

Academic Affairs Calendar

2023 - 2024

Faculty Retention Schedule

Faculty

Currently in 2nd year for 3rd OR 3rd & 4th year renewal	October 20, 2023 November 17, 2023 December 15, 2023	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 8, 2024 February 15, 2024 February 29, 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 6th year for 8th year renewal & Tenure	November 17, 2023 December 15, 2023 March 1, 2024	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Vice Chancellor notifies incumbent
Off-Cycle Tenure Decisions	October 20, 2023 November 17, 2023 December 15, 2023	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 8, 2024 March 8, 2024 May 8, 2024	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 27, 2023 November 8, 2023 November 22, 2023	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 26, 2024 February 9, 2024 February 23, 2024	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 17, 2023 December 15, 2023 March 1, 2024	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 17, 2023 December 15, 2023 March 1, 2024	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor and Vice Chancellor notifies incumbent
Emeritus (Fall)	December 29, 2023 January 19, 2024 February 2, 2024	Department recommendations due in Dean's office Dean recommendations due in Vice Chancellor's office Chancellor notifies incumbent
Emeritus (Spring)	May 31, 2024 June 14, 2024 June 28, 2024	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 28, 2023
January 10, 2024

Semester 2: January 11, 2024
May 26, 2024

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

Non-Instructional Academic Staff: Handled through HR.



Additional Dates

December 1, 2023	Deans' recommendation on graduate assistantships due in Vice Chancellor's office.
January 5, 2024	Deans notified of graduate assistantship allocations.
February 2, 2024	Program Assessment Reports (*Due every year by the first Friday in February).
May 31, 2024	Post Tenure Review (Deans notify Vice Chancellor of Tenured Faculty Reviewed in 2023-24/FY24).

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

