

# FAQ

## 2024-25 WFS date chart

### 1. Introduction

The 2024-25 WFS date chart has three tabs (1) FAQs (which you're reading), which explain the charts; (2) due dates, which provides a list of actual due dates for faculty milestones during the 24-25 academic year; and (3) report dates, which shows the report start and end dates. Note that actual due dates are affected by weekends, holidays, and software structure, which create dates somewhat different from those listed in the CBA.

The [due dates chart](#) (blue tab) shows each milestone (rows) broken down by due dates for each reviewer and faculty member (columns). Actual due dates that are different from the CBA are color-coded in gold (indicating accommodation for a weekend or holiday), orange (indicating the faculty response time which is not defined in the CBA), and blue (indicating simultaneous due dates that were separated due to the software structure). Faculty have two working days after each reviewer deadline to submit a response, with one week after the dean's step.

The [report dates chart](#) (green tab) shows each milestone and the date range for the event. WFS reports are programmed with start and end dates specific to the milestone event, so the report dates may be over a semester for a fall-only temp, or over five years for a tenure review. For reviews other than sabbatical and promotion, all faculty use the same date span, which will affect what evidence is pulled into their final report. Sabbatical and promotion start dates vary because the events are specific to the faculty member's history at SRU, with the end dates in both cases coinciding with the report due dates. Faculty are able to control evidence pulled into a report by adjusting the dates they assign to a document in the WFS Activities tab.

### 2. How did you determine the due dates and why do they differ from the CBA in some cases?

The due dates for faculty, the DEC, the chair, the dean, the University-wide committee, and the provost correspond to due dates listed in the CBA and local policies and procedures. The dates listed on the chart are actual dates for 2024-25 and may vary somewhat from CBA dates. Chart dates reflect:

(1) the next working day for due dates that fall on weekends or holidays (highlighted in gold on the chart);

(2) accommodation for multiple reviewers with the same due date (highlighted in blue on the chart) because only one reviewer can be listed on a given date. For example, the DEC and chair due dates are the same for promotion. The actual due dates are different because both reviewers cannot submit on the same date;

(3) allowance for a faculty response after reviewer steps (highlighted in orange on the chart).

### 3. What is autoforward?

Slippery Rock began using the Watermark autoforward function in Fall 2023. This function sends reviews to the next step at the end of the due date, which keeps the review process on track and addresses issues caused by delayed responses. Responses can be forwarded by hand in advance of the due date. In some cases, it is possible to recall an autoforwarded step.

Faculty who miss an opportunity to respond to a reviewer because of autoforward are able to submit responses in future steps. For example, if faculty members do not respond directly after the DEC review, they can submit their DEC response in the next step.

Faculty members are held harmless if a reviewing entity does not submit a review.

### 4. Why is there a faculty response step?

The CBA gives faculty the opportunity to read and respond to review steps (e.g., the DEC or chair letters). Faculty have two days in Watermark after each review step to upload a written response. Faculty can also add multiple letters to a single step, for example, a response to the DEC and to the chair can be added to the same step. Faculty are given a week after the dean's review and can submit responses to the DEC, chair, and dean.

There is no deadline for faculty responses although Watermark schedules do eventually shut down and cannot be reopened. A faculty member who wants to submit a response letter after their schedule is closed can provide the document to HR with a request that it be inserted in their HR personnel file.

### 5. When will my schedule open?

Schedules are open about two weeks before the faculty deadline and the report can be submitted any time through 11:59pm on the due date.

The application and evidence documents can be added and changed through the Activities tab in Watermark Faculty Success through the year. It's possible to run a test report through the Reports tab. It's important to use the correct report dates when running a test report because those dates will define which of your evidence is pulled into the report. The dates for the 2024-25 academic year milestones are listed in the report dates tab of the chart.

### 6. Why does it look like the dean and department chair are part of the DEC?

Because some due dates are quite close together, the dean and department chair will be included in the DEC step so they have longer access to faculty material. The chair and dean are not part of the DEC, however, and should not be included in committee deliberations.

Only the DEC chair is permitted to submit the committee review letter in this step. Although the chair and dean have access to faculty information, they cannot upload their letters until they have received the review in their own step and can see the submission box.

### 7. Returning the review for missing documents

One of the duties of the DEC and the department chair is to review reports for missing documentation. The DEC chair or the department chair is able to return the schedule to the faculty member so they can add missing documents in the requested additional documents box. The request will have a specific due date that should be set to avoid interference with later steps.

### 8. Where can I find detailed information?

Information about milestones (including the local Policy and Procedures documents) and about using Watermark Faculty Success is available on the Faculty Resources webpage at <https://www.sru.edu/offices/academic-affairs/faculty-resources>.

