

ACADEMIC AFFAIRS CALENDAR

2009-10

Semester 1: August 24, 2009
January 7, 2010

Semester 2: January 8, 2010
May 23, 2010

FACULTY AND PROBATIONARY ACADEMIC STAFF

Per UWSP Handbook:
(Faculty & Probationary
Academic Staff)

1st year of appointment: Notified by March 1 prior to expiration of current contract
2nd year of appointment: Notified by December 15 prior to expiration of current contract
3rd year and beyond: 12 month notice prior to expiration of current contract (or May 15)

RETENTION SCHEDULE THROUGH 2ND YEAR OF EMPLOYMENT -- Dean informs incumbent of decision

FACULTY

Currently in 2nd year for 3rd OR 3rd and 4th year renewal	OCTOBER 22, 2009 ----- Department recommendations due in Dean's office DECEMBER 15, 2009 ----- Dean to notify incumbent
Currently in 1st year for 2nd OR 2nd and 3rd year renewal	FEBRUARY 1, 2010 ----- Department recommendations due in Dean's office FEBRUARY 23, 2010 ----- Dean to notify incumbent
Currently in 2nd year for 4th year renewal	MARCH 25, 2010 ----- Department recommendations due in Dean's office MAY 14, 2010 ----- Dean to notify incumbent faculty

PROBATIONARY ACADEMIC STAFF

Currently in 2nd year for 3rd OR 3rd and 4th year renewal	OCTOBER 22, 2009 ----- Department recommendations due in Dean's office NOVEMBER 20, 2009 ----- Dean to notify incumbent for academic year appointments DECEMBER 30, 2009 ----- Dean to notify incumbent for annual appointment
Currently in 1st year for 2nd OR 2nd and 3rd year renewal	FEBRUARY 1, 2010 ----- Department recommendations due in Dean's office FEBRUARY 23, 2010 ----- Dean to notify incumbent probationary academic staff for academic year appointments MARCH 23, 2010 ----- Dean to notify incumbent probationary academic staff for annual appointments
Currently in 2nd year for 4th year renewal	MARCH 23, 2010 ----- Department recommendations due in Dean's office MAY 14, 2010 ----- Dean to notify incumbent probationary academic staff for academic year appointments JUNE 30, 2010 ----- Dean to notify incumbent probationary academic staff for annual appointments

RETENTION SCHEDULE AFTER 2ND YEAR -- Vice Chancellor/Chancellor informs incumbent of decision

FACULTY

Currently in 6th year for 8th year renewal & Tenure	NOVEMBER 23, 2009 ----- Department recommendations due in Dean's office DECEMBER 15, 2009 ----- Dean recommendations due in Vice Chancellor's office Approx. MARCH 1, 2010 --- Vice Chancellor to notify incumbent
OFF-CYCLE Tenure Decisions	OCTOBER 15, 2009 ----- Department recommendations due in Dean's office NOVEMBER 13, 2009 ----- Dean recommendations due in Vice Chancellor's office DECEMBER 15, 2009 ----- Vice Chancellor to notify incumbent
Currently in 3rd year for 5th OR 5th and 6th year renewal OR Currently in 4th year for 6th year renewal OR Currently in 5th year for 7th year renewal	FEBRUARY 8, 2010 ----- Department recommendations due in Dean's office MARCH 1, 2010 ----- Dean recommendations due in Vice Chancellor's office MAY 14, 2010 ----- Vice Chancellor to notify incumbent

PROBATIONARY ACADEMIC STAFF

Currently in 6th year for 8th year renewal & Indefinite Appt.	NOVEMBER 23, 2009 ----- Department recommendations due in Dean's office DECEMBER 15, 2009 ----- Dean recommendations due in Vice Chancellor's office Approx. MARCH 1, 2010 --- Vice Chancellor to notify incumbent for academic year appointments OR MARCH 30, 2010 ----- Vice Chancellor to notify incumbent for annual appts.
Currently in 3rd year for 5th OR 5th and 6th year renewal OR Currently in 4th year for 6th year renewal OR Currently in 5th year for 7th year renewal	FEBRUARY 8, 2010 ----- Department recommendations due in Dean's office MARCH 1, 2010 ----- Dean recommendations due in Vice Chancellor's office MAY 14, 2010 ----- Vice Chancellor to notify incumbent for academic year appointments OR JUNE 30, 2010 ----- Vice Chancellor to notify incumbent for annual appts.

