

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

Associate Faculty

September 1	University Timetable distributed.
September 28	Administrative Leave Requests for next academic year (2019-2020) are due to Academic Vice President. The Administrative Leave Request Form is available on the Provost's website at: http://www.wiu.edu/provost/
October 12	Associate Faculty interested in summer assignment must notify Chair in writing.
November 9	After approval/denial of administrative leave (for 2019-2020) by the President, the Academic Vice President sends notification to the Associate Faculty and Associate Faculty's Supervisor.
January 18	Associate Faculty submit all materials for evaluation portfolio. Evaluation period is the 2018 calendar year.
February 4	Written evaluations by Department Chair to Associate Faculty; copies to Dean.
February 14	Associate Faculty in first 5 years of employment in the bargaining unit notify Chair in writing if interested in employment during the subsequent academic year.
March 14	Department Chair develops seniority list and submits to Dean and Academic Vice President for review. Copies available for Associate Faculty.
March 27	Written evaluations by Dean to Associate Faculty; copies of Chairs' and Deans' letters forwarded to Academic Vice President (for inclusion in employee's personnel file). The employee's degree of effectiveness in teaching/primary duties shall be rated as unsatisfactory, satisfactory, or highly effective. Assigned duties for 2019-2020 and ACEs to be awarded.
March 29 (no later than)	After completing five years in the bargaining unit, Associate Faculty receiving a satisfactory evaluation will automatically be issued a contract by Dean for the next academic year.

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