



EWU FACULTY CALENDAR OF DEADLINES FOR AY2023-2024

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

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Calendar Order List of All Deadlines

Note: These are no later than (NLT) deadlines.

NLT Due Date	Description	Page
08/31/23 – Faculty	<p>Faculty Grant for Research/Creative Works Reports for AY2022-2023</p> <p>Faculty submits report into online portal. Report is sent to the Assistant Vice President Academic Administration, the Department Chair and the Dean</p>	<u>8</u>
10/03/23 – Faculty 10/11/23 – Chair and Dean	<p>Faculty Grant for Research/Creative Works Applications for July 1, 2024- June 30, 2025</p> <p>Faculty submits applications into online portal Chair acknowledges consultation with Dean, and Dean acknowledges consultation with Chair and opportunity to comment by deadline in online portal</p>	<u>9</u>
09/27/23 – Faculty 10/04/23 – Chair 10/18/23 – Dean	<p>Workloads for Newly Hired Tenured & Non-Tenured Faculty</p> <p>Faculty submit their proposed workload to the Chair Chair submits approved workload to the Dean Dean submits an approved copy to the Faculty, uploads a copy to the G:drive, and sends the original to HR</p>	<u>10</u>
11/06/23 – Faculty 11/15/23 – Chair/Dean 01/06/24 – AVP AA 01/28/24 – Provost 03/24/24 – President	<p>Paid Professional Leave Application During the Period of AY2024-2025</p> <p>Faculty submits applications to Chair and Dean Chair/Dean submits applications to Assistant Vice President AA AVP AA to Provost Provost to President President to Faculty notifying of decision</p>	<u>11</u>
11/01/23 – Faculty 11/15/23 – Dean	<p>Paid Professional Leave Reports for the Period of AY2022-2023</p> <p>Faculty submits report to the Dean Dean forwards the report to the Vice Provost</p>	<u>12</u>
10/25/23 – Faculty 11/22/23 – Chair/PC 12/20/23 – Dean	<p>Faculty Activity Plans: Initial, Newly Promoted, Subsequent</p> <p>Faculty submits proposed FAP to the Chair and PC Chair and PC submit approved FAPs to the Dean Dean routes approved FAP to Provost</p>	<u>13</u>

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NLT Due Date	Description	Page
<p>01/03/24 – Faculty 01/17/24 – Chair/PC 01/31/24 – CPC 02/14/24 – Dean 02/21/24 – Provost 02/28/24 – Provost</p>	<p>Evaluation and Tenure Consideration for Non-Tenured Associate & Full Professors</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean and CPC CPC submits files to Dean Dean submits files via G:drive to Provost Provost submits files to President Provost notifies Faculty if there is a negative tenure recommendation</p> <p>* Early Tenure Nominations: 11/01/23 deadline for nomination letters from Chair and PC to Dean 12/01/23 deadline for Dean response to applicant</p>	<u>14</u>
<p>01/03/24 – Faculty 01/31/24 – Chair/PC 02/21/24 – CPC 03/13/24 – Dean 04/11/24 – Provost 04/29/24 – Provost 05/31/24 – Provost</p>	<p>Evaluation for Tenure <u>and</u> Promotion for Non-Tenured Assistant Professors to Associate Professor</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean and CPC CPC submits files to Dean Dean submits files via G:drive to Provost Provost submits files to President Provost notifies semester-based program faculty if there is a negative tenure and promotion recommendation Provost notifies quarter-based program faculty if there is a negative tenure and promotion recommendation</p> <p>* Early Tenure Nominations: 11/01/23 deadline for nomination letters from Chair and PC to Dean 12/01/23 deadline for Dean response to applicant</p>	<u>15</u>
<p>01/03/24 – Faculty 01/31/24 – Chair/PC 02/21/24 – CPC 03/13/24 – Dean 04/11/24 – Provost 04/29/24 – Provost 05/31/24 – Provost</p>	<p>Evaluation for Promotion for Tenured Associate Professors to Full Professor</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean and CPC CPC submits files to Dean Dean submits files via G:drive to Provost Provost submits files to President Provost notifies semester-based program faculty if there is a negative promotion recommendation Provost notifies quarter-based program faculty if there is a negative promotion recommendation</p>	<u>16</u>

