

# **FWC Schedule 2016-2017**

## **Dates, Deadlines & Procedures for Faculty Undergoing Review**

### **Important Review Planning Dates**

#### **Fall Term 2016 Planning:**

- E-mail notification to candidates sent out early September, 2016, regarding the application for sabbatical and pre-tenure leave.
- FWC reviews list of eligible faculty members no later than Thursday, October 13, 2016 and contacts department chairs in individual departments regarding intent.
- E-mail notification to department chairs & candidates for early promotion out no later than the first week of December, 2016 regarding dates and deadlines.

#### **Winter Term 2016 Planning:**

- E-mail notification from FWC Chair to faculty sent out early December, 2016 calling for FDP proposals for 2018-2019 and 2019-2020 with a March 15, 2017 submission deadline.

### **Important Review Dates, Deadlines & Procedures**

#### **Fall Post-Tenure Reviews – Conducted Fall '16-17**

- **Note:**
  - E-mail notification to candidates sent out by April 15, 2016, regarding the scheduling of upcoming reviews to take place FA2016-17.
  - Informational review meeting with candidates and department chairs held on Wednesday, April 27, 2016 at 4:00pm in Olin, Room 209.
- **Materials due by 4:30pm, Monday, August 22, 2016:**
  - Professors: 3 hard copies and 1 electronic copy for computer archives.
  - Associate Professors: 7 hard copies and 1 electronic copy for archives.
  - Electronic and hard copies must include: Personal Statement, CV, IDEA Data Reports and Merit Distribution Worksheet.
  - Supplemental materials must include individual student IDEA forms.
- **Department letters due by 4:30pm, Friday, September 2, 2016.**

### **Winter Tenure Reviews – Conducted Winter ‘16-17**

- **Note:**
  - E-mail notification to candidates sent out by April 15, 2016, regarding the scheduling of upcoming reviews to take place WT2016-17.
  - Informational review meeting with candidates and department chairs held on Thursday, April 28, 2016 at 4:00pm in Olin Room 209.
- **Materials due by 4:30pm, Monday, October 24, 2016:**
  - Include 9 hard copies (7 for FWC, 1 for President Bahls and 1 for Archives)
  - Include one (1) electronic copy for archives and Moodle.
  - Electronic and hardcopies must include: Personal Statement, CV, IDEA Data Reports, Merit Distribution Worksheet and Response Method Request.
  - Supplemental materials must include individual student IDEA forms.
- **Department letters due by 4:30pm, Monday, October 31, 2016.**
- **FWC to meet within one week of Tenure Discussions/Decisions**
  - Dean to notify candidates via their preferred method of contact, indicated in the Response Method Request, in the days following the meeting to inform candidates of final outcome.

### **Winter Post-Tenure w/Promotion Reviews – Conducted Winter ‘16-17**

- **Note:**
  - E-mail notification to candidates sent out by August 22, 2016, regarding the scheduling of upcoming reviews to take place WT2016-17.
  - Informational review meeting with post-tenure candidates and department chairs, to be held on Wednesday, April 27, 2016 at 4:00pm in Olin, Room 209.
- **Materials for post-tenure review w/promotion due by 4:30 pm on Monday, January 9, 2017:**
  - Include: 7 hard copies and 1 electronic copy for computer archives and Moodle.
  - Electronic and hard copies must include: Personal Statement, CV, IDEA Data Summary Reports and Merit Distribution Worksheet.
  - Supplemental materials must include individual student IDEA forms.
- **Department letters for post-tenure w/promotion due by 4:30 pm on Friday, January 20, 2017.**

### **Sabbatical & Pre-Tenure Leave Decisions-Thursdays, December 15, 2016**

- **Note:**
  - E-mails informing faculty of eligibility sent early September 2016.
  - Material from applicants requesting leave & department chairs letter supporting leave due Wednesday, November 23, 2016.
  - FWC decision/approval of pre-tenure leaves will be approved provisionally for department master scheduling purposes. Final approval of the pre-tenure paid leave will take place following the candidates' pre-tenure review. Sabbaticals will be approved prior to the master scheduling process.

### **Early Eligibility Promotion Process – Conducted Winter ‘16-17**

#### **Note:**

- FWC reviews list of eligible faculty members no later than Thursday, April 14, 2016 and contacts department chairs in individual department regarding intent.
- E-mail notification to department chairs & candidates for early promotion out no later than the first week of September, 2016 regarding dates and deadlines.
- **Personal materials from eligible candidates due Monday, January 9, 2017:**
  - Include: 7 hard copies and 1 electronic copy for computer archives.
  - Electronic and hard copies must include: Personal Statement, CV, IDEA Data Summary Reports and Merit Distribution Worksheet.
  - Supplemental materials must include individual student IDEA forms.
- **Department letters due by 4:30 pm, on Friday, January 20, 2017.**
- **FWC recommendation for promotion presented by Dean to President by Friday, February 13, 2017.**

### **Spring Pre-Tenure Reviews – Conducted Winter ‘16-17**

- **Note:**
  - E-mail notification to candidates sent out by November 14, 2016, regarding the scheduling of upcoming reviews to take place SP2016-17.
  - Informational review meeting with pre-tenure review candidates and department chairs to be held Monday, January 9, 2016 at 4:00pm in Olin, Room 209.
- **Materials due by 4:30pm, on Monday, March 6, 2017:**
  - Include: 7 hard copies and one electronic copy for computer archives and Moodle.
  - Electronic and hard copies must include: Personal Statement, CV and IDEA Data Summary Reports.
  - Supplemental materials must include individual student IDEA forms.
- **Department letters due by 4:30pm, on Friday, March 10, 2017.**
- **Debriefings to be scheduled approximately 3 weeks after each candidate’s review.**

### **Spring Performance Reviews – Conducted Spring ‘16-17**

- **Note:**
  - E-mail notification to candidates sent out by November 14, 2016, regarding the scheduling of upcoming reviews to take place SP2016-17.
  - Informational review meeting with performance review candidates and department chairs to be held Wednesday, January 11, 2017 at 4:00pm in Olin, Room 209.
- **Materials due by 4:30pm, on Friday, March 6, 2017:**
  - Performance: 3 hard copies and 1 electronic copy.
  - Performance w/Promotion: 7 hard copies and 1 electronic copy.
  - Electronic and hardcopies must include: Personal Statement, CV and IDEA Data Summary Reports (if applicable).
  - Supplemental materials must include individual student IDEA forms.
- **Department letters due by 4:30pm, Friday, March 10, 2017.**