

**2019-2020 Faculty Personnel Review Schedule**

DATE	ACTION	RESPONSIBLE PARTY	GROUP
Friday, May 10, 2019	Human Resources emails list to Deans/Chairs of faculty eligible to apply for <b>promotion</b> in upcoming academic year	HR	Promotion
Tuesday, May 14, 2019	Dept.Chairs notify HR of any corrections to <b>promotion</b> list	Dept. Chair	Promotion
Tuesday, May 14, 2019	Deans notify HR of any corrections to <b>promotion</b> list	Dean	Promotion
Wednesday, May 15, 2019	Human Resources notifies <i>individual faculty</i> eligible to apply for <b>promotion</b> in upcoming academic year	HR	Promotion
Tuesday, June 11, 2019	Human Resources emails to Deans/Chairs list of faculty needing <b>post-tenure review</b> in upcoming academic year - Dept Chair notifies individual faculty by appropriate date	HR	Post Tenure Review
Monday, August 12, 2019	Human Resources emails table of review schedule for all <b>probationary faculty</b> to Deans/Chairs - Dept Chair notifies individual faculty by appropriate date	HR	Probationary Faculty
Monday, September 16, 2019	Latest date for Dept. Chairs to send 20 Day Review Notice to <b>2nd year probationary Faculty**</b>	Dept. Chair	Contract Review: 2nd Years
Tuesday, October 1, 2019	Human Resources sends reminder email to Dept. Chair regarding <b>3-6 year probationary Faculty</b>	HR	Contract Review: 3-6 Years (includes tenure)
Monday, October 21, 2019	Latest recommended date for Dept. Chair to send 20 Day Review Notice to <b>3-6 year probationary Faculty</b> (due to winter break).**	Dept. Chair	Contract Review: 3-6 Years (includes tenure)
Friday, October 25, 2019	Dept sends letter to Dean with voting results for <b>2nd year probationary faculty</b>	Dept. Chair	Contract Review: 2nd Years
Friday, November 1, 2019	Chairs to send <b>promotion</b> recommendations and materials to Deans	Dept. Chair	Promotion
Friday, November 8, 2019	Dean's letter and review materials (candidate and departmental) posted on Canvas; HR, PVC notified - 2nd year probationary faculty. Dean's letter is addressed to the PVC with a cc to the faculty member and the department chair. Letter posted to Canvas for the PVC and electronically sent to the cc'd individuals.	Dean	Contract Review: 2nd Years
Monday, November 18, 2019	PVC prepares letters/contract recommendations for HR for <b>2nd year probationary faculty</b>	PVC	Contract Review: 2nd Years
Wednesday, November 20, 2019	Final date for Dept. Chair to send 21 Calendar Day Review Notice to Tenured Faculty for <b>Post Tenure Reviews</b>	Dept. Chair	Post Tenure Review
Monday, December 2, 2019	<b>2nd year probationary faculty</b> contracts prepared by HR and sent to PVC for signature	HR	Contract Review: 2nd Years
Thursday, December 5, 2019	Signed letters & contracts returned to HR - <b>2nd year probationary faculty</b>	PVC	Contract Review: 2nd Years
Friday, December 6, 2019	Dean's recommendation, candidate and departmental reports for promotion posted on Canvas; PVC notified.	Dean	Promotion
Monday, December 9, 2019	Human Resources sends letters/contracts to <b>2nd year probationary faculty</b>	HR	Contract Review: 2nd Years
Friday, December 13, 2019	Dept. Chair deadline to send "meets/does not meet expectations" letter to faculty member and Dean.	Dept. Chair	Post Tenure Review
Friday, December 13, 2019	Latest date for Dept. Chairs to send the results of merit designations (on the previous academic year June 1-May 31) to the Dean.	Dept. Chair	Merit Designations
Friday, January 24, 2020	Dept Chair sends letter to Dean with voting results for <b>3-6 year probationary Faculty</b>	Dept. Chair	Contract Review: 3-6 Years (includes tenure)
Monday, February 3, 2020	Dean writes concur/does not concur letter to faculty, dept chair (PTR committee chair if applicable) and uploads all letters to PVC's repository site	Dean	Post Tenure Review
Thursday, February 13, 2020	Dean's letter and review materials (candidate and departmental) posted on Canvas; HR, PVC notified -3-6 year probationary Faculty. Dean's letter is addressed to the PVC with a cc to the faculty member and the department chair. Letter posted to Canvas for the PVC and electronically sent to the cc'd individuals.	Dean	Contract Review: 3-6 Years (includes tenure)
Monday, February 24, 2020	Human Resources sends reminder email to Dept. Chair regarding <b>non-contract reviews</b>	HR	Non-Contract Review
Monday, February 24, 2020	PVC to send HR list of <b>promotion</b> results, including appeal results	PVC	Promotion
Tuesday, February 25, 2020	PVC prepares letters/contract recommendations for HR for <b>3-6 year probationary faculty</b>	PVC	Contract Review: 3-6 Years (includes tenure)
Thursday, February 27, 2020	PVC writes concur/does not concur letter to faculty member, Dept, Dean, HR, and includes any previous letter that indicated "does not meet expectations."	PVC	Post Tenure Review
Monday, March 2, 2020	<b>3-6 year</b> contracts prepared by HR and sent to PVC (Chancellor if Tenure)	HR	Contract Review: 3-6 Years (includes tenure)
Wednesday, March 4, 2020	Signed <b>3-6 year</b> letters & contracts returned to HR	PVC	Contract Review: 3-6 Years (includes tenure)
Thursday, March 5, 2020	Human Resources sends letters/contracts to <b>3-6 year</b> faculty	HR	Contract Review: 3-6 Years (includes tenure)
Tuesday, March 17, 2020	Final date for Dept. Chair to send 20 Day Review Notice to probationary Faculty for <b>non-contract</b> review	Dept. Chair	Non-Contract Review (including 1st year probationary faculty)
Tuesday, April 7, 2020	Latest date for <b>non-contract</b> reviews of probation faculty to begin	Dept. Chair	Non-Contract Review (including 1st year probationary faculty)
Wednesday, April 29, 2020	PVC to send Chancellor list of completed <b>post tenure reviews</b>	PVC	Post Tenure Review
Friday, May 1, 2020	Latest deadline for Dept to provide Dean and HR <b>non-contract</b> year reviews of probation faculty.	Dept. Chair	Non-Contract Review (including 1st year probationary faculty)
Wednesday, July 1, 2020	<b>TENURE effective date/PROMOTION (after UW Board of Regents approval)</b>	BOR	<b>TENURE/PROMOTION</b>
Thursday, July 2, 2020	<b>PVC sends TENURE AND/OR PROMOTION granted emails to Faculty</b>	PVC	<b>TENURE/PROMOTION</b>

