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# **EWU FACULTY CALENDAR OF DEADLINES FOR AY2024-2025**

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## Calendar Order List of All Deadlines

**Note: These are no later than (NLT) deadlines.**

NLT Due Date	Description	Page
<b>08/30/24 – Faculty</b>	<b>Faculty Grant for Research/Creative Works Reports for AY2024-2025</b>  Faculty submits report into the online portal. Report is sent to the Assistant Vice President Academic Administration, the Department Chair and the Dean	<a href="#"><u>8</u></a>
<b>10/08/24 – Faculty 10/15/24 – Chair and Dean</b>	<b>Faculty Grant for Research/Creative Works Applications for July 1, 2025- June 30, 2026</b>  Faculty submits applications into online portal Chair acknowledges consultation with Dean, and Dean acknowledges consultation with Chair and opportunity to comment by deadline in online portal	<a href="#"><u>9</u></a>
<b>09/24/24 – Faculty 10/01/24 – Chair 10/15/24 – Dean</b>	<b>Workloads for Newly Hired Tenured &amp; Non-Tenured Faculty</b>  Faculty submit their proposed workload to the Chair Chair submits approved workload to the Dean Dean submits an approved copy to the Faculty, uploads a copy to the G:drive, and sends the original to HR	<a href="#"><u>10</u></a>
<b>11/05/24 – Faculty 11/12/24 – Chair/Dean 01/07/25 – AVP AA 01/28/25 – Provost 03/18/25 – President</b>	<b>Paid Professional Leave Application for the Period of AY2024-2025</b>  Faculty submits applications to Chair and Dean Chair/Dean submits applications to Assistant Vice President AA AVP AA to Provost Provost to President President to Faculty notifying of decision	<a href="#"><u>11</u></a>
<b>11/05/24 – Faculty 11/12/24 – Dean 11/19/24 – AVP AA</b>	<b>Paid Professional Leave Reports for the Period of AY2023-2024</b>  Faculty submits report to the Dean Dean forwards the report to the AVP AA AVP AA forwards the report to HR for inclusion in Personnel Files	<a href="#"><u>12</u></a>
<b>10/22/24 – Faculty 11/19/24 – Chair/PC 12/17/24 – Dean</b>	<b>Faculty Activity Plans: Initial, Newly Promoted, Subsequent</b>  Faculty submits proposed FAP to the Chair and PC Chair and PC submit approved FAPs to the Dean Dean provides signed copy to faculty and give HR & Provost access to g:drive file	<a href="#"><u>13</u></a>

NLT Due Date	Description	Page
<p>11/01/24 – Chair 11/15/24 – Dean 12/02/24 – Provost  12/16/24 – President  12/16/24 – Provost 12/20/24 – HR 01/14/25 – R&amp;R  02/25/25 – Chair</p>	<p><b>Emeritus Consideration – Fall Cycle</b> <u>For faculty members retiring prior to Dec 31, 2024</u></p> <p><b>Chair</b> makes recommendation to the Dean <b>Dean</b> makes recommendation to the Provost <b>Provost</b> makes recommendations to the President’s Office, Deans, Chairs, and HR of approved recommendations; <b>President</b> notifies faculty members with a congratulatory and informational email <b>Provost</b> notifies department with information &amp; deadline email <b>Human Resources</b> submits names of faculty to appropriate offices <b>Submit Order</b> for certificates for commencement ceremonies to Diploma Contractor <b>Chair</b> submits biographical information &amp; photo to MarCom</p>	<p><a href="#">14</a></p>
<p>01/07/25 – Faculty 01/21/25 – Chair/PC 01/28/25 – CPC 02/25/25 – Dean 03/11/25 – Provost  04/15/25 – Provost 05/06/25 – President  Mid-May – BOT</p>	<p><b>Evaluation and Tenure Consideration for Non-Tenured Associate &amp; Full Professors</b></p> <p><b>Faculty</b> submits files to Chair and PC <b>Chair and PC</b> submits files to Dean and CPC <b>CPC</b> submits files to Dean <b>Dean</b> submits files to Provost <b>Provost</b> notifies faculty if there is a negative tenure and/or promotion recommendation <b>Provost</b> notifies faculty and submits to President <b>President</b> submits to the Board of Trustees</p>	<p><a href="#">15</a></p>
<p>01/07/25 – Faculty 01/21/25 – Chair/PC 01/28/25 – CPC 02/25/25 – Dean 03/11/25 – Provost  04/15/25 – Provost 05/06/25 – President  Mid-May – BOT</p>	<p><b>Evaluation for Tenure and Promotion for Non-Tenured Assistant Professors to Associate Professor</b></p> <p><b>Faculty</b> submits files to Chair and PC <b>Chair and PC</b> submits files to Dean and CPC <b>CPC</b> submits files to Dean <b>Dean</b> submits files to Provost <b>Provost</b> notifies faculty if there is a negative tenure and/or promotion recommendation <b>Provost</b> notifies faculty and submits to President <b>President</b> submits to the Board of Trustees</p> <p><b>* Early Tenure Nominations:</b> 11/01/24 deadline for nomination letters from Chair and PC to Dean 12/02/24 deadline for Dean response to applicant</p>	<p><a href="#">16</a></p>

