

# WSCOE ADMINISTRATIVE CALENDAR

## 2023-2024 Academic Year

*(PLEASE NOTE: If a deadline falls on a weekend, items are due by 5:00 p.m. on the Friday immediately prior)*

*[Disclaimer: All dates subject to change]*

### SEPTEMBER

- September 1** **DEAN'S OFFICE DEADLINE: Departments submit names for upcoming TT/T and CCAF P & T cases**
- September 1-22** **DEAN'S OFFICE DEADLINE: Supervisor begins State Classified End of Year *Overall Performance Evaluation* meetings for transitional cycle April 1, 2022 – August 31, 2023, using *NEW* 5-point ratings, enter comments, create goals for new year, and obtain signatures this month. Send complete signed forms to Sr. HR Manager.**
- September 15 PROVOST OFFICE DEADLINE: List of TT/T faculty promotion and/or tenure cases from deans
- September 18** **DEAN'S OFFICE DEADLINE: Departments submit sabbatical leave requests due for fall 2024, spring 2025, academic year 2024-25, calendar year 2025**
- September 22** **DEAN'S OFFICE DEADLINE: State Classified End of Year *Overall Performance Evaluation* deadline to send complete signed forms to Sr. HR Manager.**
- September 23** **DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – November 1)**
- September 29** **DEAN'S OFFICE DEADLINE: State Classified *Planning Confirmation* and *Planning Goals* for September 1, 2023 – August 31, 2024, deadline to send complete signed forms to Sr. HR Manager.**

### OCTOBER

- October 2 PROVOST OFFICE DEADLINE: Sabbatical leave requests due for fall 2024, spring 2025, academic year 2024-25, calendar year 2025
- October 18** **DEAN'S OFFICE DEADLINE: Sabbatical Leave Reports for academic year 2022-23 & spring 23 semester sabbaticals due to Dean's Office**

### NOVEMBER

- November 1 PROVOST OFFICE DEADLINE: Sabbatical leave reports for academic year 2022-23 & spring 2023 semester leaves
- November 1 PROVOST OFFICE DEADLINE: List of CCAF faculty promotion cases from deans
- November 22** **DEAN'S OFFICE DEADLINE: Applications for Emerit status (retirements after fall semester)**

### DECEMBER

- December 1** **DEAN'S OFFICE DEADLINE: TTF Promotion & tenure dossiers due to Dean's Office**
- December 1** **DEAN'S OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the second year of employment**
- December 1 PROVOST OFFICE DEADLINE: Applications for Emerit status (retirements after fall semester)
- December 15 PROVOST OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the second year of employment
- December 15 PROVOST OFFICE DEADLINE: TTF Promotion & tenure dossiers

## JANUARY

**January 25** **DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – March 1)**

**January 25** **DEAN'S OFFICE DEADLINE: Requests for new/increased special course fees**

## FEBRUARY

**February 1** **DEAN'S OFFICE DEADLINE: Supervisor begin State Classified Mid-Year Performance Evaluation process.**

February 1 PROVOST OFFICE DEADLINE: Faculty award nominations (call for nominations in November 2023)

February 1 PROVOST OFFICE DEADLINE: Requests for new/increased special course fees

**February 5** **DEAN'S OFFICE DEADLINE: CCAF Promotion dossiers**

**February 16** **DEAN'S OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the first year of employment**

February 19 PROVOST OFFICE DEADLINE: CCAF Promotion dossiers due

**February 22** **DEAN'S OFFICE DEADLINE: State Classified Mid-Year Performance Evaluation deadline to send complete signed forms to Sr. HR Manager.**

## MARCH

March 1 PROVOST OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the first year of employment

March 1 PROVOST OFFICE DEADLINE: Contract and continuing faculty professional development release time applications (*reports are due within three months of the completion of the leave*)

**March 24** **DEAN'S OFFICE DEADLINE: Sabbatical leave reports for calendar year 2023 and fall 2023 semester leaves**

## APRIL

April 1 PROVOST OFFICE DEADLINE: Sabbatical leave reports for calendar year 2023 and fall 2023 semester leaves

**April 1** **DEAN'S OFFICE DEADLINE: Faculty annual performance reviews**

**April 1** **DEAN'S OFFICE DEADLINE: Comprehensive post-tenure (comprehensive) reviews**

**April 1** **DEAN'S OFFICE DEADLINE: Comprehensive mid-point (comprehensive) reviews**

**April 1-30** **DEAN'S OFFICE DEADLINE: Supervisor conduct Administrative Professional Annual Performance Appraisal and Planning Process meetings with employee this month.**

April 15 PROVOST OFFICE DEADLINE: Faculty annual performance reviews

April 15 PROVOST OFFICE DEADLINE: Comprehensive post-tenure reviews

April 15 PROVOST OFFICE DEADLINE: Comprehensive mid-point (comprehensive) reviews

**April 19** **DEAN'S OFFICE DEADLINE: Applications for Emerit status (retirements after spring semester)**

April 26 PROVOST OFFICE DEADLINE: Applications for Emerit status (retirements after spring semester)

**MAY**

**May 1-24**

**DEAN'S OFFICE DEADLINE: Supervisor complete comments on Administrative Professional Annual Performance Appraisal forms, create goals for new year, and obtain signatures this month.**

May 1

PROVOST OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty beyond the second year of appointment

**May 15**

**DEAN'S OFFICE DEADLINE: TTF Annual Promotion and Tenure memos due to Dean's Office**

**May 24**

**DEAN'S OFFICE DEADLINE: Administrative Professional complete and signed Annual Performance Appraisals due to Dean's Office.**