\*IAS and staff deadlines not included

\*\*SOE-affiliated faculty should be reminded to provide materials to the EPC Dean earlier or simultaneously with submission to the department.

**July 1, 2019 - June 30, 2020**  
**IAS Personnel Review Schedule (EDITED 2/3/2020)**

<b>DATE</b>	<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>	<b>GROUP</b>
Monday, September 9, 2019	Human Resources notifies <i>individual IAS</i> eligible to apply for <b>promotion</b> in upcoming academic year.	HR	IAS Promotion
<b>Friday, December 6, 2019</b>	First Friday of December: Chairs to send IAS <b>promotion</b> recommendations and materials to Deans.	Dept. Chair	IAS Promotion
Monday, March 9, 2020	HR emails the reappt info to deans, division, business managers, budget planners	HR	Contract Renewal - IAS
Monday, March 9, 2020	HR sends email to Dept. Chair regarding annual review	HR	Annual Review - IAS
Monday, March 23, 2020	Dean reviews and approves recommendations for IAS contracts. Business managers, on behalf of Deans, submit completed reappointment forms to Budget Office.	Dean	Contract Renewal - IAS
Friday, May 1, 2020	Deadline for IAS employee to return contract.	IAS Employee	Contract Renewal - IAS
Monday, May 4, 2020	Human Resources emails list to Deans/Chairs of IAS that indicates who is currently eligible to apply for IAS <b>promotion</b> in <b>upcoming academic year</b>	HR	IAS Promotion
Monday, May 11, 2020	Dept. Chairs notify HR of any corrections to IAS <b>promotion</b> list.	Dept. Chair	IAS Promotion
Monday, May 11, 2020	Deans notify HR of any corrections to IAS <b>promotion</b> list.	Dean	IAS Promotion
Monday, June 29, 2020	Deadline for Dept. Chair to complete annual review of IAS who are reviewed by department chair ** Chair provides electronic copy of review (signed by chair and employee) to the employee, the Dean's Office, and HR. Last possible is December 15.	Dept. Chair	Annual Review - IAS
Tuesday, December 15, 2020	Prior Academic Year - Last possible deadline to complete annual review on IAS for those who are reviewed through departmental committee processes. Chair provides electronic copy of review (signed by chair and employee) to the employee, the Dean's Office, and HR.	Dept. Chair	Annual Review - IAS
Friday, February 21, 2020	Within 14 days of receipt of recommendations from Faculty Senate: PVC to send individuals (cc'd to chair, Dean and HR) promotion results.	PVC	IAS Promotion
Friday, February 28, 2020	Within 7 days of Provost decisions, HR issues notification letter to all IAS applicants.: PVC to information to HR promotion results.	HR	IAS Promotion
Friday, February 7, 2020	First Friday of February: Faculty Senate committee recommendations due to PVC.	Faculty Senate IAS Promotion Committee	IAS Promotion
Friday, January 3, 2020	First Friday of January: Dean's recommendation, candidate and departmental reports due to Faculty Senate for committee review.	Dean	IAS Promotion
Monday, April 20, 2020	Reappointment documents will be distributed to employees via campus email. Employees have five (5) days to return signed reappointment documents.	HR	Contract Renewal - IAS
Sunday, March 15, 2020	Deans' Office consults Dept. Chair regarding reappointment contracts for IAS. *A departmental recommendation to provide a contract for an IAS employee indicates that the employee should be considered eligible for pay plan (if in a Redbooked position).	Dept. Chair	Contract Renewal - IAS
Tuesday, April 7 thru Friday, April 17, 2020	HR will generate the reappointment documents for the Division Officers' signature.	HR	Contract Renewal - IAS