NLT Due Date	Description	Page
<p><b>01/07/25 – Faculty</b>  <b>01/21/25 – Chair/PC</b>  <b>01/28/25 – CPC</b>  <b>02/25/25 – Dean</b>  <b>03/11/25 – Provost</b></p> <p><b>04/15/25 – Provost</b>  <b>05/06/25 – President</b></p> <p><b>Mid-May – BOT</b></p>	<p><b>Evaluation for Promotion for Tenured Associate Professors to Full Professor</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean and CPC  <b>CPC</b> submits files to Dean  <b>Dean</b> submits files to Provost  <b>Provost</b> notifies faculty if there is a negative tenure and/or promotion recommendation  <b>Provost</b> notifies faculty and submits to President  <b>President</b> submits to the Board of Trustees</p>	<p><a href="#"><u>17</u></a></p>
<p><b>01/07/25 – Faculty</b>  <b>01/21/25 – Chair/PC</b>  <b>01/28/25 – CPC</b>  <b>02/25/25 – Dean</b>  <b>03/11/25 – Provost</b></p> <p><b>04/15/25 – Provost</b>  <b>05/06/25 – President</b></p> <p><b>Mid-May – BOT</b></p>	<p><b>Evaluation for Promotion for Lecturers to Senior Lecturer, Clinical Assistants to Clinical Associates and Clinical Associates to Clinical Full</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean and CPC  <b>CPC</b> submits files to Dean  <b>Dean</b> submits files to Provost  <b>Provost</b> notifies faculty if there is a negative tenure and/or promotion recommendation  <b>Provost</b> notifies faculty and submits to President  <b>President</b> submits to the Board of Trustees</p>	<p><a href="#"><u>18</u></a></p>
<p><b>01/07/25 – Faculty</b>  <b>01/28/25 – Chair/PC</b>  <b>02/18/25 – Dean</b>  <b>02/25/25 – Provost</b></p>	<p><b>Evaluation for reappointment for probationary faculty for their 2nd year two-year contract &amp; Non-tenured Associate Professors who are in their second year of their 4-year probationary contract.</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean  <b>Dean</b> submits files to Provost  <b>Provost</b> notifies faculty (positive or negative retention decision)</p>	<p><a href="#"><u>19</u></a></p>
<p><b>01/07/25 – Faculty</b>  <b>01/28/25 – Chair/PC</b>  <b>02/18/25 – Dean</b>  <b>02/25/25 – Provost</b></p>	<p><b>Evaluation for reappointment for probationary faculty for their 3rd two-year contract:</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean  <b>Dean</b> submits files to Provost  <b>Provost</b> notifies faculty (positive or negative retention decision)</p>	<p><a href="#"><u>20</u></a></p>

