

# ACADEMIC AFFAIRS CALENDAR

## 2023-2024

Semester 1: August 28, 2023  
January 10, 2024

Semester 2: January 11, 2024  
May 26, 2024

### 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)

**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 20, 2023 NOVEMBER 17, 2023  DECEMBER 15, 2023	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs ( <a href="mailto:anludwig@uwsp.edu">anludwig@uwsp.edu</a> ) Vice Chancellor notifies incumbent
Currently in 1st year for 2nd OR 2nd & 3rd year renewal	FEBRUARY 8, 2024 FEBRUARY 15, 2024  FEBRUARY 29, 2024	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs ( <a href="mailto:anludwig@uwsp.edu">anludwig@uwsp.edu</a> ) Vice Chancellor notifies incumbent
Currently in 6th year for 8th year renewal & Tenure	NOVEMBER 17, 2023 DECEMBER 15, 2023 MARCH 1, 2024	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
OFF-CYCLE Tenure Decisions	OCTOBER 20, 2023 NOVEMBER 17, 2023 DECEMBER 15, 2023	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 <b>OR</b> Currently in 3rd year for 5th OR 5th and 6th year renewal <b>OR</b> Currently in 4th year for 6th year renewal <b>OR</b> Currently in 5th year for 7th year renewal	FEBRUARY 8, 2024 MARCH 8, 2024 MAY 8, 2024	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  <b>Original Contract states max time of degree completion and conversion to faculty status.</b>	OCTOBER 27, 2023 NOVEMBER 8, 2023  NOVEMBER 22, 2023	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs ( <a href="mailto:anludwig@uwsp.edu">anludwig@uwsp.edu</a> ) Vice Chancellor notifies incumbent
Currently in 1st or 2nd year Renewal for 2nd or 3rd year	JANUARY 26, 2024 FEBRUARY 9, 2024  FEBRUARY 23, 2024	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs ( <a href="mailto:anludwig@uwsp.edu">anludwig@uwsp.edu</a> ) Vice Chancellor notifies incumbent (if academic year appt.)

### PROMOTION SCHEDULE AND EMERITUS SCHEDULE

FACULTY (Full Professor, Associate Professor)	NOVEMBER 17, 2023 DECEMBER 15, 2023 MARCH 1, 2024	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 17, 2023 DECEMBER 15, 2023 MARCH 1, 2024	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	MAY 31, 2024 JUNE 14, 2024 JUNE 28, 2024	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.

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

October 20, 2023: Program Assessment Reports (\*Due every year by the 3rd Friday of October)

December 1, 2023: Deans' recommendations on graduate assistantships due in Vice Chancellor's office.

January 5, 2024: Deans notified of graduate assistantship allocations.

May 31, 2024: Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2023-24/FY24).

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