PROMOTION SCHEDULE AND EMERITUS SCHEDULE

FACULTY (Full Professor, Associate Professor, Assistant Professor)	NOVEMBER 23, 2009 ----- Department recommendations due in Dean's office DECEMBER 15, 2009 ----- Dean recommendations due in Vice Chancellor's office Approx. MARCH 1, 2010 ---- Chancellor and Vice Chancellor to notify incumbent
ACADEMIC STAFF, CATEGORY B	NOVEMBER 23, 2009 ----- Department recommendations due in Dean's office DECEMBER 15, 2009 ----- Dean recommendations due in Vice Chancellor's office Approx. MARCH 1, 2010 ---- Chancellor and Vice Chancellor to notify incumbent
ACADEMIC STAFF, CATEGORY A	JANUARY 8, 2010 ----- Department recommendations due in Dean's office JANUARY 22, 2010 ----- Dean recommendations due in Vice Chancellor's office AND HHTAC Approx. MARCH 1, 2010 ---- Chancellor and Vice Chancellor to notify incumbent
EMERITUS	JUNE 1, 2010 ----- Department recommendations due in Dean's office JUNE 15, 2010 ----- Dean recommendations due in Vice Chancellor's office JULY 1, 2010 ----- Chancellor and Vice Chancellor to notify incumbent

FIXED TERM ACADEMIC STAFF – Dean and Vice Chancellor informs incumbent of decision

Per UWSP Handbook: (Fixed Term Academic Staff)	1st through 2nd year of appointment: 3rd through 7th year of appointment: 8th through 10th year of appointment: 11th year and beyond:	3 month notice prior to expiration of current contract 6 month notice prior to expiration of current contract 9 month notice prior to expiration of current contract 12 month notice prior to expiration of current contract
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Currently in 3rd, 4th, 5th, 6th, or 7th year of employment; Renewal for 4th, 5th, 6th, 7th or 8th year, respectively	NOVEMBER 2, 2009 ----- Department recommendations due in Dean/VC's office NOVEMBER 23, 2009 ----- Dean/VC to notify incumbent for academic year appt. DECEMBER 30, 2009 ----- Dean/VC to notify incumbent for annual appointments
Currently in 1st or 2nd year of employment; Renewal for 2nd or 3rd (or more) year	FEBRUARY 1, 2010 ----- Department recommendations due in Dean/VC 's office FEBRUARY 23, 2010 ----- Dean/VC to notify incumbent for academic year appt. MARCH 30, 2010 ----- Dean/VC to notify incumbent for annual appointments
Currently in 7th for 9th year renewal, OR Currently in 8th for 10th year renewal, OR Currently in 9th for 11th year <i>*Due to 9-month notice requirement, recommendations are submitted in SPRING SEMESTER of 7th, 8th, or 9th year for notification by beginning of next academic year.</i>	MAY 3, 2010 ----- Department recommendations due in Dean/VC's office *AUGUST, 2010 ----- Dean/VC to notify incumbent for academic year appt.* SEPTEMBER 30, 2010 ----- Dean/VC to notify incumbent for annual appointments *first day of contract for 2010-11 academic year
Currently in 10th for 12th year renewal, OR Currently in 11th for 13th year renewal, OR Currently in 12th for 14th year renewal, etc.	APRIL 15, 2010 ----- Department recommendations due in Dean/VC's office MAY 14, 2010----- Dean/VC to notify incumbent for academic year appt. JUNE 30, 2010 -----Dean/VC to notify incumbent for annual appointment

<u>July 15, 2009:</u>	Annual Report due to Provost/Vice Chancellor for Academic Affairs (academic affairs only).
<u>August 5, 2009:</u>	Dean Tenure Management Reports due in Vice Chancellor's office.
<u>August 14, 2009:</u>	Deans notified of number of tenurable positions.
<u>October 16, 2009:</u>	Assessment Reports (Assessment Summary Report AND Report on Impact of Budget/Planning Decisions) *Due every year by the 3rd Friday of October
<u>December 1, 2009:</u>	Deans' recommendations on graduate assistantships due in Vice Chancellor's office.
<u>January 4, 2010:</u>	Deans notified of graduate assistantship allocations.
<u>January 20, 2010:</u>	Merit Forms, Scholarship & Service Forms and Outside Activity Report Forms distributed.
<u>February 13, 2010:</u>	Departmental and chair merit point assignments due to Deans.
<u>February 20, 2010:</u>	Dean merit point assignments AND Vice Chancellor Merit recommendations due in Vice Chancellor's office.
<u>March 1, 2010:</u>	Outside Activity Report and Scholarship & Service Reports due to Academic Affairs.
<u>June 1, 2010:</u>	Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in FY08).