NLT Due Date	Description	Page
<p><b>01/07/25 – Faculty</b>  <b>02/04/25 – Chair/PC</b>  <b>03/04/25 – Dean</b>  <b>04/01/25 – Provost</b></p>	<p><b>Annual Evaluation for probationary faculty who are in their 3rd year and their 5th year &amp; Non-tenured Associate Professors who are in their third year of their 4-year probationary contract.</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean  <b>Dean</b> submits files to Provost  <b>Provost</b> notifies faculty (positive or negative evaluation)</p>	<p><a href="#"><u>21</u></a></p>
<p><b>02/14/25 – Dean</b>  <b>03/10/25 – Chair</b>  <b>03/14/25 – Faculty</b>  <b>03/31/25 – Chair</b>  <b>05/05/25 - Dean</b>  <b>06/02/25 – Dean</b></p>	<p><b>Workloads for AY2025-2026 for All Continuing Faculty</b>  *CBA Driven Dates*</p> <p><b>Dean</b> establishes workload for each department with the Chairs  <b>Chair</b> prepares a proposed course schedule for AY2025-2026  <b>Faculty</b> prepares an individual workload and submits it to the Chair  <b>Chair</b> submits the workloads to the Dean  <b>Dean</b> provide approved copy to <i>semester</i> faculty, Provost office, and HR  <b>Dean</b> provide approved copy to <i>quarter</i> faculty, Provost office, and HR</p>	<p><a href="#"><u>22</u></a></p>
<p><b>02/11/25 – Chair</b>  <b>02/25/25 – Dean</b>  <b>03/11/25 – Provost</b></p> <p><b>03/25/25 – President</b></p> <p><b>03/25/25 – Provost</b>  <b>03/28/25 – HR</b>  <b>04/11/25 – R&amp;R</b></p> <p><b>04/22/25 – Chair</b></p>	<p><b>Emeritus Consideration – Spring Cycle</b>  <u>For faculty members retiring by Jun 30, 2025</u></p> <p><b>Chair</b> makes recommendation to the Dean  <b>Dean</b> makes recommendation to the Provost  <b>Provost</b> makes recommendations to the President’s Office, Deans, Chairs, and HR of approved recommendations;  <b>President</b> notifies faculty members with a congratulatory and informational email  <b>Provost</b> notifies department with information &amp; deadline email  <b>Human Resources</b> submits names of faculty to appropriate offices  <b>Submit Order</b> for certificates for commencement ceremonies and/or mailing  <b>Chair</b> submits biographical information &amp; photo to MarCom</p>	<p><a href="#"><u>23</u></a></p>

NLT Due Date	Description	Page
<p><b>04/01/25 – Faculty</b>  <b>04/22/25 – Chair/PC</b>  <b>05/13/25 – Dean</b></p> <p><b>Provost: Upon Approval or Disapproval – Provost</b></p>	<p><b>Annual Evaluation and Reappointment for Special Faculty</b></p> <p><b>Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean  <b>Dean</b> submits files to Provost</p> <p><b>Provost</b> will notify the faculty if there is a negative retention recommendation for Senior Lecturer, will receive a 1-year terminal contract</p> <p>*Contract renewals distributed between June 30 – July 11, 2025*</p>	<p><a href="#"><u>24</u></a></p>
<p><b>04/08/25 – Faculty</b>  <b>04/22/25 – Chair/PC</b></p> <p><b>04/08/25 – Faculty</b>  <b>04/22/25 – Chair</b></p> <p><b>05/13/25 – Dean</b>  <b>06/24/25 – Provost</b></p>	<p><b>Post-Tenure Evaluation of Tenured Associate Professors Not Seeking Promotion and for Full Professors</b></p> <p><b>Associate Professor Faculty</b> submits files to Chair and PC  <b>Chair and PC</b> submits files to Dean</p> <p><b>Full Professor Faculty</b> submits files to Chair  <b>Chair</b> submits files to Dean</p> <p><b>Dean</b> submits files to Provost  <b>Provost</b> sends evaluation memo to faculty and HR enters it into the faculty personnel file.</p>	<p><a href="#"><u>25</u></a></p>

**Faculty Grant for Research & Creative Works Reports  
Awarded for AY2024-2025**

**[Website Reference and Instructions](#)**

<b>Document Flow From</b>	<b>To</b>	<b>Deadline</b>	<b>Comments</b>
Faculty	Assistant Vice President Academic Administration	08/30/24	Faculty submits report <a href="#">online</a> , which also sends copies to the Department Chair and the Dean

**Final Report:**

1. Faculty awarded a grant under this program must submit a report on grant activities [here](#) no later than August 30, 2024. Please note this due date is 14 months following the beginning of the grant (July 1, 2023).
2. The final report will be posted on the Academic Affairs website, [Section 2](#)
3. The final report should contain the following:
  - Purpose and background information on the project.
  - Status of the project.
    - What has been accomplished?
    - What needs to be accomplished before the project is completed?
  - Results or expected results.
  - If there were deviations from the proposed project, explain what was done and the reason for the change.



