



Wilkes University

ACADEMIC PLANNING CALENDAR **2023-2024**

(E) = Evaluation (P) = Promotion (S) = Sabbatical (T) = Tenure

June 2023

June 2	Board of Trustees Meeting
June 9	Summer Pre-Session classes end
June 9	(E) Chair will meet with the Dean for a review of the Chair's assessment of each faculty member of the department (second Friday in June)
June 12	First Summer Session and Nine-Week Session classes commence
June 12	Spring Semester Incomplete Grades Due
June 30	(E) Dean submits all faculty evaluations and report to the Provost for review (last Friday in June)

July 2023

July 14	(E) Department Chair communicates in writing to faculty member informing of final rating of Annual Evaluation (second Friday in July)
July 15	(E) The President informs the individual faculty member in writing of his/her salary adjustment for the upcoming academic year
July 14	First Summer Session classes end
July 17	Second Summer Session classes commence
July 28	(T) Candidate announces intent to stand for tenure (last Friday in July)

August 2023

August 4	Chair of the DPC shall inform the faculty member subject to tenure review of the purpose of the committee and the procedures to be followed (first Friday in August)
August 11	List of department course-offerings for spring semester, 2024 due in Deans Office
August 15	Summer Nine-Week Session classes end
August 18	(P) Department Chair requests nominations for promotion (third Friday in August)
August 18	Summer Second Session classes end
August 16	New faculty orientation (1-4pm)
August 16	Adjunct Faculty PSCF due to payroll for 9/13/23 pay date
August 17	New faculty orientation (8:30am-5:00pm)
August 23	University Convocation
August 23	Faculty retreat
August 24	Full Faculty meeting (9:00-11:00am); continental breakfast starting at 8:30am
August 25	(T) Faculty candidates for tenure must have packages to DPC (last Friday in August) (copy of statement to Dean)
August 25	Final list of university-wide course offerings for spring semester, 2024 due to the Registrar from Deans
August 25	Department Chair informs eligible faculty member of third-year review (last Friday in August)
August 25	Department Chair shall notify eligible faculty members that they are subject to 3 rd year review (last Friday in August)
August 25	(T) Faculty member standing for tenure to submit materials to DPC (last Friday in August)
August 28	Fall classes commence

September 2023

September 1	(S) All requests for sabbatical leave must be submitted by this date
September 4	Labor Day No Classes
September 8	(E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation (second Friday in September)
September 10	Summer Commencement (1pm)
September 12	Class rosters due back to Registrar
September 14	FAC meeting
September 14	Faculty load forms for fall semester, 2023 due in Provost's office from Deans
September 18	Summer session incomplete grades due
September 26	FAC meeting
September 29	DPC shall meet to discuss faculty who are eligible for third year review (last Friday in September)
September 29	Board of Trustees meeting
September 30	Homecoming Weekend

October 2023

October 1	Homecoming Weekend continues
October 5	Full Faculty Meeting
October 6	(T) DPC report on tenure candidates to department Chair (first Friday in October)
October 6	(P) Nominations submitted to department Chair (first Friday in October)
October 7	By this date, the DPC chair shall inform 3 rd year review faculty of the purpose of the committee and the procedures to be followed
October 12-15	Fall break
October 13(16)	(T) DPC informs candidate of its recommendation (second Friday in October)
October 13(16)	(P) Candidate delivers materials for promotion to DPC (Second Friday in October) which must have its first meeting
October 13(16)	(T) Department Chair recommendation on tenure candidates with DPC report due to Dean.
October 16	Deadline for mid-term grade submittal from faculty
October 20	(T) Dean transmits report and dossier on tenure and promotion candidates to the Provost (third Friday in October)
October 24	(T) Provost notifies in writing the Chair of TAP that he or she has custody of the reports, etc., and are available for inspection by members of TAP Committee (The Tuesday following the third Friday in October)
October 26	FAC meeting
October 31	Third year review materials due to DPC