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<p>01/03/24 – Faculty 01/31/24 – Chair/PC 02/21/24 – CPC 03/13/24 – Dean 04/11/24 – Provost 04/29/24 – Provost 05/31/24 – Provost</p>	<p>Evaluation for Promotion for Lecturers to Senior Lecturer, Clinical Assistants to Clinical Associates and Clinical Associates to Clinical Full:</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean and CPC CPC submits files to Dean Dean submits files via G:drive to Provost Provost submits files to President Provost notifies semester-based program faculty if there is a negative promotion recommendation Provost notifies quarter-based program faculty if there is a negative promotion recommendation</p>	<p><u>17</u></p>
<p>01/03/24 – Faculty 01/24/24 – Chair/PC 02/14/24 – Dean 02/28/24 – Provost 02/28/24 – Provost</p>	<p>Evaluation for reappointment for probationary faculty for their 2nd year two-year contract & Non-tenured Associate Professors who are in their second year of their 4-year probationary contract.</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files via G:drive to Provost Provost notifies semester-based program faculty if there is a negative retention recommendation Provost notifies quarter-based program faculty if there is a negative retention recommendation</p>	<p><u>18</u></p>
<p>01/03/24 – Faculty 02/07/24 – Chair/PC 03/06/24 – Dean 04/29/24 – Provost 06/01/24 – Provost</p>	<p>Annual Evaluation for probationary faculty who are in their 3rd year and their 5th year & Non-tenured Associate Professors who are in their third year of their 4-year probationary contract.</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files via G:drive to Provost Provost notifies semester-based program faculty if there is a negative retention recommendation Provost notifies quarter-based program faculty if there is a negative retention recommendation</p>	<p><u>19</u></p>
<p>01/03/24 – Faculty 02/07/24 – Chair/PC 03/06/24 – Dean 04/29/24 – Provost 06/01/24 – Provost</p>	<p>Evaluation for reappointment for probationary faculty for their 3rd two-year contract:</p> <p>Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files to Provost Provost notifies semester-based program faculty if there is a negative retention recommendation Provost notifies quarter-based program faculty if there is a negative retention recommendation</p>	<p><u>20</u></p>

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NLT Due Date	Description	Page
<p>02/15/24 – Dean 03/10/24 – Chair 03/15/24 – Faculty 03/31/24 – Chair 05/05/24 - Dean</p> <p>06/13/24 – Dean</p>	<p>Workloads for AY2023-2024 for All Continuing Faculty *CBA Driven Dates*</p> <p>Dean establishes workload for each department with the Chairs Chair prepares a proposed course schedule for AY2023-2024 Faculty prepares an individual workload and submits it to the Chair Chair submits the workloads to the Dean Dean submits an approved copy to semester faculty, upload a copy to the G:drive, and sends the original to HR Dean submits an approved copy to quarter faculty; upload a copy to the G:drive, and sends the original to HR</p>	<p><u>21</u></p>
<p>11/01/23 – Chair 11/15/23 – Dean 12/1/23 – Provost</p> <p>12/15/23 – President</p> <p>12/22/23 – HR 04/12/24 – Chair 04/26/24 – Grad Studies</p>	<p>Emeritus Recommendations - <u>For faculty members retiring by Dec 31, 2023.</u></p> <p>Chair makes recommendation to the Dean Dean makes recommendation to the Provost Provost makes recommendations to the President’s Office, Deans, Chairs, and HR of approved recommendations; President notifies faculty members with a congratulatory and informational email Human Resources submits names of faculty to appropriate offices Chair submits biographical information & photo to MarCom Graduate Studies prints certificates for commencement ceremonies</p>	<p><u>22</u></p>
<p>02/14/24 – Chair 02/28/24 – Dean 03/13/24 – Provost</p> <p>03/29/24 – President</p> <p>04/05/24 – HR 04/12/24 – Chair 04/26/24 – Grad Studies</p>	<p>Emeritus Recommendations - <u>For faculty members retiring by Jun 30, 2024.</u></p> <p>Chair makes recommendation to the Dean Dean makes recommendation to the Provost Provost makes recommendations to the President’s Office, Deans, Chairs, and HR of approved recommendations; President notifies faculty members with a congratulatory and informational email Human Resources submits names of faculty to appropriate offices Chair submits biographical information & photo to MarCom Graduate Studies prints certificates for commencement ceremonies</p>	<p><u>23</u></p>

