

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 reminds probationary 2nd – 5th year tenure-eligible faculty of upcoming continuance review.
Note: Continuance materials are due to the department head by August 20th (Faculty Handbook IV.B.3.a).
- Jul 1 Department head 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 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 20 Deadline for probationary 2nd – 5th year tenure-eligible faculty to submit continuance materials to the department head (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.
- Sep 4 Continuance committee memorandum(s) due to the department head (Faculty Handbook IV.B.3.a.).

- Sep 5 Department head 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 his/her strengths and weaknesses with respect to performance, as noted by the committee and/or department head, are clearly identified, documented, and explained.
- Sep 10 Honorary Degree nominations due to the Office of the Provost (Policy 1.414V).
- Sep 20 Deadline for probationary 2nd – 5th year tenure-eligible faculty to send department head his/her response to continuance evaluation (Faculty Handbook IV.B.3.a.).
- Sep 20 Deadline for department head 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 (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 (Faculty Handbook X.B.2 and Policy 1.130V).
- Oct 1 Deadline to submit fourth quarter emeritus recommendation(s) to the dean (Policy 1.103V)
- Oct 1 Department head must convene all tenured faculty and preside at 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 should communicate to the committee(s) when s/he must receive their recommendation(s). **Department head 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 to submit sabbatical application materials to the college's Sabbatical Review Committee (Faculty Handbook X.B.2 and Policy 1.130V). The department head 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 to submit winter term textbook adoptions to the WKU Store (Policy 1.420V/9.403V).
- Nov 1 Deadline for department head 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 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 Deadline to submit Faculty Mentoring Award Nominations to the Office of the Provost (Policy 1.118V).
- Nov 5 Deadline 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 to notify mandatory tenure review faculty of tenure recommendation in writing (Faculty Handbook IV.B.3.b.v).
- Nov 15 Deadline to submit spring term textbook adoptions to the WKU Store (Policy 1.420V/9.403V).
- Nov 15 Deadline to submit Faculty Award nominations to the Office of the Provost (Policy 1.118V).

- Dec 1 Department head reminds probationary 1st year tenure-eligible faculty of upcoming continuance review.
Note: Continuance materials are due to the department head by January 25th (Faculty Handbook IV.B.3.a).
- Dec 13 Deadline to submit University Distinguished Professor nominations/letters of intent to the Office of the Provost (Policy 1.1133V).
- 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.
- Jan 4 Deadline to submit first quarter emeritus recommendations to the dean (Policy 1.103V).
- Jan 21 Deadline for University Distinguished Professor nominees to submit formal application addressing selection criteria to include appropriate supporting documentation and three names of suggested external peer reviewers (Policy 1.133V).
- Jan 25 Deadline for probationary 1st year tenure-eligible faculty to submit continuance materials to the department head.
- 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 (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 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 his/her strengths and weaknesses with respect to performance, as noted by the committee and/or department head, are clearly identified, documented, and explained.
- Feb 4 Deadline for University Distinguished Professor nominee materials to be submitted to the dean (Policy 1.133V).
- Feb 15 Deadline for probationary 1st year faculty to send department head his/her response to continuance evaluation. (Faculty Handbook IV.B.3.a.).
- Feb 15 Deadline for department head to submit continuance recommendation(s) for probationary 1st year tenure-eligible faculty to the dean (Faculty Handbook IV.B.3.a).
- Mar 1 Deadline for department head to provide written notification to 1st year non tenure-eligible faculty of either continuance (new appointment letter) or non-continuance (termination letter) (Policy 1.200V).
Note: Faculty who fall under this category are required to receive an updated appointment letter annually if continued.
- Mar 15 Deadline to submit summer term textbook adoptions to the WKU Store (Policy 1.420V/9.403V).
- Apr 1 Deadline to submit second quarter emeritus recommendations to the dean (Policy 1.103V).
- April 15 Deadline to submit fall term textbook adoptions to the WKU Store (Policy 1.420V/9.403V).
- May 31 Deadline to submit third quarter emeritus recommendations to the dean (Policy 1.420V/9.403V).