



**College of
Agricultural & Life Sciences**
UNIVERSITY OF WISCONSIN-MADISON

June 13, 2023

TO: Department Chairs and Department Administrators

CC: Dean's Leadership Team

FROM: Mark Rickenbach
Senior Associate Dean

RE: 2023-24 Faculty Personnel Deadlines

Please note the below deadlines regarding faculty personnel issues. With the new annual budget process, we will not be accepting faculty and staff positions and bridge funding requests semi-annually. Details for the 2024-2025 budget process will be shared in late 2023. Requests to fill unexpected vacancies should be routed to Associate Dean Angie Seitler.

Please be sure to note to whom the materials should be sent.

To Dawn Wagner (CALs HR)	To Kara Luedtke (External Relations)
Contract renewals	Professorships
Tenure mentoring committee letters	
Promotions to associate professor	
Promotions to full professor	
Post-tenure reviews	
Sabbatical requests	
Emerit requests	

Please submit all the below materials electronically to [Dawn Wagner](#) in CALs Human Resources by the given deadlines, indicated in bold.

Contract renewals

Assistant professors should be reviewed for contract renewal toward the end of their second year. Requests for contract renewals or notices of non-renewal must be submitted by **December 4, 2023** (for contracts ending in December) and **April 5, 2024** (for contracts ending in May and June).



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Tenure mentoring committee letters

Tenure mentoring committee letters should be submitted as they are completed, but no later than the end of the spring 2024 semester.

Promotions from assistant to associate professor

Divisional committees review files throughout the academic year; however, tenure packets must be submitted in sufficient time for review. All deadlines can be found on the [faculty divisions' websites](#). The Arts and Humanities, Biological Sciences, Physical Sciences, and Social Sciences divisional committees require electronic, bookmarked PDF files and have an electronic process for submission. See the appropriate divisional committee's [website](#) for instructions.

Please submit an electronic copy of the promotion packet no later than two weeks before it is due to the divisional committee. Packets are reviewed by the dean and associate deans at weekly, Monday meetings. Only electronic submissions will be accepted for CALS.

Promotion from associate to full professor

Promotions to full professor must be submitted by **February 1, 2024**. Please reference the [promotion to full professor web page](#) to ensure submission of all required materials.

Post-tenure reviews

Tenured faculty shall be reviewed at least once every five years.

2023-24

Post-tenure reviews should be submitted according to the schedule that was outlined by each department in April/May 2023. The final deadline for all 2023-24 post-tenure reviews is **January 16, 2024**. **Please note the college is requesting departments to submit post-tenure reviews as they are completed.**

NOTE: We are currently reviewing the CALS PTR policy, notably in light of the college teaching load policy and graduate student and postdoctoral trainee mentorship. We expect to finalize any changes in July and will share with departments when ready.

2024-25

CALS HR will provide each department's 2024-25 post-tenure review roster in April and request post-tenure review schedules and deferral requests by mid-May (specific deadline to be determined in spring).

Sabbatical requests

***Note: The below deadlines are based on an October 1 campus deadline for sabbaticals. The annual memo from the Vice Provost for Faculty and Staff has not been issued for 2023-24 but we will provide an update if there is a substantial change.** Faculty sabbatical requests must be submitted by **September 13, 2023**. Faculty members apply for sabbaticals online and request online approval from their chair. Upon approval, chairs request online approval from the Dean's Office. Chairs should submit online applications to Dawn Wagner, whose name should be written in the "dean/director" box in the online approval process. Dawn will then route all applications to the dean and associate deans for review.

Office of the Dean and Director

140 Agricultural Hall 1450 Linden Drive Madison, Wisconsin 53706
608-262-1251 www.cals.wisc.edu

All sabbatical applications must be submitted through the online process. If you have a joint appointment and are submitting your sabbatical request through another school or college, please notify Dawn.

Please refer to the [university faculty sabbatical web page](#) for sabbatical information and the link to the online application and instructions. Please refer to the [CALS faculty sabbatical web page](#) for additional sabbatical information.

Emerit requests

Emerit requests may be submitted at any time. Please submit faculty requests prior to the actual retirement date. (Academic and classified staff requests should also be sent to CALS HR.) Please refer to the [CALS emerit web page](#) to ensure submission of all required materials.

Please submit professorship materials electronically to [Kara Luedtke](#) in CALS External Relations

Professorships

Deadlines for professorships vary. By March 2024, the Dean's Office will contact departments with information on expiring professorships and renewal details. For new department professorships, please contact Kara Luedtke for appointment details. For professorships released by campus, please connect with Kara Luedtke if you have questions regarding the application process/deadline to CALS.

Unavailable: Research Service and Faculty Development Grants

We do not expect the [Research Service Grant](#) and [Faculty Development Grant](#) programs will be accepting applications for 2023-2024 awards, as both remain under review. If/when these programs become active again, their respective websites will be updated.