

Academic Affairs Calendar

2024 - 2025

Faculty Retention Schedule

Faculty

Currently in 2nd year for 3rd OR 3rd & 4th year renewal	October 18, 2024 November 15, 2024 December 13, 2024	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (acadaffpforms@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 1st year for 2nd OR 2nd & 3rd year renewal	February 7, 2025 February 14, 2025 February 28, 2025	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (acadaffpforms@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 6th year for 8th year renewal & Tenure	November 15, 2024 December 13, 2024 February 28, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
Off-Cycle Tenure Decisions	October 18, 2024 November 15, 2024 December 13, 2024	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
Currently in 2nd year for 4th year renewal OR Currently in 3rd year for 5th OR 5th and 6th year renewal OR Currently in 4th year for 6th year renewal OR Currently in 5th year for 7th year renewal	February 7, 2025 March 7, 2025 May 16, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent

Grow-Your-Own (converted to Faculty with receipt of Doctorate)

Retention Notification Instructional Academic Staff

Currently in 3rd, 4th, 5th, 6th, or 7th year Renewal for 4th, 5th, 6th, 7th, or 8th year, respectively Original Contract states max time of degree completion and conversion to faculty status.	October 25, 2024 November 8, 2024 November 22, 2024	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (acadaffpforms@uwsp.edu) Vice Chancellor notifies incumbent
Currently in 1st or 2nd year Renewal for 2nd or 3rd year	January 24, 2025 February 7, 2025 February 21, 2025	Department recommendations due in Dean's office Dean to send electronic letter due to Academic Affairs (acadaffpforms@uwsp.edu) Vice Chancellor notifies incumbent (if academic year appt.)

Promotion Schedule & Emeritus Schedule

Faculty (Professor, Associate Professor)	November 15, 2024 December 13, 2024 February 28, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor and Vice Chancellor notifies incumbent
Instructional Academic Staff (Category B)	November 15, 2024 December 13, 2024 February 28, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor and Vice Chancellor notifies incumbent
Emeritus (Fall)	December 31, 2024 January 18, 2025 February 1, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor notifies incumbent
Emeritus (Spring)	May 30, 2025 June 13, 2025 June 27, 2025	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor notifies incumbent

A 2-year renewal can be requested, however, renewal will be issued in one-year increments

Semester 1: August 26, 2024
January 8, 2025

Semester 2: January 9, 2025
May 25, 2025

For additional information regarding Notice Periods, refer to [UWS 3.09](https://docs.legis.wisconsin.gov/code/admin_code/uwsp/3/09) (https://docs.legis.wisconsin.gov/code/admin_code/uwsp/3/09)

Non-Instructional Academic Staff: Handled through HR.

Additional Dates



December 2, 2024	Deans' recommendations on graduate assistantships due in Vice Chancellor's office.
January 3, 2025	Deans notified of graduate assistantship allocations.
February 7, 2025	Program Assessment Reports (*Due every year by the 1 st Friday of February)
May 30, 2025	Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2024-25/FY25).

Note: *“Pay-plan/Merit” and “Outside Activity Reporting” process is coordinated through Human Resources.*