**Faculty Grant for Research & Creative Works Applications**  
**Awarded for the period of July 1, 2025 – June 30, 2026**

[Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair, Dean & Co-Investigator	10/08/24	<b>Faculty</b> submits applications to Chair through the new <a href="#">Online Submission and Approval Portal</a>
Chair/Dean/Co-Investigator	Assistant Vice President, Academic Administration	10/15/24	<p><b>Chair &amp; Dean</b></p> <ul style="list-style-type: none"> <li>● Review the application.</li> <li>● Dean consults with the chair.</li> <li>● Chair acknowledges dean consultation by approving the workflow.</li> <li>● Dean acknowledges receipt of application, consultation with the chair and the opportunity to comment by approving the workflow.</li> <li>● Once the dean has consulted with the chair, the chair and dean may approve the workflow in any order. The chair is not required to approve first. The only requirement is that the consultation of the chair and dean has taken place.</li> <li>● Co-investigator acknowledges the federal export control information by approving the workflow by <b>October 15, 2024</b>.</li> </ul>

**Eligible Faculty include:**

1. All full-time faculty are eligible to apply with support from the department and dean.
2. Research and Scholarship Committee members cannot submit proposals for faculty grants for research and creative works during their term of office.
3. Grants will not be awarded to the same person for three consecutive years.
4. Recipients of awards from 2017-2018 onward must have their final report(s) on file in the Graduate Studies office to be eligible to receive funding.
5. Eligibility questions? Contact Bekah Bray: [rbray2@ewu.edu](mailto:rbray2@ewu.edu), 509.359.6139

**Note: Final Report(s) required to be on file to be eligible to receive funding:** 2017-2018 onward: On file in the Office of the Provost.

## Workloads for Newly Hired Tenured & Tenure-Track Faculty

### [CBA Reference 7.8.1 through 7.8.7](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair	09/24/24	Faculty members submit their individual workload to the Chair outlining their planned teaching/librarianship, scholarship and/or creative activity and service for the upcoming academic year.
Chair	Dean	10/01/24	Chairs submit workloads to the Dean, including a summary of how the workloads meet the department's established workload requirements.
Dean	College G:drive	10/15/24	Deans post copy of approved workloads to the college G:drives and provides a copy to the faculty member. Provide access to Provost Office and HR.

#### **Eligible Faculty Include:**

Newly Hired Tenured & Tenure-Track faculty – Assistant, Associate, and Full Professors

**Paid Professional Leave Applications  
Awarded During AY2024-2025 for AY2025-2026**  
[CBA Reference 11.5.1 through 11.5.7](#)

[Website Reference and Instructions](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair & Dean	11/05/24	<b>Faculty</b> submits applications to Chair and Dean through the <a href="#">Online Portal</a>
Chair & Dean	Assistant Vice President, Academic Affairs	11/12/24	<b>Chair &amp; Dean</b> <ul style="list-style-type: none"> <li>● Review the application.</li> <li>● Dean consults with the chair.</li> <li>● Chair acknowledges dean consultation by approving the workflow.</li> <li>● Dean acknowledges receipt of application, consultation with the chair and the opportunity to comment by approving the workflow.</li> <li>● Once the dean has consulted with the chair, the chair and dean may approve the workflow in any order. The chair is not required to approve first. The only requirement is that the consultation of the chair and dean has taken place.</li> </ul>
Assistant Vice President, Academic Administration	Provost	01/07/25	Assistant Vice President AA reviews & forwards recommended professional leave applications to the Provost.
Provost	President	01/28/25	Provost reviews & forwards recommended professional leave applications to the President.
President or Designee	Faculty	03/18/25	Notify faculty of decision