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NLT Due Date	Description	Page
03/20/24 – Faculty 04/03/24 – Chair/PC 04/24/24 – Dean Provost: Upon Approval or Disapproval – Provost	Annual Evaluation and Reappointment for Special Faculty for Semester Based Programs: Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files to Provost Provost will notify the faculty if there is a negative retention recommendation for Senior Lecturer, will receive a 1-year terminal contract *Contract renewals will be distributed by June 30, 2024*	<u>24</u>
04/10/24 – Faculty 04/24/24 – Chair/PC 05/29/24 – Dean Provost: Upon Approval or Disapproval – Provost	Annual Evaluation and Reappointment for Special Faculty for Quarter Based Programs: Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files via G:drive to Provost Provost will notify the faculty if there is a negative retention recommendation for Senior Lecturer, will receive a 1-year terminal contract *Contract renewals will be distributed by July 31, 2024	<u>25</u>
03/22/24 – Faculty 04/10/24 – Chair/PC 05/01/24 – Dean 05/15/24 – Provost	Post-Tenure Evaluation of Tenured Associate Professors Not Seeking Promotion and for Full Professors Semester Based Programs: Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files via G:drive to Provost Provost forwards approved evaluations to HR for inclusion in the faculty personnel file	<u>26</u>
05/01/24 – Faculty 05/22/24 – Chair/PC 06/26/24 – Dean 07/31/24 – Provost	Post-Tenure Evaluation of Tenured Associate Professors Not Seeking Promotion and for Full Professors Quarter Based Programs: Faculty submits files via G:drive to Chair and PC Chair and PC submits files to Dean Dean submits files via G:drive to Provost Provost forwards approved evaluations to HR for inclusion in the faculty personnel file	<u>27</u>

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Faculty Grant for Research & Creative Works Reports Awarded for AY2022-2023

[Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Assistant Vice President Academic Administration	08/31/23	Faculty submits report online , which also sends copies to the Department Chair and the Dean

Final Report:

1. Faculty awarded a grant under this program must submit a report on grant activities [here](#) no later than August 31, 2023. Please note this due date is 14 months following the beginning of the grant (July 1, 2022).
2. The final report will be posted on the Academic Affairs website, [Section 2](#)
3. The final report should contain the following:
 - Purpose and background information on the project.
 - Status of the project.
 - What has been accomplished?
 - What needs to be accomplished before the project is completed?
 - Results or expected results.
 - If there were deviations from the proposed project, explain what was done and the reason for the change.

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Faculty Grant for Research & Creative Works Applications Awarded for the period of July 1, 2024 – June 30, 2025

[Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair, Dean & Co-Investigator	10/03/23	Faculty submits applications to Chair through the new <u>Online Submission and Approval Portal</u>
Chair/Dean/Co-Investigator	Assistant Vice President, Academic Administration	10/11/23	<p>Chair & Dean</p> <ul style="list-style-type: none"> ● Review the application. ● Dean consults with the chair. ● Chair acknowledges dean consultation by approving the workflow. ● Dean acknowledges receipt of application, consultation with the chair and the opportunity to comment by approving the workflow. ● Once the dean has consulted with the chair, the chair and dean may approve the workflow in any order. The chair is not required to approve first. The only requirement is that the consultation of the chair and dean has taken place. ● Co-investigator acknowledges the federal export control information by approving the workflow by October 11, 2023.

Eligible Faculty include:

1. All full-time faculty are eligible to apply with support from the department and dean.
2. Research and Scholarship Committee members cannot submit proposals for faculty grants for research and creative works during their term of office.
3. Grants will not be awarded to the same person for three consecutive years.
4. Recipients of awards from 2016-2017 onward must have their final report(s) on file in the Graduate Studies office to be eligible to receive funding.
5. Eligibility questions? Contact Leslie Swannack: lswannack@ewu.edu, 509.359.4675

Note: Final Report(s) required to be on file to be eligible to receive funding: 2016-2017 onward: On file in the Graduate Studies office.

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Workloads for Newly Hired Tenured & Tenure-Track Faculty CBA Reference 7.8.1 through 7.8.7

Document Flow From	To	Deadline	Comments
Faculty	Chair	09/27/23	Faculty members submit their individual workload to the Chair outlining their planned teaching/librarianship, scholarship and/or creative activity and service for the upcoming academic year.
Chair	Dean	10/04/23	Chairs submit workloads to the Dean, including a summary of how the workloads meet the department's established workload requirements.
Dean	HR plus College G:drive	10/18/23	Deans post copy of approved workloads to the college G:drives and provides a copy to the faculty member. Forward the original approved workload to HR for tracking and then filing in the faculty members' personnel files.

