

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 Deadline to submit any updated tenure and promotion guidelines to the Office of the Provost.
Note: Please upload to secure U:/drive
- Aug 15 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
- Sep 1 Deans begin ‘Fourth Year Review’ of affected dept. heads (Policy 1.504V).
- Sep 10 Honorary Degree nominations due to the Office of the Provost (Policy 1.414V).
- Sep 30 Deadline for deans 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 5 Deadline to submit fourth quarter emeritus recommendations to the Office of the Provost (Policy 1.103V).
- Nov 15 Deadline 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
- Nov 15 Deadline to submit faculty award nominations to the Office of the Provost (Policy 1.118V).

- Nov 20 Deadline for the Office of the Provost to provide deans with faculty awards nomination information (Policy 1.118V).
- Nov 30 Deadline for deans 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: Deadline for faculty award nominees to submit required documentation to the dean is January 31.
- Dec 1 Deadline for deans 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 deans 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 15 Deadline for deans to notify candidate(s) in writing of tenure recommendation (Faculty Handbook IV.B.3.b.vi).
- Dec 15 Deadline to provide written notification to temporary and/or visiting non-tenure eligible faculty in their 2nd year or greater of appointment if s/he will be continued (new appointment letter) or not continued (termination letter) (Policy 1.200V).
Note: Faculty who fall under this category are required to receive an updated appointment letter annually if continued. Please review Academic Calendar and Winter Break schedule to ensure timely notification.
- Jan 7 Deadline to submit first quarter emeritus recommendations to the Office of the Provost (Policy 1.103V).

- 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
- Jan 31 Deadline for faculty award nominees to submit electronically the required documentation to the dean (Policy 1.118V).
Note: Please advise your faculty award advisory committee that their recommendation is **due to the dean by February 28th**.
- Feb 15 Deadline for deans to submit University Distinguished Professor materials for nominees to the Office of the Provost (Policy 1.133V).
- Feb 22 Deadline for deans 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 28 Deadline for college faculty award advisory committee to submit faculty award recommendations to the dean (Policy 1.118V).
- Mar 15 Deadline to submit college faculty award winner(s) materials to the Office of the Provost (Policy 1.118V).
- Apr 4 Deadline to submit second quarter emeritus recommendations to the Office of the Provost (Policy 1.103V).
Note: If you have a retiring faculty member who plans to teach part-time following retirement, and s/he would like to do so at the hire emeritus rate, this is the last opportunity prior to the beginning of the next fiscal year to submit an emeritus recommendation to the Board of Regents. At the current schedule, the next opportunity will not be until August.
- May 15 Deadline for deans to notify promotion and/or tenure candidates of final Board action (Faculty Handbook III.F.1, III.G.1 and IV.B.3).
- June 3 Deadline to submit third quarter emeritus recommendation(s) to the Office of the Provost (Policy 1.420V/9.403V).