|  |
| --- |
| **2021-2022 Faculty Personnel Review Schedule** |
| **DATE** | **RESPONSIBLE PARTY** | **ACTION** | **GROUP** |
| Friday, May 7, 2021 (1st prompt)Friday, August 6, 2021 (2nd prompt) | HR\* | Human Resources emails reminder to Deans/Chairs to check h*ttps://*[*www.uwlax.edu/human-*](http://www.uwlax.edu/human-) *resources/services/data/reports-and-queries* / for Tableau dashboard created by HRS data to determine faculty personnel eligibility and review schedules for the upcoming academic year.  | Personnel decisions - retention (contract and non contract review), promotion, tenure, post-tenure |
| Friday, May 14, 2021 (1st prompt)Friday, August 13, 2021 (2nd prompt) | HR\* | Human Resources emails *individual faculty* instructing them to to review their personnel data including checking their eligibility for applying for **promotion** in the upcoming academic year, retention, and post-tenure review reviews. *https://*[*www.uwlax.edu/human-resources/services/data/reports-and-queries/*](http://www.uwlax.edu/human-resources/services/data/reports-and-queries/) | Personnel decisions - retention (contract and non contract review), promotion, tenure, post-tenure |
| Friday, May 21, 2021 | Dept. Chair | Recommended - Dept Chair follows up with faculty eligible for promotion to determine interest, readiness, and portfolio development timeline to be ready for Fall deadlines. | Promotion |
| Wednesday, September 15, 2021 | Dept. Chair | Latest date for Dept. Chairs to send 20 Day Review Notice to **2nd year probationary Faculty\*\*** | Contract Review: 2nd Years |
| Wednesday, October 20, 2021 | Dept. Chair | Latest recommened date for Dept. Chair to send 20 Day Review Notice to **3-6 year probationary Faculty** (due to winter break).\*\* | Contract Review: 3-6 Years (includes tenure) |
| Friday, October 22, 2021 | Dept. Chair | Dept sends retention materials to the Dean [(individual report - annual and since date of hire)and department report that includes letter to Dean with date and vote tally)] for **2nd year probationary faculty.** SOE affiliated faculty submit same materials to SOE Dean. | Contract Review: 2nd Years |
| Friday, November 5, 2021 | Dept. Chair | Chairs send **promotion** recommendations and materials to Deans (and to SOE Dean if SOE affiliated faculty). School/College upload materials to JPC Canvas site. | Promotion |
| Friday, November 5, 2021 | Dean | Retention materials uploaded to Canvas when received. (Courtesy notice to SOE Dean if SOE affiliated 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. Spreadsheet of all 2nd year faculty sent to PVC with indication of departmental recommendation and dean recommendation for contract length. Discrepancies discussed with PVC. SOE dean posts letter to college Canvas site for SOE affiliated faculty. | Contract Review: 2nd Years |
| Wednesday, November 17, 2021 | PVC | PVC prepares letters/contract recommendations for HR for **2nd year probationary faculty** | Contract Review: 2nd Years |
| Friday, November 19, 2021 | Dept. Chair | Final date for Dept. Chair to send 21 Calendar Day Review Notice to Tenured Faculty for **Post Tenure** Reviews | Post Tenure Review |
| Wednesday, December 1, 2021 | HR | **2nd year probationary faculty** contracts prepared by HR and sent to PVC for signature | Contract Review: 2nd Years |
| Friday, December 3, 2021 | PVC | Signed letters & contracts returned to HR -**2nd year probationary faculty** | Contract Review: 2nd Years |
| Friday, December 3, 2021 | Dean | Dean's recommendation regarding promotion posted on Canvas. | Promotion |
| Wednesday, December 8, 2021 | HR | Human Resources sends letters/contracts to **2nd year probationary faculty** | Contract Review: 2nd Years |
| Friday, December 10, 2021 | Dept. Chair | Dept. Chair deadline to send "meets/or does not meet expectations" letter to faculty member and Dean. | Post Tenure Review |
| Friday, December 10, 2021 | Dept. Chair | Latest date for Dept. Chairs to send the results of merit designations (on the previous academic year June 1-May 31) to the Dean. | Merit Designations |
| Friday, January 21, 2022 | Dept. Chair | Dept Chair sends letter to Dean with voting results for **3-6 year probationary Faculty** | Contract Review: 3-6 Years (includestenure) |
| Wednesday, February 2, 2022 | Dean | Dean writes concur/does not concur letter to faculty, dept chair (PTR committee chair if applicable) and uploads department and Dean letters to PVC’s post tenure review Canvas site. | Post Tenure Review |
| Friday, February 11, 2022 | Dean | Retention materials uploaded to Canvas when received. (Courtesy notice to SOE Dean if SOE affiliated 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. Spreadsheet of al 3-6 year faculty sent to PVC with indication of departmental recommendation and dean recommendation for contract length. Discrepancies discussed with PVC. SOE dean posts letter to college Canvas site for SOE affiliated faculty. | Contract Review: 3-6 Years (includes tenure) |
| Monday, February 21, 2022 | PVC | PVC notifies candidates of final promotion outcomes and sends HR list of **promotion** results. | Promotion |
| Wednesday, February 23, 2022 | HR | Human Resources sends reminder email to Dept. Chair regarding **non-contract reviews** | Non-Contract Review |
| Wednesday, February 23, 2022 | PVC | PVC prepares letters/contract recommendations for HR fo**r 3-6 year probationary** faculty | Contract Review: 3-6 Years (includestenure) |