November 2023

November 2	Full Faculty Meeting
November 9	FAC Meeting
November 15	(S) Faculty Development Committee submits summary evaluation of sabbatical proposals to Provost and Provost notifies candidates of strengths and weaknesses of proposals
November 21	Follow Thursday class schedule
November 22	Thanksgiving Recess Begins
November 24(27)	(P) DPC report on promotion to Chairs (last Friday in November).
November 24(27)	(P) DPC Chair informs candidates about recommendation for promotion (Last Friday in November)
November 27	Classes Resume
November 28	FAC meeting

December 2023

December 1	(P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
December 1	(P) Chair to provide copies of the DPC report and the Chair's report to the dean and faculty member under review (first Friday in December)
December 7	Full Faculty Meeting
December 8	(P) Dean transmits report on promotion candidates to Provost with copy to nominee (second Friday in December)
December 11	Last Day of Classes.
December 11	Final exams begin at 6 pm
December 11	DPC completes procedures 1-4 for 3 rd year review. (by final day of fall classes)
December 14	FAC meeting
December 15	(*) Last date for non-renewal notification for <u>second</u> year faculty
December 18	Final exams end
December 26	Intersession classes commence
December 31	Recommended date for completion of 3 rd year review by DPC and forwarded to Chair but due to the University closed January 2 is the deadline for completion.

January 2024

January 3	Preliminary Faculty load forms for Spring semester, 2024 due to Deans
January 10	Final faculty load forms for Spring semester, 2024 due to Deans
January 12	Intersession classes end
January 12	List of school-wide course-offerings for fall semester, 2024 due in Deans office from Chairs
January 16	Spring classes commence
January 16	(P) Provost to notify in writing the Chair of TAP that he or she has custody of the reports, promotion application, and associated materials, and that they are available for inspection by members of the TAP committee (First day of the Spring Semester)
January 19	Fall Semester Incomplete Grades Due
January 20	Final list of university-wide course offerings for fall semester, 2024 due to Registrar from Deans
January 23	FAC Meeting
January 26	(T) TAP report on tenure candidates due to Provost (last Friday in January)
January 31	DPC completes 3 rd year review and forwards materials to department Chair

February 2024

February 1	Full Faculty meeting
February 8	FAC meeting
February 9	Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3 rd year review. Supporting material shall be returned to the faculty member. (second Friday in February)
February 23	(P) Provost notifies Chair of TAP in writing, of custody of reports, etc., and availability for inspection by TAP committee (last Friday in February)
February 27	FAC meeting

March 2024

March 1	(*) Last date for non-renewal notification for first year faculty
March 2	Spring Recess Begins
March 4	Deadline for Mid-term grade submittal from faculty SPRING BREAK
March 8(11)	(P) TAP forwards written report to Provost (second Friday in March)
March 8(11)	(P) Provost shares TAP report and his/her recommendations with President (second Friday in March)
March 11	Classes Resume
March 14	FFM
March 26	FAC meeting
March 28	Holiday Recess begins
March 29	Department Chairs submit names of first year advisors to University College for 2024-2025 academic year
March 29	TREC submits names of Carpenter Award selections to the Provost

April 2024

April 1	Classes resume
April 4	FFM
April 5	(P) TAP to forward to the Provost its written report with appended minority reports with evaluations collected by TAP (first Friday in April)
April 11	FAC meeting
April 23	FAC meeting
April 29	(S) Provost notifies faculty of deadline of September 1, 2024 for submission of sabbatical proposals for academic year 2024-2025
April 30	Follow Thursday class schedule

May 2024

May 1	(T) Dean informs faculty who are eligible to stand for tenure in upcoming year
May 1	(T) DPC shall be formed and have its first meeting by May 1 (by final day of spring classes)
May 1	Classes end (Follow Friday Class Schedule)
May 2	Final Exams Begin at 6 p.m.
May 2	Full Faculty Meeting (9-11)
May 9	Final Exams End
May 9	FAC Meeting
May 15	(*) Last date for notification for <u>third-sixth</u> year probationary faculty that they will receive a terminal contract for the upcoming academic year
May 16	(E) Faculty self-evaluations due in department Chair's office (one week after final exams)
May 18	Spring Commencement
May 20	Summer Pre-Session and Full Session classes commence
May 28	FAC meeting
May 31	(E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)