

# West Virginia University

## Calendar for Annual Review 2004-05

In general, this calendar applies to all faculty, including those with non-tenure-track or part-time status. However, only those evaluations of first and second year tenure-track faculty members, evaluations that recommend promotion, tenure, discontinuation or termination of an appointment, Emeritus status, or recommendations for sabbatical leave need to be forwarded to the Provost, Vice President for Health Sciences, or Regional Campus President.

According to WVU Board of Governors Policy 2, clinical-track, librarian-track, and nontenure-track faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment. Such faculty appointments are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. For such faculty appointments, continuation beyond the period specified in an annual notice of appointment may be stipulated only by receipt of a new notice of appointment, quality of evaluation notwithstanding.

Units with large faculties are encouraged to set earlier interim deadlines in order to meet the University calendar.

When a deadline falls on an official holiday or weekend, materials will be due by the end of the previous business day.

Deadlines for the Provost, Vice President for Health Sciences, or Regional Campus President to give written notice refer to deadlines by which letters must be post-marked.

### **I. EVALUATION OF ALL FIRST YEAR TENURE-TRACK FACULTY MEMBERS**

January 1	Deadline for updating personnel file.
January 15	Deadline for departmental reviews by committee and chairperson to be forwarded to the dean.
February 1	Deadline for college/school reviews by committees and the dean to be forwarded to the Provost, Vice President for Health Sciences, or Regional Campus President.
March 1	Deadline for the Dean to mail written notice of reappointment or for the Provost, Vice President for Health Sciences, or Regional Campus President to mail written notice of termination to <u>tenure-track</u> faculty members in their first year of academic service at WVU.

**II. EVALUATION OF TENURE-TRACK FACULTY MEMBERS WITH MORE THAN ONE YEAR OF SERVICE AT WVU AND TENURED OR NON-TENURE TRACK FACULTY FOR WHOM ACTION (other than merely continuation) IS RECOMMENDED (excluding Emeritus recommendations)**

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| September 10 | Date by which names of possible external reviewers (if appropriate) should be forwarded by the candidate and by the committee to the departmental chair.  |
| October 1    | Date by which external reviews (if appropriate) should be solicited.  |
| January 1    | Deadline for updating personnel files.  |
| February 1   | Deadline for departmental reviews by committee and chairperson to be forwarded to the dean.   |
| February 15  | Suggested target for notifying tenure-track faculty in second, third, fourth or fifth year of intent to renew.  |
| March 15     | Deadline for college/school reviews by committees and the dean to be forwarded to the Provost, Vice President for Health Sciences, or Regional Campus President.  |
| May 15       | Deadline for the Dean to mail to tenure-track faculty in their second, third, fourth or fifth year written notice of reappointment or for the Provost, Vice President for Health Sciences, or Regional Campus President to mail tenured or tenure-track faculty written notice of promotion or tenure, or written notice of termination to non-tenured faculty members in the tenure-track with nine-month appointments who have completed more than one year of service.   |
| June 30      | Deadline for the Dean to mail to tenure-track faculty in their second, third, fourth or fifth year written notice of reappointment or for the Provost, Vice President for Health Sciences, or Regional Campus President to mail tenured or tenure-track faculty written notice of promotion or tenure, or written notice of termination to non-tenured faculty members in the tenure track with twelve-month appointments who have completed more than one year of service. |

**III. ANNUAL EVALUATIONS FOR ALL OTHER FACULTY (including Emeritus cases)**

This calendar is used for faculty members who are tenured and who are not being considered for action other than continuation, and for all non-tenure track faculty members who are not being considered for promotion. It should also be used for faculty for whom Emeritus status will be recommended.

January 1	Deadline for updating personnel files.
March 1	Deadline for chairs' and departmental reviews to be forwarded to the dean.
April 1	Deadline for evaluations to be completed at the dean's level. Full-time non-tenure track faculty should be mailed notification by this date if their contract will not be renewed.
May 1	Deadline for recommendations for Emeritus status to be forwarded to the Provost, Vice President for Health Sciences, or Regional Campus President.

**IV. RECOMMENDATIONS FOR SABBATICAL LEAVE**

January 15	Deadline for chairpersons to forward sabbatical leave and Professional Development Programs (first round) recommendations to deans.
February 1	Deadline for deans to forward recommendations for sabbatical leaves and Professional Development Programs (first round) to the Provost, Vice President for Health Sciences, or Regional Campus President.