**Eligible Faculty Include:**

Full-time tenured faculty are eligible for professional leave as follows: **(a)** At the conclusion of an initial six (6) years of consecutive service, tenured faculty members will be eligible for a professional leave for a maximum of three (3) quarters (one (1) academic year). At the completion of six (6) years of consecutive service from their last point of eligibility, faculty members will accumulate an additional three (3) quarters of professional leave. A faculty member may not accumulate more than three (3) quarters of eligibility for professional leave at any time. **(b)** In computing consecutive years of service, periods of sick or short-term disability leave will be counted. A period of up to one (1) year of professional leave of absence without pay will not count as part of the six (6) year period, but will not be considered a break in service for purposes of computing eligibility for professional leave. (c) Professional leave may, based on the approved application, be taken in one (1), two (2) or three (3) quarters at a time. If less than full academic year of professional leave is taken at a time, the remaining quarter(s) may, if approved in a subsequent application, be taken within the six- year period following the point of initial eligibility. Additional quarters are not guaranteed.

**Paid Professional Leave Reports  
Awarded During AY2023-2024  
[CBA References CBA 11.5.6.H](#)**

**[Website Reference and Instructions](#)**

Document Flow From	To	Deadline	Comments
Faculty	Dean	11/05/24	<b>Faculty</b> submits report to the Dean.
Dean	AVP AA	11/12/24	<b>Dean</b> forwards the report to the AVP AA.
AVP AA	HR	11/19/24	<b>AVP AA</b> forwards the report to HR for inclusion in the Personnel files

**Faculty include:**

Tenured Associate and Full Professors awarded paid professional leave during AY2023-2024.

**The full report shall include the following:**

- Name of applicant
- Year of project (e.g., 2023-2024)
- Title of Professional Leave Project
- Purpose and background information on the leave
- Status of the leave
  - What has been accomplished?
  - What, if anything, remains to be accomplished?
- Results or expected results
- If there were deviations from the proposed leave, list what was done and the rationale or reason for the change

**Faculty Activity Plans – Initial, Newly Promoted, and Subsequent FAPs  
[CBA Reference 7.4 through 7.4.2 and 7.4.3, 7.4.4](#)**

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	10/22/24	Faculty members submit their FAPs, prepared in consultation with their Chair and PC, for approval.
Chair & PC	Dean	11/19/24	Chair/PC submit approved FAPs to the Dean. With a copy to the Associate Dean and the Dean's Executive Assistant.
Dean	College G:drive	12/17/24	Deans post copy of approved FAPs to college G:drive, provide a signed copy to the member, and provide access to Provost and HR. HR will file in the faculty members' personnel file.

**Faculty include:**

All faculty on multi-year contracts must have an approved FAP signed by faculty member, Chair or Independent Director, Dean. The CBA includes the Chief Academic Officer signature, however final signatory authority is delegated to the Dean.

Refer to CBA 7.4.2 for the specific term length of each faculty member's FAP.

**Emeritus Consideration – Fall Cycle for faculty members retiring prior to Dec 31, 2024**  
[EWU Policy 401-05](#)

<b>Document Flow From</b>	<b>To</b>	<b>NLT Deadline</b>	<b>Comments</b>
Chair	Dean	11/01/24	<b>Chair</b> makes recommendation to the Dean.
Dean	Provost	11/15/24	<b>Dean</b> makes recommendation to the Provost.
Provost	President	12/02/24	<b>Provost</b> makes recommendations to the President’s Office, Deans, Chairs, and HR of approved recommendations.
President	Emeritus Faculty	12/16/24	<b>President</b> notifies faculty members with a congratulations and informational email.
Provost	Chair	12/16/24	<b>Provost</b> notifies department chair with information & deadline email
Human Resources	<ul style="list-style-type: none"> <li>● MarCom</li> <li>● Eagle Cards</li> <li>● Library Circulation</li> <li>● Catalog Editor</li> <li>● Benefits Office</li> <li>● Provost Office</li> </ul>	12/20/24	<b>Human Resources</b> submits names of faculty to appropriate offices.
Records & Registration	Diploma Contractor	1/14/25	Records & Registration orders certificates for Commencement Ceremonies.
Department	MarCom	2/25/25	<b>Chair</b> submits biographical information & photo to MarCom.

