Wilkes University

ACADEMIC PLANNING CALENDAR
2026-2027

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

June 2026

June 5	Summer Pre-Session classes end
June 8	First Summer Session and Nine-Week Session classes commence
June 8	Spring Semester Incomplete Grades Due
June 12	(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 26	(E) Dean submits all faculty evaluations and report to the Provost for review (last Friday in June)

July 2026

July 10	(E) Department Chair communicates in writing to faculty member informing of final rating of Annual Evaluation (second Friday in July)
July 10	First Summer Session classes end
July 13	Second Summer Session classes commence
July 17	(E) The President informs the individual faculty member in writing of his/her salary adjustment for the upcoming academic year
July 31	(T) Candidate announces intent to stand for tenure (last Friday in July)

August 2026

August 7	(T) 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 7	List of department course offerings for spring semester, 2027 due in Deans Office
August 11	Summer Nine-Week Session classes end
August 14	Summer Second Session classes end
August 21	Final list of university-wide course offerings for spring semester, 2027 due to the Registrar from Deans
August 21	(P) Department Chair requests nominations for promotion (third Friday in August)
August 24-25	New faculty orientation
August 26	University Convocation
August 26	Faculty retreat
August 26	Adjunct Faculty PSCF due to payroll for 9/9/26 pay date
August 27	Full Faculty meeting (9:00-11:00am)
August 28	(T) Faculty candidates for tenure must have packages to DPC (last Friday in August) (copy of statement to Dean)
August 28	Department Chair informs eligible faculty member of third-year review (last Friday in August)
August 28	Department Chair shall notify eligible faculty members that they are subject to 3rd year review (last Friday in August)
August 28	(T) Faculty member standing for tenure to submit materials to DPC (last Friday in August)
August 31	Fall classes commence

September 2026

September 1	(S) All requests for sabbatical leave 2027-2028 must be submitted by this date
September 7	Labor Day No Classes
September 9	Class rosters due back to Registrar
September 10	FAC meeting
September 11	(E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation (second Friday in September)
September 11	Faculty load forms for fall semester, 2025 due in Provost's office from Deans
September 16	Summer session incomplete grades due
September 22	FAC meeting
September 25	DPC shall meet to discuss faculty who are eligible for third year review (last Friday in September)

October 2026

October 1	Full Faculty Meeting
October 2	(T) DPC report on tenure candidates to department Chair (first Friday in October)
October 2	(P) Nominations submitted to department Chair (first Friday in October)
October 8	FAC meeting
October 9	Board of Trustees meeting
October 9	By this date, the DPC chair shall inform 3rd year review faculty of the purpose of the committee and the procedures to be followed
October 9	(T) DPC informs candidate of its recommendation (second Friday in October)
October 9	(P) Candidate delivers materials for promotion to DPC (second Friday in October) which must have its first meeting
October 9	(T) Department Chair recommendation on tenure candidates with DPC report due to Dean.
October 15-18	Fall break
October 16	(T) Dean transmits report and dossier on tenure and promotion candidates to the Provost (third Friday in October)
October 19	Deadline for mid-term grade submittal from faculty
October 20	(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 27	FAC meeting
October 31	Third year review materials due to DPC

November 2026

November 5	Full Faculty Meeting
November 12	FAC Meeting
November 16	(S) Faculty Development Committee submits summary evaluation of sabbatical proposals to Provost and Provost notifies candidates of strengths and weaknesses of proposals
November 24	FAC meeting
November 24	Follow Thursday class schedule
November 25	Thanksgiving Recess Begins
November 27	(P) DPC report on promotion to Chairs (last Friday in November).
November 27	(P) DPC Chair informs candidates about recommendations for promotion (last Friday in November)
November 30	Classes resume

December 2026

December 3	Full Faculty Meeting
December 4	(P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
December 10	FAC meeting
December 11	(P) Chair to provide copies of the DPC report and the Chair's report to the dean and faculty member under review (second Friday in December)
December 14	Last Day of Classes.
December 14	Final exams begin at 6 pm
December 14	DPC completes procedures 1-4 for 3rd year review. (by final day of fall classes)
December 15	Last date for non-renewal notification for second year probationary faculty

December 18	(P) Dean transmits report on promotion candidates to Provost with copy to nominee (third Friday in December)
December 21	Final exams end
December 28	Intersession classes commence
December 31	Recommended date for completion of 3rd year review by DPC and forwarded to Chair but due to the University closed January 4 is the deadline for completion.

January 2027

January 4	Preliminary Faculty load forms for Spring semester, 2027 due to Deans
January 8	Final faculty load forms for Spring semester, 2027 due to Deans
January 8	List of school-wide course offerings for fall semester, 2027 due in Deans office from Chairs
January 8	Final list of university-wide course offerings for fall semester, 2027 due to Registrar from Deans
January 15	Intersession classes end
January 19	Spring classes commence
January 19	(P) Provost to notify the Chair of TAP in writing, 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 20	Fall Semester Incomplete Grades Due
January 26	FAC Meeting
January 29	(T) TAP report on tenure candidates due to Provost (last Friday in January)
January 29	DPC completes 3rd year review and forwards materials to department Chair

February 2027

February 4	Full Faculty meeting
February 11	FAC meeting
February 12	Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3rd year review. Supporting material shall be returned to the faculty member. (second Friday in February)
February 23	FAC meeting
February 26	Board of Trustees meeting

March 2027

March 1	Last date for non-renewal notification for first year faculty
March 4	FFM
March 6	Spring Recess Begins
March 8	Deadline for Mid-term grade submittal from faculty
March 15	Classes Resume
March 23	FAC meeting
March 25	Holiday recess begins
March 26	TREC submits names of Award selections to the Provost
March 29	Classes resume

April 2027

April 1	FFM
April 2	(P) TAP to forward to the Provost its written report with appended minority reports with evaluations collected by TAP (first Friday in April)
April 8	FAC meeting
April 27	FAC meeting
April 30	(S) Provost notifies faculty of deadline of September 1, 2027, for submission of sabbatical proposals for academic year 2027-2028
April 30	(T) Dean informs faculty who are eligible to stand for tenure in upcoming year

May 2027

May 4	Follow Thursday class schedule
May 5	(T) DPC shall be formed and have its first meeting by May 5 (by final day of spring classes)
May 5	Classes end (follow Friday Class Schedule)
May 6	Final Exams Begin at 6:30 p.m.

May 6	Full Faculty Meeting (9-11)
May 13	Final Exams End
May 13	FAC Meeting
May 20	(E) Faculty self-evaluations due in department Chair's office (one week after final exams)
May 22	Spring Commencement
May 24	Summer Pre-Session classes commence
May TBD	Board of Trustees Meeting
May 28	(E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)