

# WSCOEE ADMINISTRATIVE CALENDAR

## 2024-2025 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: Begin State Classified annual performance evaluations and employee meetings for review period of September 1, 2023 - August 31, 2024.
- September 2** DEAN'S OFFICE DEADLINE: Departments submit names for upcoming TT/T and CCAF P & T cases
- September 16 PROVOST OFFICE DEADLINE: List of TT/T faculty promotion and/or tenure cases from deans
- September 17** DEAN'S OFFICE DEADLINE: Departments submit sabbatical leave requests due for fall 2025, spring 2026, academic year 2025-26, calendar year 2026
- September 20** DEAN'S OFFICE DEADLINE: State Classified End of Year *Overall Performance Evaluation* deadline to send completed and signed forms to WSCOEE Sr. Human Resources Manager.
- September 24** DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – November 1)

### OCTOBER

- October 1** DEAN'S OFFICE DEADLINE: Begin creation and agreement of *new* State Classified goals and objectives for September 1, 2024 – August 31, 2025.
- October 1 PROVOST OFFICE DEADLINE: Sabbatical leave requests due for fall 2025, spring 2026, academic year 2025-26, calendar year 2026
- October 1 PROVOST OFFICE DEADLINE: Individual off-cycle salary requests (target start date for new salary: November 1)
- October 18** DEAN'S OFFICE DEADLINE: Sabbatical Leave Reports for academic year 2023-24 & spring 2024 semester sabbaticals
- October 24** DEAN'S OFFICE DEADLINE: State Classified *Planning Confirmation and Planning Forms* for new year, September 1, 2024 – August 31, 2025, deadline to send completed and signed forms to WSCOEE Sr. Human Resources Manager.

### NOVEMBER

- November 1 PROVOST OFFICE DEADLINE: Sabbatical leave reports for academic year 2023-24 & spring 2024 semester leaves
- November 1 PROVOST OFFICE DEADLINE: List of CCAF faculty promotion cases from deans
- November 11** DEAN'S OFFICE DEADLINE: TTF Promotion & tenure dossiers
- November 18** DEAN'S OFFICE DEADLINE: Applications for Emerit status (retirements after fall semester)

### DECEMBER

- December 2** DEAN'S OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the second year of employment
- December 2 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 16 PROVOST OFFICE DEADLINE: TTF Promotion & tenure dossiers

## JANUARY

- January 24** DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – March 1)
- January 24** DEAN'S OFFICE DEADLINE: Requests for new/increased special course fees
- January 27** DEAN'S OFFICE DEADLINE: CCAF Promotion dossiers

## FEBRUARY

- February 1** DEAN'S OFFICE DEADLINE: Supervisor begin State Classified Mid-Year Performance evaluations and employee meetings.
- February 1 PROVOST OFFICE DEADLINE: Faculty award nominations (call for nominations in November 2024)
- February 1 PROVOST OFFICE DEADLINE: Requests for new/increased special course fees
- February 1 PROVOST OFFICE DEADLINE: Individual off-cycle salary requests (target start date for new salary: March 1)
- February 17 PROVOST OFFICE DEADLINE: CCAF Promotion dossiers due
- February 18** DEAN'S OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty in the first year of employment
- February 21** DEAN'S OFFICE DEADLINE: State Classified Mid-Year Performance Evaluation deadline to send completed and signed forms to WSCOE Sr. Human Resource Manager.

## MARCH

- March 1-31** DEAN'S OFFICE DEADLINE: Administrative Professionals begin self-evaluation form and submit to supervisor.
- 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 18** DEAN'S OFFICE DEADLINE: Sabbatical leave reports for calendar year 2024 and fall 2024 semester leaves

## APRIL

- April 1 PROVOST OFFICE DEADLINE: Sabbatical leave reports for calendar year 2024 and fall 2024 semester leaves
- April 1** DEAN'S OFFICE DEADLINE: Faculty annual performance reviews
- April 1** DEAN'S OFFICE DEADLINE: Comprehensive post-tenure reviews
- April 1** DEAN'S OFFICE DEADLINE: Comprehensive mid-point reviews
- April 1-30** DEAN'S OFFICE DEADLINE: Supervisor conduct Administrative Professional Annual Performance Appraisal and Planning Process meetings with employee this month.
- April 11** DEAN'S OFFICE DEADLINE: Applications for Emerit status (retirements after spring semester)
- 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 reviews
- April 17** DEAN'S OFFICE DEADLINE: Recommendations for reappointment of pre-tenure faculty beyond the second year of appointment

April 25 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**

**May 24 DEAN'S OFFICE DEADLINE: Administrative Professional completed and signed Annual Performance Appraisals**