

Review, Reappointment, and Tenure Timeline for 2024-2025

First Class Day of the Second Week of Classes (September 9, 2024)

All faculty members (excluding first-year faculty) scheduled for a review and decision granting reappointment, tenure, and/or promotion submit their portfolios to the departments (See consultation/review schedule chart, Appendix C of the UW-W Faculty Personnel Rules). The Electronic Faculty Portfolio will be “locked” to the faculty member (meaning restricted to view-only status) after this date, with the exception that the Department Chair may “roll back” the portfolio to the faculty member to correct an error. At least 20 days prior to the date of review, the departments must give these candidates Notice of Review (UWS 3.06(c)).

Third Friday in September (September 20, 2024)

Document of Intent for first-year Faculty is due to their Department Chairs.

September 10, 2024 thru October 28, 2024

UW-Whitewater Faculty Personnel Rules (III, C, 4, f,(1),(k)) indicate, “Within 10 (ten) business days of the review, the department shall email and send a hard copy to the faculty member of the Report of Decision and deliver the portfolio to the dean for review.”

Rebuttal*

First Friday in October (October 4, 2024)

All faculty members (excluding first-year faculty) scheduled for a department consultation shall submit their portfolios to the departments, i.e., those faculty members who are in their third and fifth years on campus. The Electronic Faculty Portfolio will be “locked” to the faculty member (meaning restricted to view-only status) after this date, with the exception that the Department Chair may “roll back” the portfolio to the faculty member to correct an error. (See consultation/review schedule chart, Appendix C of the UW-W Faculty Personnel Rules).

Fourth Monday in October (October 28, 2024)

Departments forward all reappointment portfolios and reports of decisions to the constituency dean(s). (See consultation/review schedule chart, Appendix C of the UW-W Faculty Personnel Rules). After the Electronic Faculty Portfolio is submitted to the dean, the Department Chair will no longer have the ability to “roll back” the submission. The portfolio shall be forwarded to the constituency dean(s) only after the department holds a requested reconsideration. When the department completes a reconsideration, its Reconsideration Report of Decision shall replace the original Report of Decision in the portfolio to be forwarded to the constituency dean(s) for review.

Rebuttal*

November First (November 1, 2024)

The constituency dean(s) shall forward to the Constituency Standards Committee (CSC) all portfolios of persons in their second year of initial contract and who, due to their years of credited service, are within two years of their mandatory tenure decision.

Rebuttal*

November Fifteenth (November 15, 2024)

The constituency dean(s) shall forward to the Vice Chancellor for Academic Affairs all portfolios, reports of decision, reports of recommended action, and rebuttals affecting faculty scheduled for second year reviews.

The CSC shall forward to the Vice Chancellor for Academic Affairs all portfolios of persons in their second year of initial contract and who, due to their years of credited service, are within two years of their mandatory tenure decision.

Rebuttal*

December First (December 1, 2024)

The constituency dean(s) shall forward to the Constituency Standards Committee (CSC) all portfolios, reports of decision, reports of recommended action, and rebuttals for the reviewed faculty members a) who are in their fourth year, b) who applied for tenure or promotion with tenure, or c) who applied for promotion to professor.

The Vice Chancellor for Academic Affairs shall forward to the Chancellor all portfolios, reports of decision, reports of recommended action, and rebuttals affecting faculty scheduled for second year reviews

Rebuttal*

December Fifteenth (December 15, 2024)

In accordance with UWS 3.09, (1), (a), the Chancellor shall notify second year probationary faculty of reappointment decisions. The Chancellor also shall inform the probationary faculty of the date of their next reappointment review and decision. This date will be determined by the department decision to offer a two year or a one year contract

January First (Wednesday, January 1, 2025 -Due to Provost's Office Thursday, Jan. 2, 2025)

The constituency dean shall place a Report of Recommended Action in the portfolio of faculty members in their third and fifth year scheduled for a review and forward copies to the faculty members and the department. Constituency dean forwards portfolios to the Vice Chancellor for Academic Affairs.

Rebuttal*

Second Friday in January (January 10, 2025)

All ABD faculty members scheduled for a first year review and decision granting reappointment must submit their portfolios to the departments (See consultation/review schedule chart, Appendix C of the UW-W Faculty Personnel Rules). The Electronic Faculty Portfolio will be "locked" to the faculty member (meaning restricted to view-only status) after this date, with the exception that the Department Chair may "roll-back" the portfolio to the faculty member to correct an error. At least 20 days prior to the date of review, the departments must give these candidates Notice of Review (UWS 3.06(c)).

Fourth Monday in January (January 27, 2025)

The CSC shall have completed preparation of Reports of Recommended Action for the reviewed faculty members a) who are in their fourth year, b) who applied for tenure or promotion with tenure, or c) who applied for promotion to professor. The CSC shall place the committee's Report of Recommended Action in each reviewed faculty member's portfolio. The CSC shall deliver a copy of the Report of Recommended

Action to the faculty member and the department. The CSC shall forward to the Vice Chancellor for Academic Affairs all portfolios including report of decision, recommended actions, and rebuttals.

Rebuttal*

Fourth Friday in January (January 24, 2025)

Departments must have completed the Department Review for all first year ABD faculty, and forward all probationary first year ABD Faculty reappointment portfolios and reports of decisions to the constituency dean(s). (See consultation/review schedule chart, Appendix C of the UW-W Faculty Personnel Rules). After the portfolio is submitted to the dean, the Department Chair will no longer have the ability to “roll back” the submission.