Eligible Faculty Include:

Newly Hired Tenured & Tenure-Track faculty – Assistant, Associate, and Full Professors

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Paid Professional Leave Applications Awarded During AY2024-2025

CBA Reference 11.5.1 through 11.5.7 [Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair & Dean	11/06/23	Faculty submits applications to Chair and Dean through the Online Portal
Chair & Dean	Assistant Vice President, Academic Administration	11/15/23	Chair & Dean <ul style="list-style-type: none"> ● Review the application. ● Dean consults with the chair. ● Chair acknowledges dean consultation by approving the workflow. ● Dean acknowledges receipt of application, consultation with the chair and the opportunity to comment by approving the workflow. ● Once the dean has consulted with the chair, the chair and dean may approve the workflow in any order. The chair is not required to approve first. The only requirement is that the consultation of the chair and dean has taken place.
Assistant Vice President, Academic Administration	Provost	01/06/24	Vice Provost reviews & forwards recommended professional leave applications to the Provost.
Provost	President	01/28/24	Provost reviews & forwards recommended professional leave applications to the President.
President or Designee	Faculty	03/24/24	Notify faculty of decision

Eligible Faculty Include:

Full-time tenured faculty are eligible for professional leave as follows: **(a)** At the conclusion of an initial six (6) years of consecutive service, tenured faculty members will be eligible for a professional leave for a maximum of three (3) quarters (one (1) academic year). At the completion of six (6) years of consecutive service from their last point of eligibility, faculty members will accumulate an additional three (3) quarters of professional leave. A faculty member may not accumulate more than three (3) quarters of eligibility for professional leave at any time. **(b)** In computing consecutive years of service, periods of sick or short-term disability leave will be counted. A period of up to one (1) year of professional leave of absence without pay will not count as part of the six (6) year period, but will not be considered a break in service for purposes of computing eligibility for professional leave. **(c)** Professional leave may, based on the approved application, be taken in one (1), two (2) or three (3) quarters at a time. If less than full academic year of professional leave is taken at a time, the remaining quarter(s) may, if approved in a subsequent application, be taken within the six- year period following the point of initial eligibility. Additional quarters are not guaranteed.

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Paid Professional Leave Reports Awarded During AY2022-2023

CBA References CBA 11.5.6.H

[Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Dean	11/01/23	Faculty submits report to the Dean.
Dean	Vice Provost	11/15/23	Dean forwards the report to the Vice Provost.

Faculty include:

Tenured Associate and Full Professors awarded paid professional leave during AY2022-2023.

The full report shall include the following:

- Name of applicant
- Year of project (e.g., 2024-2025)
- Title of Professional Leave Project
- Purpose and background information on the leave
- Status of the leave
 - What has been accomplished?
 - What, if anything, remains to be accomplished?
- Results or expected results
- If there were deviations from the proposed leave, list what was done and the rationale or reason for the change

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Faculty Activity Plans – Initial, Newly Promoted, and Subsequent FAPs CBA Reference 7.4 through 7.4.2 and 7.4.3, 7.4.4

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	10/25/23	Faculty members submit their FAPs, prepared in consultation with their Chair and PC, for approval.
Chair & PC	Dean	11/22/23	Chair/PC submit approved FAPs to the Dean. With a copy to the Associate Dean and the Dean's Executive Assistant.
Dean	HR, College G:drive	12/20/23	Deans post copy of approved FAPs to college G:drive, provide original approved FAP to the member and to HR for filing in the faculty members' personnel file.

Faculty include:

All faculty on multi-year contracts must have an approved FAP signed by faculty member, Chair or Independent Director, Dean. The CBA includes the Chief Academic Officer signature, however final signatory authority is delegated to the Dean.

Refer to CBA 7.4.2 for the specific term length of each faculty member's FAP.

