



# Wilkes University

## ACADEMIC PLANNING CALENDAR 2024-2025

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

### June 2024

June 7	Summer Pre-Session classes end
June 14	(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 10	First Summer Session and Nine-Week Session classes commence
June 12	Spring Semester Incomplete Grades Due
June 28	(E) Dean submits all faculty evaluations and report to the Provost for review (last Friday in June)

### July 2024

July 12	(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 12	First Summer Session classes end
July 15	Second Summer Session classes commence
July 26	(T) Candidate announces intent to stand for tenure (last Friday in July)

### August 2024

August 2	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 13	Summer Nine-Week Session classes end
August 16	(P) Department Chair requests nominations for promotion (third Friday in August)
August 16	Summer Second Session classes end
August 19-20	New faculty orientation
August 16	Adjunct Faculty PSCF due to payroll for 9/13/24 pay date
August 21	University Convocation
August 21	Faculty retreat
August 22	Full Faculty meeting (9:00-11:00am); continental breakfast starting at 8:30am
August 30	(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 30	Department Chair informs eligible faculty member of third-year review (last Friday in August)
August 30	Department Chair shall notify eligible faculty members that they are subject to 3 <sup>rd</sup> year review (last Friday in August)
August 30	(T) Faculty member standing for tenure to submit materials to DPC (last Friday in August)
August 26	Fall classes commence

### **September 2024**

September 1	(S) All requests for sabbatical leave must be submitted by this date
September 2	Labor Day No Classes
September 13	(E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation (second Friday in September)
September 9	Summer Commencement (1pm)
September 10	Class rosters due back to Registrar
September 10	FAC meeting
September 14	Faculty load forms for fall semester, 2024 due in Provost's office from Deans
September 16	Summer session incomplete grades due
September 24	FAC meeting
September 29	DPC shall meet to discuss faculty who are eligible for third year review (last Friday in September)
September 27	Board of Trustees meeting
September 27	Homecoming Weekend

### **October 2024**

October 3	Full Faculty Meeting
October 4	(T) DPC report on tenure candidates to department Chair (first Friday in October)
October 4	(P) Nominations submitted to department Chair (first Friday in October)
October 7	By this date, the DPC chair shall inform 3 <sup>rd</sup> year review faculty of the purpose of the committee and the procedures to be followed
October 10-13	Fall break
October 11(14)	(T) DPC informs candidate of its recommendation (second Friday in October)
October 11(14)	(P) Candidate delivers materials for promotion to DPC (second Friday in October) which must have its first meeting
October 11(14)	(T) Department Chair recommendation on tenure candidates with DPC report due to Dean.
October 14	Deadline for mid-term grade submittal from faculty
October 18	(T) Dean transmits report and dossier on tenure and promotion candidates to the Provost (third Friday in October)
October 22	(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 (Tuesday following the third Friday in October)
October 22	FAC meeting
October 31	Third year review materials due to DPC

### **November 2024**

November 7	Full Faculty Meeting
November 14	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 26	FAC meeting
November 26	Follow Thursday class schedule
November 27	Thanksgiving Recess Begins
November 29	(P) DPC report on promotion to Chairs (last Friday in November).
November 29	(P) DPC Chair informs candidates about recommendation for promotion (last Friday in November)

### **December 2024**

December 2	Classes resume
December 6	(P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
December 6	(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 12	Full Faculty Meeting
December 13	(P) Dean transmits report on promotion candidates to Provost with copy to nominee (second Friday in December)
December 9	Last Day of Classes.
December 9	Final exams begin at 6 pm

December 9 DPC completes procedures 1-4 for 3<sup>rd</sup> year review. (by final day of fall classes)  
 December 12 FAC meeting  
 December 15 (\*) Last date for non-renewal notification for second year faculty  
 December 16 Final exams end  
 December 26 Intersession classes commence  
 December 31 Recommended date for completion of 3<sup>rd</sup> year review by DPC and forwarded to Chair but due to the University closed January 2 is the deadline for completion.

**January 2025**

January 3 Preliminary Faculty load forms for Spring semester, 2025 due to Deans  
 January 10 Final faculty load forms for Spring semester, 2025 due to Deans  
 January 10 Intersession classes end  
 January 10 List of school-wide course-offerings for fall semester, 2025 due in Deans office from Chairs  
 January 13 Spring classes commence  
 January 13 (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 17 Fall Semester Incomplete Grades Due  
 January 20 Final list of university-wide course offerings for fall semester, 2025 due to Registrar from Deans  
 January 28 FAC Meeting  
 January 31 (T) TAP report on tenure candidates due to Provost (last Friday in January)  
 January 31 DPC completes 3<sup>rd</sup> year review and forwards materials to department Chair

**February 2025**

February 6 Full Faculty meeting  
 February 13 FAC meeting  
 February 14 Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3<sup>rd</sup> year review. Supporting material shall be returned to the faculty member. (second Friday in February)  
 February 28 (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 25 FAC meeting

**March 2025**

March 1 Last date for non-renewal notification for first year faculty  
 March 1 Spring Recess Begins  
 March 3 Deadline for Mid-term grade submittal from faculty  
 March 14 (P) TAP forwards written report to Provost (second Friday in March)  
 March 14 (P) Provost shares TAP report and his/her recommendations with President (second Friday in March)  
 March 10 Classes Resume  
 March 13 FFM  
 March 25 FAC meeting  
 March 29 Department Chairs submit names of first year advisors to Office of Academic Success for 2025-2026 academic year  
 March 28 TREC submits names of Carpenter Award selections to the Provost

**April 2025**

April 3 FFM  
 April 4 (P) TAP to forward to the Provost its written report with appended minority reports with evaluations collected by TAP (first Friday in April)  
 April 10 FAC meeting  
 April 17 Holiday Recess begins  
 April 21 Classes resume  
 April 22 FAC meeting

April 29 (S) Provost notifies faculty of deadline of September 1, 2025 for submission of sabbatical proposals for academic year 2025-2026  
April 29 Follow Thursday class schedule  
April 30 (T) Dean informs faculty who are eligible to stand for tenure in upcoming year  
April 30 (T) DPC shall be formed and have its first meeting by May 1 (by final day of spring classes)  
April 30 Classes end (follow Friday Class Schedule)

**May 2025**

May 1 Final Exams Begin at 6:30 p.m.  
May 1 Full Faculty Meeting (9-11)  
May 8 Final Exams End  
May 8 FAC Meeting  
May 15 Last date for notification for third-sixth year probationary faculty that they will receive a terminal contract for the upcoming academic year  
May 15 (E) Faculty self-evaluations due in department Chair's office (one week after final exams)  
May 17 Spring Commencement  
May 19 Summer Pre-Session classes commence  
May 27 FAC meeting  
May 30 (E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)