The portfolio shall be forwarded to the constituency dean(s) only after the department holds a requested reconsideration. When the department completes a reconsideration, its Reconsideration Report of Decision shall replace the original Report of Decision in the portfolio to be forwarded to the constituency dean(s) for review.

First Friday in February (February 7, 2025)

The Vice Chancellor for Academic Affairs shall place a Report of Recommended Action in the portfolio of faculty members in their third or fifth year scheduled for a review and forward copies to the faculty members, department and constituency dean. The Vice Chancellor for Academic Affairs forwards portfolios to the Chancellor.

Rebuttal*

Second Friday in February (February 14, 2025)

The constituency dean(s) shall forward to the Vice Chancellor for Academic Affairs all portfolios, reports of decision, reports of recommended action, and rebuttals affecting ABD faculty scheduled for first year reviews.

All first-year faculty with terminal degree in hand at time of appointment must submit their Portfolios to their departments. The Electronic Faculty Portfolio will be “locked” to the faculty member (meaning restricted to view-only status) after this date, with the exception that the Department Chair may “roll back” the portfolio to the faculty member to correct an error.

Third Friday in February (February 21, 2025)

The Vice Chancellor for Academic Affairs shall review the portfolios for first year probationary faculty members hired as ABD. The Vice Chancellor for Academic Affairs shall prepare a Report of Recommended Action, place a copy of the report in the portfolio, and send a copy of the report to the faculty member, the faculty member’s department, and constituency dean(s). The Vice Chancellor for Academic Affairs forwards portfolios including all reports of decisions, recommended actions, and rebuttals to the Chancellor for review and decision.

Fourth Friday in February (February 28, 2025)

Consultations for first year faculty with terminal degree in hand at time of appointment must be completed.

Second Friday in March (March 14, 2025)

The Department Chair will no longer have the ability to “roll back” the submission for first-year faculty with terminal degree in hand at time of appointment.

Fourth Friday in February (February 28, 2025)

The Chancellor shall prepare a Report of Decision for faculty members in their third or fifth year scheduled for a review. The Chancellor shall forward a copy of the Report of Decision to the faculty member, the department, Constituency Dean and Vice Chancellor for Academic Affairs.

By March First (March 1, 2025)

The Vice Chancellor for Academic Affairs shall review the portfolios for the reviewed faculty members a) who are in their fourth year, b) who applied for tenure or promotion with tenure, or c) who applied for promotion to professor. The Vice Chancellor for Academic Affairs shall prepare a Report of Recommended Action, place a copy of the report in the portfolio, and send a copy of the report to the faculty member and the faculty member’s department, CSC, and dean(s). The Vice Chancellor for Academic Affairs forwards portfolios including all reports of decisions, recommended actions, and rebuttals to the Chancellor for review and decision.

Rebuttal*

In accordance with UWS 3.09, (1), (a), the Chancellor shall notify first year probationary faculty hired as ABD of reappointment decisions. The Chancellor shall prepare a written, standards-based Report of Decision for ABD faculty members in their first year review. The Chancellor also shall inform the probationary faculty of the date of their next reappointment review and decision. This date will be determined by the department decision to offer a one year contract. The Chancellor shall forward a copy of the Report of Decision to the faculty member, the department, Constituency Dean and Vice Chancellor for Academic Affairs.

By April First (April 1, 2025)

The Chancellor shall prepare a written, standards-based summary of the portfolio review and decision. The Chancellor shall forward a copy of this summary to the faculty member, the department, the CSC, and the dean(s).

First Friday in May (May 2, 2025)

All Faculty Portfolios are opened for the next year in the electronic system.

***Timeline Summary
(UWS 3.09 (1) (a-c))***

*Persons hired as ABD in their first year of initial contract are reviewed in year 1 by the specific timeline for year 1 probationary faculty (department, dean, Vice Chancellor of Academic Affairs, Chancellor)

*Persons in their second year of initial contract with no years of credited service are reviewed by the specific timeline for second year persons (department, dean, Vice Chancellor of Academic Affairs, Chancellor)

*Persons in their second year of initial contract with two or three years of credited service are reviewed by December 15th by the department, dean, CSC, Vice Chancellor for Academic Affairs, Chancellor

***Rebuttals:**

Faculty members must notify the review party of the intent to write a rebuttal within 3 (three) business days of the emailed date of the Report of Decision and/or Reports of Recommended Action. The rebuttal must be received by the review party within 7 (seven) business days after the emailed date of the Report of Decision and/or Report of Recommended Action being rebutted. Such rebuttals shall be placed in the portfolio behind the Report of Decision or Report of Recommended Action being rebutted. The portfolio is then forwarded on to the next review body.

UW-Whitewater Faculty Personnel Rules indicate (III,J,1), “Submission of a rebuttal to a Report of Decision from a department and/or to any Report of Recommended Action may delay the forwarding of the portfolio to the next review body by a maximum of 7 (seven) business days.”

Exceptions to this timeline shall be made in cases of faculty members who are on leave at the time of the deadline. These exceptions shall accommodate for the leave period while also allowing the individual to complete their review within the academic year. Upon returning from leave, the faculty member shall begin their review cycle within two weeks. This applies to FMLA/WFMLA or unpaid leaves of absence.

Delays or submission errors due to technological issues with the online Faculty Portfolio (Purple Book) application shall be accommodated in the timeline as necessary. Any such delays or submission errors shall be corrected without negative impact on the applicant.