

ACADEMIC AFFAIRS CALENDAR

2022-2023

Semester 1: August 29, 2022
January 11, 2023

Semester 2: January 12, 2023
May 28, 2023

FACULTY AND PROBATIONARY ACADEMIC STAFF

Per UWSP Handbook:
(Faculty & Probationary
Academic Staff)

1st year of appointment:
2nd year of appointment:
3rd year and beyond:

Notified by March 1 prior to expiration of current contract
Notified by December 15 prior to expiration of current contract
12-month notice prior to expiration of current contract (or May 15)

A 2-year renewal can be requested, however, renewal will be issued in one-year increments

RETENTION SCHEDULE – Vice Chancellor/Chancellor informs incumbent of decision

FACULTY

Currently in 2nd year for 3rd OR 3rd & 4th year renewal	OCTOBER 21, 2022 NOVEMBER 18, 2022 DECEMBER 15, 2022	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (progers@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 1st year for 2nd OR 2nd & 3rd year renewal	FEBRUARY 7, 2023 FEBRUARY 14, 2023 FEBRUARY 28, 2023	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (progers@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 6th year for 8th year renewal & Tenure	NOVEMBER 18, 2022 DECEMBER 15, 2022 MARCH 1, 2023	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
OFF-CYCLE Tenure Decisions	OCTOBER 21, 2022 NOVEMBER 18, 2022 DECEMBER 15, 2022	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
Currently in 2nd year for 4th year renewal OR 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 7, 2023 MARCH 7, 2023 MAY 7, 2023	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent

GROW-YOUR-OWN (converted to Faculty with receipt of Doctorate)

RETENTION NOTIFICATION ACADEMIC STAFF

Currently in 3rd, 4th, 5th, 6th, or 7th year Renewal for 4th, 5th, 6th, 7th, or 8th year, respectively Original Contract states max time of degree completion and conversion to faculty status.	OCTOBER 28, 2022 NOVEMBER 9, 2022 NOVEMBER 23, 2022	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (progers@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 1st or 2nd year Renewal for 2nd or 3rd year	JANUARY 27, 2023 FEBRUARY 8, 2023 FEBRUARY 22, 2023	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (progers@uwsp.edu) Vice Chancellor notifies incumbent (if academic year appt.)

PROMOTION SCHEDULE AND EMERITUS SCHEDULE

FACULTY (Full Professor, Associate Professor)	NOVEMBER 18, 2022 DECEMBER 15, 2022 MARCH 1, 2023	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor and Vice Chancellor notifies incumbent
ACADEMIC STAFF, CATEGORY B	NOVEMBER 18, 2022 DECEMBER 15, 2022 MARCH 1, 2023	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor and Vice Chancellor notifies incumbent
ACADEMIC STAFF, CATEGORY A	Follow the instructions on the HR website. All non-instructional staff promotions are handled through HR.	
EMERITUS	JUNE 1, 2023 JUNE 15, 2023 JUNE 29, 2023	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor notifies incumbent

FIXED TERM RETENTION NOTIFICATION ACADEMIC STAFF - Procedure changed as of 2-15-18.

Processed through Human Resources and employee is hired until such time notice is given they will not be renewed. Non-renewal follows handbook notice period.

Per UWSP Handbook: (Fixed Term Academic Staff)	1st through 2nd year of appointment:	3-month notice
	3rd through 7th year of appointment:	6-month notice
	8th through 11th year of appointment:	9-month notice
	12th year and beyond:	12-month notice

October 21, 2022: Program Assessment Reports (*Due every year by the 3rd Friday of October)

December 2, 2022: Deans' recommendations on graduate assistantships due in Vice Chancellor's office.

January 6, 2023: Deans notified of graduate assistantship allocations.

June 1, 2023: Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2022-23/FY23).

Note: *"Pay-plan/Merit" and "Outside Activity Reporting" process is coordinated through Human Resources.*