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Evaluation and Tenure Consideration for Non-Tenured Associate and Non-Tenured Full Professors

CBA Reference 4.2, 4.3

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) for tenure in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/17/24	Chair/PC submit their independent evaluations and recommendations.
CPC	Dean	1/31/24	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	2/14/24	Dean submits their evaluation and recommendation to the Provost.
Provost	President	2/21/24	Provost forwards their written recommendation to the President who then makes a recommendation to the BOT. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
Provost	Candidates	No later than 2/28/24	If there is a negative tenure recommendation the Provost notifies the faculty.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.6.e).</p>			

Eligible Candidates include:

- Faculty appointed at the rank of **tenure-track associate professor** must be evaluated for tenure in the fourth year. If tenure is not granted, notification must be given by March 1 of the fourth year and a one (1) year terminal appointment will be granted.
- Faculty appointed at the rank of **tenure-track full professor** must be evaluated for tenure in the second year. If tenure is not granted, notification must be given by March 1 of the second year and a one (1) year terminal appointment will be granted.

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Evaluation for Tenure and Promotion for Tenure-Track Assistant Professor to Associate Professor CBA Reference 5.4

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) for tenure and promotion in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/31/24	Chair/PC submit their independent evaluations and recommendations to the Dean and CPC.
CPC	Dean	2/21/24	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	3/13/24	Dean and CPC submits their evaluation and recommendation to the Provost.
Provost	President	4/11/24	Provost forwards their written recommendation to the President. BOT approval is required for Assistant to Associate Professor only. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
Provost	Candidates	No later than 04/29/24 for Semester based programs. No later than 05/31/24 for Quarter based programs.	The Provost notifies the faculty if there is a negative tenure and/or promotion recommendation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.6.e).</p>			

Eligible Candidates include:

Non-tenured Assistant Professors in their sixth year whose contract **expires** in May 2024 (**Semester**) or June 2024 (**Quarter**) (Unless they are nominated to go up early or negotiated in their initial contract to go up early). Early Tenure Nominations from the Chair to Dean is 11/01/23 and Dean response is NLT 12/01/23.

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Evaluation for Promotion for Tenured Associate Professor to Full Professor CBA Reference 5.4

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) for promotion in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/31/24	Chair/PC submit their independent evaluations and recommendations to the Dean and CPC.
CPC	Dean	2/21/24	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	3/13/24	Dean and CPC submits their evaluation and recommendation to the Provost.
Provost	President	4/11/24	Provost forwards their written recommendation to the President.
Provost	Candidates	No later than 04/29/24 for Semester based programs. No later than 05/31/24 for Quarter based programs.	The Provost notifies the faculty if there is a negative tenure and/or promotion recommendation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.6.e).</p>			

Eligible Candidates include:

Tenured Associate Professors with at least four years at the university and must meet the qualifications of such rank.

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Evaluation for Promotion for Special Faculty: Lecturer to Senior Lecturer, Clinical Assistant to Clinical Associate, Clinical Associate to Clinical Full CBA Reference 4.6.2, 5.4.2.C

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) for promotion in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/31/24	Chair/PC submit their independent evaluations and recommendations to the Dean and CPC.
CPC	Dean	2/21/24	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	3/13/24	Dean and CPC submits their evaluation and recommendation to the Provost.
Provost	President	4/11/24	Provost forwards their written recommendation to the President.
Provost	Candidates	No later than 04/29/24 for Semester based programs. No later than 05/31/24 for Quarter based programs.	The Provost notifies the faculty if there is a negative tenure and/or promotion recommendation.
*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.6.e).			

Eligible Candidates include:

Lecturers, Clinical Assistants, Clinical Associates who are in their sixth year of rank.

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Evaluation for Reappointment for Probationary Faculty, 2nd Two-Year Contract CBA Reference 5.3

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) for reappointment in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	1/24/24	Chair/PC submit their independent evaluations and to the Dean.
Dean	Provost	2/14/24	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty	No later than 2/28/24 for Semester & Quarter based programs.	The Provost notifies the faculty if there is a negative retention.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

Faculty include:

- Non-tenured Assistant Professors who are in their second year of their initial probationary contract, whose contract **expires** in June 2024.
- Non-tenured Associate Professors who are in their second year of their 4-year probationary contract.

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Annual Evaluations for Probationary Faculty in their 3rd and 5th Year CBA Reference 5.3

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	2/07/24	Chair/PC submit their independent evaluations and recommendations, along with all other materials submitted by the candidates to the Dean.
Dean	Provost	3/06/24	Dean submits their evaluation and recommendation, along with all other candidate materials to the Provost.
Provost	Faculty member	No later than 4/29/24 for Semester Based Programs No later than 6/1/24 for Quarter Based Programs	The Provost notifies the faculty if there is a negative retention recommendation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

Eligible Faculty include:

- Non-tenured Assistant Professors who are in their third year, and whose 2nd probationary contract expires in June 2025.
- Non-tenured Associate Professors who are in their third year of their 4-year probationary contract.
- Non-tenured Assistant Professors who are in their fifth year, and whose 3rd probationary contract expires in June 2025.

