

2024-2025
UNIVERSITY TIMETABLE
Western Illinois University

Associate Faculty

September 1	University Timetable distributed.
September 25	Administrative Leave Requests for next academic year (2025-2026) are due to Academic Vice President. The Administrative Leave Request Form is available on the Provost's website: Administrative Leave Request Jotform Associate Faculty interested in summer assignment must notify Chair in writing.
November 6	After approval/denial of administrative leave (for 2025-2026) by the President, the Academic Vice President sends notification to the Associate Faculty and Associate Faculty's Supervisor.
January 15	Associate Faculty submit all materials for evaluation portfolio. Evaluation period is the 2024 <u>calendar year</u> .
February 5	Written evaluations by Department Chair to Associate Faculty (copy to Dean).
February 15	Associate Faculty in first 5 years of employment in the bargaining unit notify Chair in writing if interested in employment for next academic year.
March 28	Written evaluations by Dean to Associate Faculty; copies of Chairs' and Deans' letters forwarded to Academic Vice President (for inclusion in employee's personnel file). The employee's degree of effectiveness in teaching/primary duties shall be rated as unsatisfactory, satisfactory, or highly effective. Assigned duties for 2024-2025 and ACEs to be awarded.
June 01 (no later than)	After completing five years in the bargaining unit, Associate Faculty receiving a satisfactory evaluation will automatically be issued a contract by Dean for the next academic year.

The above dates have been established to accommodate requirements of the WIU/UIP 2023-2026 Agreement.