**Eligible Faculty include:**

Retiring or Retired Full Professors and Senior Lecturers.

Note: Estimated dates; actual dates are subject to change, based on the needs of the President and the Commencement Committee.

**Evaluation and Tenure Consideration for Non-Tenured Associate and Non-Tenured Full Professors**  
[CBA Reference 4.2, 4.3](#)

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) for tenure in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/21/25	Chair/PC submit their independent evaluations and recommendations.
CPC	Dean	1/28/25	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	2/25/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Candidates	3/11/25	If there is a negative tenure recommendation the Provost notifies the faculty.
Provost	President	4/15/25	Provost submits recommendations to the President and copies the Candidate, Dean, Chair, PC Chair, and HR.
President	Board of Trustees	5/06/25	President who then makes a recommendation to the BOT. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.4.e).</p>			

**Eligible Candidates include:**

- Faculty appointed at the rank of **tenure-track associate professor** must be evaluated for tenure in the fourth year. If tenure is not granted, notification must be given by March 1 of the fourth year and a one (1) year terminal appointment will be granted.
- Faculty appointed at the rank of **tenure-track full professor** must be evaluated for tenure in the second year. If tenure is not granted, notification must be given by March 1 of the second year and a one (1) year terminal appointment will be granted.

**Evaluation for Tenure and Promotion for Tenure-Track Assistant Professor to Associate Professor**  
[CBA Reference 5.4](#)

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) for tenure in accordance with their FAP and CBA, College, and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/21/25	Chair/PC submit their independent evaluations and recommendations.
CPC	Dean	1/28/25	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	2/25/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Candidates	3/11/25	If there is a negative tenure recommendation the Provost notifies the faculty.
Provost	President	4/15/25	Provost submits recommendations to the President and copies the Candidate, Dean, Chair, PC Chair, and HR.
President	Board of Trustees	5/06/25	President who then makes a recommendation to the BOT. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.4.e).</p>			

**Eligible Candidates include:**

Non-tenured Assistant Professors in their sixth year whose contract **expires** in May 2025 (**Semester**) or June 2024 (**Quarter**) (Unless they are nominated to go up early or negotiated in their initial contract to go up early). **Early Tenure Nominations from the Chair to Dean is 11/01/24 and Dean response is NLT 12/02/24.**



## Evaluation for Promotion for Tenured Associate Professor to Full Professor

### [CBA Reference 5.4](#)

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) for tenure in accordance with their FAP and CBA, College, and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/21/25	Chair/PC submit their independent evaluations and recommendations.
CPC	Dean	1/28/25	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	2/25/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Candidates	3/11/25	If there is a negative tenure recommendation the Provost notifies the faculty.
Provost	President	4/15/25	Provost submits recommendations to the President and copies the Candidate, Dean, Chair, PC Chair, and HR.
President	Board of Trustees	5/06/25	President who then makes a recommendation to the BOT. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.4.e).</p>			

### **Eligible Candidates include:**

Tenured Associate Professors with at least four years at the university and must meet the qualifications of such rank.

**Evaluation for Promotion for Special Faculty:  
Lecturer to Senior Lecturer  
Clinical Assistant to Clinical Associate  
Clinical Associate to Clinical Full**

**[CBA Reference 4.6.2, 5.4.2.C](#)**

Document Flow From	To	Deadline	Comments
Faculty (Candidates)	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) for tenure in accordance with their FAP and CBA, College, and Department Policies and Procedures requirements.
Chair & PC	Dean and CPC	1/21/25	Chair/PC submit their independent evaluations and recommendations.
CPC	Dean	1/28/25	CPC submits their evaluation and recommendation to the Dean.
Dean	Provost	2/25/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Candidates	3/11/25	If there is a negative tenure recommendation the Provost notifies the faculty.
Provost	President	4/15/25	Provost submits recommendations to the President and copies the Candidate, Dean, Chair, PC Chair, and HR.
President	Board of Trustees	5/06/25	President sends as info only to the BOT. BOT deadline is based on when BOT personnel actions which are due for May agenda preparation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the CPC and the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. (CBA 5.4.4.e).</p>			

**Eligible Candidates include:**

Lecturers, Clinical Assistants, Clinical Associates who are in their sixth year of rank.