***The deadlines for candidates in their third and fifth year are the same.**

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Evaluation for Reappointment for Probationary Faculty, 3rd Two-Year Contract CBA Reference 5.3

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/03/24	Faculty submits their evaluation materials (evidence) in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	2/07/24	Chair/PC submit their independent evaluations and recommendations, along with all other materials submitted by the candidates to the Dean.
Dean and CPC if applicable	Provost	3/06/24	Dean submits their evaluation and recommendation, along with all other candidate materials to the Provost.
Provost	Faculty	No later than 4/29/24 for Semester Based Programs No later than 6/1/24 for Quarter Based Programs	The Provost notifies the faculty if there is a negative retention recommendation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

Eligible Faculty include:

Non-tenured Assistant Professors who are in their fourth year of their second probationary contract and whose contract **expires** in June 2024.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Workloads for AY2024-2025

CBA Reference 7.8

Document Flow From	To	Deadline	Comments
Dean	Chair	2/15/24	Dean establishes the workload of each department in consultation with the Chairs.
Chairs	Faculty	3/10/24	Chairs prepare a course schedule for the next AY, which is finalized after consideration of faculty input.
Individual faculty members	Chairs	3/15/24	Faculty members submit their individual workload to the Chair outlining their planned teaching, scholarship and/or creative activity, and service for the upcoming academic year.
Chairs	Dean	3/31/24	Chairs submit workloads to the Dean, including a summary of how the workloads meet the department's established workload requirements.
Dean	HR plus College G:drive	05/05/24 for Semester 6/13/24 for Quarter	Deans post copy of approved workloads to the college G:drive and provide a copy to the faculty member. Provide the approved workload to HR for tracking and filing in the faculty members' official personnel files.

Eligible Faculty include:

Current Tenured and Tenure-Track faculty – Assistant, Associate and Full Professors
 Current Special Faculty – Lecturers, Senior Lecturers, Clinical Assistant, Associate, Full

***Note: Workloads for Librarians:**

CBA 7.8.6(d) references NLT dates of June 15, July 1, July 15 and August 15 respectively. For college planning purposes, the deadlines for Librarian faculty are the same as the other faculty.

***Note: Workloads for Special Faculty:**

Continuing Special Faculty are included in this deadline, workloads must be included with the renewal contract for Special Faculty.

New Special Faculty hires must be finalized and attached to the PeopleAdmin hiring proposal, must be included in the draft contract sent to HR who in turn will finalize, and send out the contract to the newly hired special faculty. Post copy of the approved workload to the college G:drive.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Emeritus Recommendations EWU Policy 401-05

Timelines for faculty members retiring by Dec 31, 2023.

Document Flow From	To	NLT Deadline	Comments
Chair	Dean	11/1/23	Chair makes recommendation to the Dean.
Dean	Provost	11/15/23	Dean makes recommendation to the Provost.
Provost	President	12/1/23	Provost makes recommendations to the President's Office, Deans, Chairs, and HR of approved recommendations.
President	Emeritus Faculty	12/15/23	President notifies faculty members with a congratulations and informational email.
Human Resources	<ul style="list-style-type: none"> • Graduate Studies • Eagle Cards • Library Circulation • Catalog Editor • Benefits Office • Provost Office 	12/22/23	Human Resources submits names of faculty to appropriate offices.
Human Resources	MarCom and Records & Registration	4/05/24	Human Resources submits names of both sets of Emeritus faculty to MarCom.
Department	MarCom	4/12/24	Chair submits biographical information & photo to MarCom.
Graduate Studies	N/A	4/26/24	Prints certificates for Commencement Ceremonies.

Eligible Faculty include:

Retiring or Retired Full Professors and Senior Lecturers.

Note: Estimated dates; actual dates are subject to change, based on the needs of the President and the Commencement Committee.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Emeritus Recommendations EWU Policy 401-05

Timelines for faculty members retiring by June 30, 2024.

