

**2018-2019
UNIVERSITY TIMETABLE
Western Illinois University**

Academic Support Professionals

September 1	University Timetable distributed.
September 29	Letter of Application for Administrative Educational Leave for next academic year (2018-2019) due in the Academic Vice President's Office.
November 10	After approval/denial of Administrative Educational Leave (for 2018-2019) by the President, the Academic Vice President sends notification to the ASP and ASP's supervisor.
April 15 – May 15	<p>Academic Support Professionals, except those in the first year of employment, review job description at annual meeting and are evaluated by their supervisors. Each Academic Support Professional shall receive a copy of her or his approved job description for the next year, if changed from the previous year. The WIU/UPI Agreement requires employee signature on both the job description and the annual evaluation. Copy of evaluation, with any written response, forwarded to Academic Vice President for placement in the employee's personnel file.</p> <p>Newly hired Academic Support Professionals shall be given a general job description which was the basis upon which the position was filled and within 30 days will develop with his or her immediate supervisor a job description which more specifically reflects the job assignment for the individual. An evaluation in the first year of employment shall occur by the sixth month of employment.</p>

The above dates have been established to accommodate requirements of the WIU/UPI 2017-2021 Agreement.