**Evaluation for Reappointment for Probationary Faculty, 2nd Two-Year Contract and Non-tenured Associate Professors who are in their second year of their 4-year probationary contract.**  
[CBA Reference 5.3](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) for reappointment in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	1/28/25	Chair & PC submit their independent evaluation and recommendation to the Dean.
Dean	Provost	2/18/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty	2/25/25	The Provost notifies the faculty of a positive or negative retention decision.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

**Faculty include:**

- Non-tenured Assistant Professors who are in their second year of their initial probationary contract, whose contract **expires** in June 2025.
- Non-tenured Associate Professors who are in their second year of their 4-year probationary contract, whose contract **expires** in June 2027.

## Evaluation for Reappointment for Probationary Faculty, 3rd Two-Year Contract

### [CBA Reference 5.3](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	1/28/25	Chair/PC submit their independent evaluations and recommendations, along with all other materials submitted by the candidates to the Dean.
Dean	Provost	2/18/25	Dean submits their evaluation and recommendation, along with all other candidate materials to the Provost.
Provost	Faculty	2/25/25	The Provost notifies the faculty of a positive or negative retention decision.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

#### **Eligible Faculty include:**

Non-tenured Assistant Professors who are in their fourth year of their second probationary contract and whose contract **expires** in June 2025.

**Annual Evaluations for Probationary Faculty in their 3rd and 5th Year and Non-tenured Associate Professors who are in their third year of their 4-year probationary contract.**

**[CBA Reference 5.3](#)**

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	1/07/25	Faculty submits their evaluation materials (evidence) in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	2/04/25	Chair/PC submit their independent evaluations and recommendations, along with all other materials submitted by the candidates to the Dean.
Dean	Provost	3/04/25	Dean submits their evaluation and recommendation, along with all other candidate materials to the Provost.
Provost	Faculty	4/01/25	The Provost notifies the faculty of a positive or negative evaluation.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 5.3.4).</p>			

**Eligible Faculty include:**

- Non-tenured Assistant Professors who are in their third year, and whose 2<sup>nd</sup> probationary contract expires in June 2026.
- Non-tenured Associate Professors who are in their third year of their 4-year probationary contract.
- Non-tenured Assistant Professors who are in their fifth year, and whose 3<sup>rd</sup> probationary contract expires in June 2026.

## CBA Reference 7.8

Document Flow From	To	Deadline	Comments
Dean	Chair	2/14/25	Dean establishes the workload of each department in consultation with the Chairs.
Chairs	Faculty	3/10/25	Chairs prepare a course schedule for the next AY, which is finalized after consideration of faculty input.
Individual faculty members	Chairs	3/14/25	Faculty members submit their individual workload to the Chair outlining their planned teaching, scholarship and/or creative activity, and service for the upcoming academic year.
Chairs	Dean	3/31/25	Chairs submit workloads to the Dean, including a summary of how the workloads meet the department's established workload requirements.
Dean	HR plus College G:drive	05/05/25 for <b>Semester</b>  6/02/25 for <b>Quarter</b>	Deans post copy of approved workloads to college G:drive, provide a signed copy to the member, and provide access to Provost and HR. HR will file in the faculty members' personnel file.  Note: Copies of Special Faculty Workloads are attached to Special Faculty contracts who are renewed.

### **Eligible Faculty include:**

Current Tenured and Tenure-Track faculty – Assistant, Associate and Full Professors  
 Current Special Faculty – Lecturers, Senior Lecturers, Clinical Assistant, Associate, Full

### **\*Note: Workloads for Librarians:**

CBA 7.8.6(d) references NLT dates of June 15, July 1, July 15 and August 15 respectively. For college planning purposes, the deadlines for Librarian faculty are the same as the other faculty.

### **\*Note: Workloads for Special Faculty:**

Continuing Special Faculty are included in this deadline, workloads must be included with the renewal contract for Special Faculty.

New Special Faculty hires must be finalized and attached to the PeopleAdmin hiring proposal, must be included in the draft contract sent to HR who in turn will finalize, and send out the contract to the newly hired special faculty. Post copy of the approved workload to the college G:drive.