Document Flow From	To	Deadline	Comments
Chair	Dean	2/14/24	Chair makes recommendation to the Dean.
Dean	Provost	2/28/24	Dean makes recommendation to the Provost.
Provost	President	3/13/24	Provost makes recommendations to the President's Office, Deans, Chairs, and HR of approved recommendations.
Dean	Emeritus Faculty	3/29/24	President notifies faculty members with a congratulations and informational email.
Human Resources	<ul style="list-style-type: none"> ● Graduate Studies ● Eagle Cards ● Library Circulation ● Catalog Editor ● Benefits Office ● Provost Office ● MarCom ● Records & Registration 	4/05/24	Human Resources submits names of faculty to appropriate offices.
Department	MarCom	4/12/24	Chair submits biographical information & photo to MarCom.
Graduate Studies	N/A	4/26/24	Prints certificates for Commencement Ceremonies.

Eligible Faculty include:

Retiring or Retired Full Professors and Senior Lecturers.

Note: Estimated dates; actual dates are subject to change, based on the needs of the President and the Commencement Committee.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Evaluation and Reappointment for Special Faculty (**Semester** Based Programs) CBA Reference 4.6 and 7.5, 7.6

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	3/20/24	Faculty submits their evaluation materials (evidence) for reappointment in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	4/03/24	Chair/PC submit their independent evaluations and recommendations to the Dean.
Dean	Provost	4/24/24	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty via HR	Upon Approval or Disapproval	Provost notifies HR regarding approved or disapproved reappointments; HR prepares and sends out the notification of non-renewal or reappointment contracts.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 7.6.5).</p>			

Faculty Include: Lecturers, Senior Lecturers, Clinical Faculty (Full, Associate, Assistant) whose contracts **expire** in May 2024.

Note: Deadline dates for the Chairs, PC, and Dean maybe accelerated if the faculty member is on a H-1B or a J1 visa. The Office of the Provost will notify the colleges accordingly.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Evaluation and Reappointment for Special Faculty (**Quarter** Based Programs) CBA Reference 4.6, 7.5 and 7.6

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	4/10/24	Faculty submits their evaluation materials (evidence) for reappointment in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	4/24/24	Chair/PC submit their independent evaluations and recommendations to the Dean.
Dean	Provost	5/29/24	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty via HR	Upon Approval or Disapproval	Provost notifies HR regarding approved or disapproved reappointments; HR prepares and sends out the notification of non-renewal or reappointment contracts.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their evaluation and personnel file for consideration at the next level of review. (CBA 7.6.5).</p>			

Faculty Include: Lecturers, Senior Lecturers, Clinical Faculty (Full, Associate, Assistant) whose contracts **expire** in June 2024.

Note: Deadline dates for the Chairs, PC, and Dean maybe accelerated if the faculty member is on a H-1B or a J1 visa. The Office of the Provost will notify the colleges accordingly.

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Post-Tenure Evaluations for Associate Professors Not Seeking Promotion and for Full Professors who are in the final year of their FAP CBA Reference 7.5

Semester

Document Flow From	To	Deadline	Comments
Faculty - Associate Professors	Chair & PC	3/22/24	For Associate Professors Only: Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Faculty - Full Professors	Chair	3/22/24	For Full Professors Only: Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	4/10/24	Chair & PC submit their independent evaluations and recommendations to the Dean. PC: For Associate Only
Dean	Provost	5/01/24	Dean submits their evaluation and recommendation to the Provost.
Provost	HR	5/15/24	Provost forwards approved evaluations to HR for inclusion in the faculty personnel file.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their evaluation and personnel file for consideration at the next level of review. (CBA 7.5.5).</p>			

EWU FACULTY CALENDAR OF DEADLINES FOR AY 2023-2024

Post-Tenure Evaluations for Associate Professors Not Seeking Promotion and for Full Professors who are in the final year of their FAP CBA Reference 7.5

Quarter

Document Flow From	To	Deadline	Comments
Faculty - Associate Professors	Chair & PC	05/01/24	For Associate Professors Only: Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Faculty - Full Professors	Chair	05/01/24	For Full Professors Only: Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	05/22/24	Chair & PC submit their independent evaluations and recommendations to the Dean. PC: For Associate Only
Dean	Provost	06/26/24	Dean submits their evaluation and recommendation to the Provost.
Provost	HR	07/31/24	Provost forwards approved evaluations to HR for inclusion in the faculty personnel file.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their evaluation and personnel file for consideration at the next level of review. (CBA 7.5.5).</p>			