The WFS administrator is Mary Hennessey in the Office of the Provost (contact information: [mary.hennessey@sru.edu](mailto:mary.hennessey@sru.edu) or x2171). There is a Zoom WFS drop in session every Tuesday morning at 9am (<https://sru.zoom.us/j/99239594599>) or by appointment.

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**2024-25 WFS due dates**  
*Due dates for faculty milestone events*

| Milestone  | Open schedule--<br>approx. 2 weeks<br>before faculty due<br>date                         | Faculty due date | DEC due date | Faculty response | Chair due<br>date                          | faculty response | Dean due<br>date | faculty response | U-W committee due<br>date | Provost due<br>date                                      | Notes  |
|--|--|------------------|--------------|------------------|--|------------------|------------------|------------------|---------------------------|--|--|
| <b>Color key:</b>  |  |                  |              |                  |  |                  |                  |                  |                           |  |  |
|  |  |                  |              |                  |  |                  |                  |                  |                           |  |  |
| <b>Notes:</b><br>1. Autoforward at 11:59pm on due date<br>2. Where dean is last step, faculty have one week to respond before schedule closes<br>3. Where provost is last step, the schedule closes the following day<br>4. Faculty may submit response letters directly to HR after the WFS schedule closes |  |                  |              |                  |  |                  |                  |                  |                           |  |  |
|  |  |                  |              |                  |  |                  |                  |                  |                           |  |  |
| <b>First year informal FALL hire</b>   | 11.15.2024<br>Note: more than two weeks to allow flexibility in completing verbal review | 2.7.2025         | 2.10.2025    | none             | 2.11.2025                                  | none             | 2.12.2025        | none             | none                      | soft 3.15.2025 so prez letter can be sent by 4.1.2025    | Provost verifies that all reviews have occurred. Renewal notice due April 1, 2025 (CBA 14.A.4.a.1) from HR                                       |
| <b>First year informal SPRING hire</b>   | 4.16.2024<br>Note: more than two weeks to allow flexibility in completing verbal review  | 9.30.2024        | 10.1.2024    | none             | 10.2.2024                                  | none             | 10.3.2024        | none             | none                      | soft 11.1.2024 so prez letter can be sent by 11.15.2024  | Provost verifies that all reviews have occurred. Renewal notice is due Nov 15, 2024 (CBA 14.A.4.b.1) from HR                                     |
| <b>First year formal FALL hire (notice of formal sent by 11.15.2024)</b>   | 12.9.2024  | 1.6.2025         | 1.30.2025    | 2.3.2025         | 2.7.2025                                   | 2.10.2025        | 2.28.2025        | 3.7.2025         | none                      | soft 3.15.2025 so prez letter can be sent by 4.1.2025    | Selection of formal eval will be made by 11.15.2024 (fall)<br>---<br>Renewal notice due April 1, 2025 (CBA 14.A.4.a.1) from HR                   |
| <b>First year formal SPRING hire (notice of formal sent by 4.15.2024)</b>  | 8.19.2024  | 9.3.2024         | 9.23.2024    | 9.25.2024        | 9.30.2024                                  | 10.2.2024        | 10.30.2024       | 11.6.2024        | none                      | soft 11.1.2024 so prez letter can be sent by 11.15.2024  | Selection of formal eval will be made by 4.15.2025 (spring).<br>---<br>Notice of renewal/nonrenewal is due Nov 15, 2024 (CBA 14.A.4.b.1) from HR |
| <b>Second through fourth year probation FALL hires</b>   | 09.26.2024   | 10.10.2024       | 11.1.2024    | 11.4.2024        | 11.8.2024                                  | 11.11.2024       | 12.16.2024       | 12.23.2024       | none                      | soft 1.15.2025 so prez letter can be sent by 1.30.2025   | Renewal notice due January 30, 2025 (CBA 14.A.4.a.2) from HR   |
| <b>Second through fourth year probation SPRING hire</b>  | 09.26.2024   | 10.10.2024       | 11.1.2024    | 11.4.2024        | 11.8.2024                                  | 11.11.2024       | 12.2.2024        | 12.9.2024        | none                      | soft 12.1.2024 so prez letter can be sent by 12.15.2024  | Renewal notice due December 15, 2024 (CBA 14.A.4.b.2) from HR  |
| <b>Tenure fall hire</b>  | 12.9.2024  | 1.6.2025         | 2.17.2025    | 2.19.2025        | 2.20.2025                                  | 2.24.2025        | 3.10.2025        | 3.17.2025        | 4.21.2025                 | soft 5.15.2025 so prez letter can be sent by 5.31.2025   | Renewal notice by 6.2.2025 (CBA 15.E.6) from HR  |
| <b>Tenure spring hire</b>  | 4.17.2025  | 5.1.2025         | 10.1.2025    | 10.3.2025        | 10.6.2025 (Note: also affected by weekend) | 10.8.2025        | 10.21.2025       | 10.28.2025       | 11.21.2025                | soft 12.15.2025 so prez letter can be sent by 12.31.2025 | Renewal notice by 12.31.2025 (CBA 15.E.L8:M116) from HR  |
| <b>5th year post tenure</b>  | 02.17.2025   | 3.3.2025         | 4.1.2025     | 4.3.2025         | 4.8.2025                                   | 4.10.2025        | 5.15.2025        | 5.22.2025        | none                      | none   |  |
| <b>5th year post tenure after sabbatical</b>   | 02.17.2025   | 3.3.2025         | 4.1.2025     | 4.3.2025         | 4.8.2025                                   | 4.10.2025        | 5.15.2025        | 5.22.2025        | none                      | none   | Sabbatical in 5th year postpones 5th year until following year   |
| <b>5th year post tenure interim report</b>   | 02.17.2025   | 3.3.2025         | 4.1.2025     | 4.3.2025         | 4.8.2025                                   | 4.10.2025        | 5.15.2025        | 5.22.2025        | none                      | none   | Interim report range reflects the term specified by the dean.  |
| <b>5th year post tenure new retrenchee (3 year)</b>  | 02.17.2025   | 3.3.2025         | 4.1.2025     | 4.3.2025         | 4.8.2025                                   | 4.10.2025        | 5.15.2025        | 5.22.2025        | none                      | none   | Report is for three years  |