**Emeritus Consideration - Spring Cycle for faculty members retiring by June 30, 2025**

[EWU Policy 401-05](#)

<b>Document Flow From</b>	<b>To</b>	<b>NLT Deadline</b>	<b>Comments</b>
Chair	Dean	2/11/25	<b>Chair</b> makes recommendation to the Dean.
Dean	Provost	2/25/25	<b>Dean</b> makes recommendation to the Provost.
Provost	President	3/11/25	<b>Provost</b> makes recommendations to the President's Office, Deans, Chairs, and HR of approved recommendations.
President	Faculty	3/25/25	<b>President</b> notifies faculty members with a congratulations and informational email.
Provost	Chair	3/25/25	<b>Provost</b> notifies department chair with information & deadline email
Human Resources	<ul style="list-style-type: none"> <li>● MarCom</li> <li>● Eagle Cards</li> <li>● Library Circulation</li> <li>● Catalog Editor</li> <li>● Benefits Office</li> <li>● Provost Office</li> </ul>	3/28/25	<b>Human Resources</b> submits names of faculty to appropriate offices.
Records & Registration	Diploma Contractor	4/11/25	Records & Registration orders certificates for Commencement Ceremonies.
Chair	MarCom	4/22/25	<b>Chair</b> submits biographical information & photo to MarCom.

**Eligible Faculty include:**

Retiring or Retired Full Professors and Senior Lecturers.

Note: Estimated dates; actual dates are subject to change, based on the needs of the President and the Commencement Committee.

[CBA Reference 4.6 and 7.5, 7.6](#)

Document Flow From	To	Deadline	Comments
Faculty	Chair & PC	4/01/25	Faculty submits their evaluation materials (evidence) for reappointment in accordance with their FAP and CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	4/22/25	Chair/PC submit their independent evaluations and recommendations to the Dean.
Dean	Provost	5/13/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty HR	Upon Approval or Disapproval	Provost notifies faculty if there is a negative retention recommendation for Senior Lecturer or Clinical Assistants/Associates/Full and HR will send a 1-year terminal contract.  Provost notifies HR regarding approved reappointments; HR prepares and sends out the reappointment contract.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their promotion and personnel file for consideration at the next level of review. (CBA 7.6.5).</p>			

**Faculty Include:** Lecturers, Senior Lecturers, Clinical Faculty (Full, Associate, Assistant) whose contracts **expire** in May 2025 for Semester Faculty and June 2025 for Quarterly Faculty.

**Note:** Deadline dates for the Chairs, PC, and Dean maybe accelerated if the faculty member is on a H-1B or a J1 visa. HR and the Office of the Provost will notify the colleges accordingly.



**Post-Tenure Evaluations for Associate Professors Not Seeking Promotion and for Full Professors who are in the final year of their FAP**

[CBA Reference 7.5](#)

Document Flow From	To	Deadline	Comments
Faculty - Associate Professors	Chair & PC	4/08/25	<b>For Associate Professors Only:</b> Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Faculty - Full Professors	Chair	4/08/25	<b>For Full Professors Only:</b> Faculty submits their evaluation materials (evidence) in accordance with the CBA, College and Department Policies and Procedures requirements.
Chair & PC	Dean	4/22/25	Chair & PC submit their independent evaluations and recommendations to the Dean. <b>PC: For Associate Only</b>
Dean	Provost	5/13/25	Dean submits their evaluation and recommendation to the Provost.
Provost	Faculty	6/24/25	Provost sends evaluation memo to faculty and HR enters it into the faculty personnel file.
<p>*The candidate shall receive copies of the written recommendation at each stage of the review. Within seven (7) working days following receipt of the recommendations from the PC and the chair, the faculty member may submit a written statement to correct factual errors in the recommendations. Within seven (7) working days following receipt of the recommendation from the dean, the faculty member may submit a brief written rebuttal to the deficiencies noted in any negative recommendation submitted by an individual or committee. A copy of the faculty member's correction of fact and/or rebuttal will be forwarded to the Chief Academic Officer and placed in their evaluation and personnel file for consideration at the next level of review. (CBA 7.5.5).</p>			