

2021-2022 Faculty Personnel Review Schedule

DATE	RESPONSIBLE PARTY	ACTION	GROUP
Friday, May 7, 2021 (1 st prompt) Friday, August 6, 2021 (2 nd prompt)	HR*	Human Resources emails reminder to Deans/Chairs to check https://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 (1 st prompt) Friday, August 13, 2021 (2 nd prompt)	HR*	Human Resources emails <i>individual faculty</i> instructing them 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/	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 recommended 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 (includes tenure)
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 for 3-6 year probationary faculty	Contract Review: 3-6 Years (includes tenure)
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 year probationary faculty)
Wednesday, April 6, 2022	Dept. Chair	Latest date for non-contract reviews of probation faculty to begin	Non-Contract Review (including 1st year probationary 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 year probationary 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 schedules, 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 receipt 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