

**2023-2024**  
**UNIVERSITY TIMETABLE**  
**Western Illinois University**

**Tenured and Tenure-Track Faculty**

This timeline is developed through a partnership expressed in the WIU/UPI 2017-2021 (Extended through June 30, 2023) Agreement, which includes timely workload consultation at all stages between Department Chairs/Directors and the faculty.

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| September 1  | <p>Distribution of University Timetable and Schedule of Evaluation for Retention, Promotion, Tenure.</p> <p>Employee may indicate preference regarding assigned courses, scheduling, reassigned time, and assignment of specific duties for next academic year (2024-2025), and may request resources necessary to accomplish the proposed assignment.</p>   |
| September 15 | <p>Tenured faculty with rank of Professor submit Merit Pay Form to chair/director.</p> <p>Mini-Sabbatical Fellowship applications for next academic year (2023-2024) due in Department Chair's Office by 4:30 p.m. The Mini-Sabbatical Fellowship Application Form is available on the Provost's website at: <a href="http://www.wiu.edu/provost/">http://www.wiu.edu/provost/</a></p> <p>Faculty will receive the final, written notice of their assignment of duties, including ACEs to be awarded, for Spring 2024.</p> |
| September 22 | <p>Employees scheduled for 5-year appraisal in 2023-2024 (Cycle A) receive notification, copy of schedule for evaluation, and instructions for materials to be submitted.</p> <p>Mini-Sabbatical Fellowship Requests due from Chair to Dean.</p>   |
| September 25 | <p>Summer Stipend proposals are due in the WIU Foundation Office (Sherman Hall 303) by 4:30 pm.</p>  |
| September 29 | <p>Sabbatical Leave Requests for next academic year (2024-2025) due in Chair's or Director's Office. The Sabbatical Leave Policy and Request Form are available on the Provost's website at <a href="http://www.wiu.edu/provost/docs/index.php">http://www.wiu.edu/provost/docs/index.php</a></p> <p>Mini-Sabbatical Fellowship Requests due from Dean to Provost's Office for University Personnel Committee review.</p>  |
| October 6    | <p>Copy of current department rotation list for Summer 2024 to each employee by Department Chair. Faculty notified to submit written statement of interest in summer teaching.</p>   |

## Sabbatical Leave Requests due from Chair to Dean.

October 13	Sabbatical Leave Requests due from Dean to Provost's Office for University Personnel Committee review.
	Faculty interested in summer assignment must notify Chair in writing.
October 16 (no later than)	Faculty receives notification of awards for Mini-Sabbatical Fellowship (for 2024-2025)
October 16 - November 15	Chairs discuss summer assignments with interested faculty. (Tentative master schedule due to Dean by November 15.)
October 20	Employee receives preliminary written notice of teaching assignment for Fall 2024; Spring 2025 teaching assignment may be discussed.
October 27	Sabbatical Leave Requests due from University Personnel Committee to Academic Vice President.
November 10	After approval/denial of sabbaticals by the President, Academic Vice President sends notification to faculty/chairs/deans.
January 26	Tenured faculty in 5-year appraisal Cycle A submit evaluation materials.
February 1 (no later than)	Final master schedule for Summer 2024 is developed, and employee receives preliminary written notice of Summer 2024 teaching assignment.
	Tentative master schedule for Fall 2024 is posted in department.
February 23	Final 2023-2024 ACE Sheets due to Provost's Office.
March 4	Tenured faculty in 5-year appraisal Cycle A receive 5-year appraisal letter from chair. Copy forwarded to Academic Vice President for inclusion in employee's personnel file.
April 5	Faculty will receive the final, written notice of their assignment of duties, including ACEs to be awarded, for Fall 2024.
April 9	University Research Council grants proposals are due in the Office of Sponsored Projects (Sherman Hall 320) by 4:30 pm.
May 1 (no later than)	Faculty who receive a Summer 2024 teaching assignment shall receive a firm contract for the appointment by no later than 30 calendar days prior to the date the appointment is to begin.

The above dates have been established to accommodate requirements of the WIU/UPI 2017-2021 Agreement (Extended through June 30, 2023).