deadline for faculty to submit promotion and tenure review materials to the department head/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 typically due to dean by Nov 1**
- Oct 1 Deadline to submit sabbatical application materials to the 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 the department head/chair/director to submit sabbatical application materials to the college's Sabbatical Review Committee (Faculty Handbook X.B.2 and Policy 1.130V). The department

head/chair/director should communicate to the committee(s) when s/he must receive their recommendation(s). **The deadline to submit sabbatical recommendations to the dean is Nov 5.**

- Oct 15 Deadline for faculty to submit winter session textbook adoptions (Policy 1.420V/9.403V).
- Oct 15 Deadline for department head/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 head/chair/director (Policy 1.133V).
- Oct 20 Deadline for department head/chair/director to submit application(s) and recommendation(s) for University Distinguished Professor nominees to the dean (Policy 1.133V).
- 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 head/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 5 Deadline for the department head/chair/director to submit sabbatical applications and recommendation(s) to the dean (Faculty Handbook X.B.2 and Policy 1.130V).
- Nov 15 Deadline for department head/chair/director to notify mandatory tenure review faculty of tenure recommendation in writing (Faculty Handbook IV.B.3.b.v).

- Nov 15 Deadline for faculty to submit spring term textbook adoptions (Policy 1.420V/9.403V).
- Dec 1 Department head/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 head/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 head/chair/director (Faculty Handbook IV.B.3.a).
- Jan 26 Department heads/chairs/directors 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 head/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 head/chair/director (Faculty Handbook IV.B.3.a).
- Feb 1 Calendar year (Jan 1 – Dec 31) annual performance evaluations for faculty administrators and staff are due to the dean.
Note: Please watch for e-mail from the Department of Human Resources regarding due dates and submission guidelines.
- Feb 2 Department head/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 head/chair/director, are clearly identified, documented, and explained.

- Feb 9 Deadline for department head/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 head/chair/director, are clearly identified, documented, and explained.
- Feb 15 Deadline for probationary 1st year faculty to send department head/chair/director their response to continuance evaluation (Faculty Handbook IV.B.3.a.).
- Feb 15 Deadline for department head/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 dept head/chair/director to submit second quarter emeritus recommendations to the dean (Policy 1.103V).
- Mar 15 Deadline for faculty to submit summer term textbook adoptions (Policy 1.420V/9.403V).
- April 15 Deadline for faculty to submit fall term textbook adoptions (Policy 1.420V/9.403V).
- May 1 Deadline to submit third quarter emeritus recommendations to the dean (Policy 1.103V).