| Friday, February 25, 2022 | PVC | PVC writes concur/does not concur letter to faculty member, Dept, Dean, HR, and includes any previous letter that indicated “does not meet expectations." Loads to Canvas site. | Post Tenure Review |
| Tuesday, March 1, 2022 | HR | **3-6 year** contracts prepared by HR and sent to PVC (Chancellor if Tenure) | Contract Review: 3-6 Years (includes tenure) |
| Thursday, March 3, 2022 | PVC | Signed **3-6 year** letters & contracts returned to HR | Contract Review: 3-6 Years (includes tenure) |
| Friday, March 4, 2022 | HR | Human Resources sends letters/contracts to **3-6 year** faculty | Contract Review: 3-6 Years (includes tenure) |
| Wednesday, March 16, 2022 | Dept. Chair | Final date for Dept. Chair to send 20 Day Review Notice to probationary Faculty for **non-contract** review | Non-Contract Review (including 1st yearprobationary faculty) |
| Wednesday, April 6, 2022 | Dept. Chair | Latest date for **non-contract** reviews of probation faculty to begin | Non-Contract Review (including 1st yearprobationary faculty) |
| Tuesday, April 19, 2022 | Dept. Chair | Lastest deadline for Dept to provide Dean and HR **non-contract** year reviews of probation faculty. | Non-Contract Review (including 1st yearprobationary faculty) |
| Thursday, April 28, 2022 | PVC | PVC sends Chancellor the list of completed **post tenure reviews** | Post Tenure Review |
| Friday, July 1, 2022 | BOR | TENURE effective date/PROMOTION (after UW Board of Regents approval) | TENURE/PROMOTION |
| Monday, July 4, 2022 | PVC | PVC sends TENURE AND/OR PROMOTION granted emails to Faculty | TENURE/PROMOTION |
| **\***Personnel data for ranked and tenured faculty is housed in the HRS system and the user interface is through a Tableau table. Individual faculty can access their own data at any time. Department chairs can see the data on their department's faculty and deans on college faculty. Personnel data include date of hire, promotion eligibility dates, promotion attainment dates, post-tenure review schedues, tenure attainment and decisions dates and retention/contract dates for probationary faculty. **Note: Potential discrepancies in the data should be brought to the attention of HR.** |

|  |
| --- |
| **July 1, 2021 - June 30, 2022****IAS Personnel Review Schedule (EDITED 4/13/2021)** |
| **DATE** | **RESPONSIBLE PARTY** | **ACTION** | **GROUP** |
| Wednesday, September 8, 2021 | HR | HR notificatoin to IAS of promotion eligibility | IAS Promotion |
| Friday, December 3, 2021 | Dept. Chair | First Friday of December: Chairs to send IAS **promotion** recommendations and materials to Deans. | IAS Promotion |
| Friday, January 7, 2022 | Dean | First Friday of January: Dean's recommendation, candidate and departmental reports due to Faculty Senate for committee review. | IAS Promotion |
| Friday, February 4, 2022 | Faculty Senate IAS Promotion | First Friday of February: Faculty Senate committee recommendations due to PVC. | IAS Promotion |
| Friday, February 18, 2022 | PVC | Within 14 days of reciept of recommendations from Faculty Senate: PVC to send individuals (cc'd to chair, Dean and HR) promotion results. | IAS Promotion |
| Friday, February 25, 2022 | HR | Within 7 days of Provost decisions, HR issues notification letter to all IAS applicants.: PVC to information to HR promotion results. | IAS Promotion |
| Tuesday, March 8, 2022 | HR | HR emails the reappt info to deans, division, business managers, budget planners | Contract Renewal - IAS |
| Tuesday, March 8, 2022 | HR | HR sends email to Dept. Chair regarding annual review | Annual Review - IAS |
| Friday, March 11, 2022 | Dept. Chair | 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 | Contract Renewal - IAS |
| Tuesday, March 22, 2022 | Dean | Dean reviews and approves recommendations for IAS contracts. Business managers, on behalf of Deans, submit completed reappointment forms to Budget Office. | Contract Renewal - IAS |
| Monday, April 11 thru Friday, April 15, 2022 | HR | HR will generate the reappointment documents for the Division Officers’ signature. | Contract Renewal - IAS |
| Monday, April 18, 2022 | HR | Reappointment documents will be distributed to employees via campus email. Employees have five (5) days to return signed reappointment documents. | Contract Renewal - IAS |
| Friday, May 6, 2022 | IAS Employee | Deadline for IAS employee to return contract. | Contract Renewal - IAS |
| Tuesday, May 3, 2022 | HR | Human Resources emails list to Deans/Chairs of IAS that indicates who is currently eligible to apply for IAS**promotion** in **upcoming academic year** | IAS Promotion |
| Tuesday, May 10, 2022 | Dept. Chair | Dept.Chairs notify HR of any corrections to IAS **promotion** list. | IAS Promotion |
| Tuesday, May 10, 2022 | Dean | Deans notify HR of any corrections to IAS **promotion** list. | IAS Promotion |
| Tuesday, June 28, 2022 | Dept. Chair | Preferred deadline for Dept. Chair to complete annual review of IAS who are reviewed by department chair. Chair completes review process in HRS E-Performance. Last possible date is December 15, though completion prior to June 28 is preferred for IAS reviewed solely by the chair. | Annual Review - IAS |
| Thursday, December 15, 2022 | Dept. Chair | Prior Academic Year - Last possible deadline to complete annual review on IAS for those who are reviewed through departmental committee processes. Chair completes review process in HRS E-Performance. | Annual Review - IAS |