

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

**Tenured and Tenure-Track Faculty**

This timeline is developed through a partnership expressed in the WIU/UPI 2017-2021 Agreement, which includes timely workload consultation at all stages between Chairs and the faculty.

September 1	<p>Distribution of University Timetable and Schedule of Evaluation for Retention, Promotion, Tenure.</p> <p>Employee may indicate preference regarding assigned courses, scheduling, reassigned time, and assignment of specific duties for 2019-2020, and may request resources necessary to accomplish the proposed assignment.</p>
September 7	<p>Faculty will receive the final, written notice of their assignment of duties, including ACEs to be awarded, for Spring 2019.</p>
September 21	<p>Employees scheduled for 5-year appraisal in 2018-2019 (Cycle A) receive notification, copy of schedule for evaluation, and instructions for materials to be submitted.</p>
September 28	<p>Sabbatical Leave Requests for next academic year (2019-2020) due in Chair's Office. The Sabbatical Leave Policy and Request Form are available on the Provost's website at <a href="http://www.wiu.edu/provost/docs/index.php">http://www.wiu.edu/provost/docs/index.php</a></p> <p>Mini-Sabbatical Fellowship applications for next academic year (2019-2020) due in Department Chair's Office by 4:30 p.m. The Mini Sabbatical Fellowship Application Form is available on the Provost's website at: <a href="http://www.wiu.edu/provost/">http://www.wiu.edu/provost/</a></p>
October 5	<p>Copy of current department rotation list for Summer 2019 to each employee by Department Chair. Faculty notified to submit written statement of interest in summer teaching.</p> <p>Mini-Sabbatical Requests due from Chair to Dean.</p> <p>Sabbatical Leave Requests due from Chair to Dean.</p>
October 12	<p>Mini-Sabbatical Fellowship Requests due from Dean to Provost's Office.</p> <p>Sabbatical Leave Requests due from Dean to Provost's Office for University Personnel Committee (UPC) review.</p> <p>Faculty interested in summer assignment must notify Chair in writing.</p>
October 19 - November 13	<p>Chairs discuss summer assignments with interested faculty. (Tentative master schedule due to Dean by November 16.)</p>

October 22	Employee receives preliminary written notice of teaching assignment for Fall 2019; Spring 2020 teaching assignment may be discussed.
October 26	Sabbatical Leave Requests due from University Personnel Committee to Academic Vice President.
November 2	Faculty receives notification of awards for Mini-Sabbatical Fellowship (for 2019-2020).
November 9	After approval/denial of sabbaticals by the President, Academic Vice President sends notification to faculty/chairs/deans.
January 18	Tenured faculty in 5-year appraisal Cycle A submit evaluation materials.
January 18 - February 1	Final master schedule for Summer 2019 is developed, and employee receives preliminary written notice of teaching assignment for Summer 2019.
January 29 (no later than)	Tentative master schedule for Fall 2019 is posted in department.
March 4	Tenured faculty in 5-year appraisal Cycle A receive 5-year appraisal letter from chair. Copy forwarded to Academic Vice President for inclusion in employee's personnel file.
April 1	Tenured faculty with rank of Professor submit Merit Pay Form to chair.
April 3	Faculty will receive the final, written notice of their assignment of duties, including ACEs to be awarded, for Fall 2019.
May 3 (no later than)	Faculty who receive a Summer 2019 teaching assignment shall receive a firm contract for the appointment by no later than 30 calendar days prior to the date the appointment is to begin.

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