|  |            |            |            |            |            |            |            |            |            |   |   |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|---|---|
| Temp spring only   | 02.17.2025 | 3.3.2025   | 4.1.2025   | 4.3.2025   | 4.8.2025   | 4.10.2025  | 5.15.2025  | 5.22.2025  | none       | none  | The final communication is from the dean. The original appointment letter includes an end date. There is no renewal--only a new temp hire letter if needed. |
| Temp fall only   | 09.26.2024 | 10.10.2024 | 11.1.2024  | 11.4.2024  | 11.8.2024  | 11.11.2024 | 12.2.2024  | 12.9.2024  | none       | none  | Fall only temps do not submit a second review if rehired for spring (CBA 12.H.4)<br>Reappointment letters due 6.2.2025                                      |
| Temp full year   | 02.17.2025 | 3.3.2025   | 4.1.2025   | 4.3.2025   | 4.8.2025   | 4.10.2025  | 5.15.2025  | 5.22.2025  | none       | none  | Reappointment letters due 6.2.2025  |
| RPT: First year Fall Hire—full year                                | 12.9.2024  | 1.6.2025   | 1.30.2025  | 2.03.2025  | 02.07.2025 | 02.10.2025 | 02.28.2025 | 03.07.2025 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.H.3)  |
| RPT: First year Spring Hire—full year                              | 8.19.2024  | 09.03.2024 | 09.23.2024 | 09.25.2024 | 09.30.2024 | 10.02.2024 | 10.30.2024 | 11.06.2024 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.H.3)  |
| RPT: 2 <sup>nd</sup> – 5 <sup>th</sup> Years—full year Fall hire   | 09.26.2024 | 10.10.2024 | 11.01.2024 | 11.04.2024 | 11.08.2024 | 11.11.2024 | 12.02.2024 | 12.09.2024 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.H.3)  |
| RPT: 2 <sup>nd</sup> – 5 <sup>th</sup> Years—full year Spring hire | 8.19.2024  | 09.03.2024 | 09.23.2024 | 09.25.2024 | 09.30.2024 | 10.02.2024 | 10.30.2024 | 11.06.2024 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.H.3)  |
| RPT: Beyond the 5th Year—every third year                          | 09.26.2024 | 10.10.2024 | 11.01.2024 | 11.04.2024 | 11.08.2024 | 11.11.2024 | 12.02.2024 | 12.09.2024 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.I.4)  |
| RPT Fall only  | 09.26.2024 | 10.10.2024 | 11.01.2024 | 11.04.2024 | 11.08.2024 | 11.11.2024 | 12.02.2024 | 12.09.2024 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.I.4)  |
| RPT Spring only  | 02.17.2025 | 03.03.2025 | 03.17.2025 | 03.19.2025 | 03.24.2025 | 03.26.2025 | 04.01.2025 | 04.08.2025 | none       | soft 4.1.2025 so prez letter can be sent by 4.15.2025   | Non-renewal notice due April 15, 2025 (CBA 44.I.4)  |
| Sabbatical   | 02.17.2025 | 03.03.2025 | 04.01.2025 | 04.03.2025 | 04.04.2025 | 04.07.2025 | none       | none       | 05.01.2025 | soft 9.25.2025 so prez letter can be sent by 10.10.2025 | Provost consults with UWTS about differences in decisions by 9.15.2025<br>Final decisions due 10.10.2025 from Prez office                                   |
| Promotion  | 10.18.2024 | 11.01.2024 | 12.02.2024 | 12.04.2024 | 12.05.2024 | 12.09.2024 | 01.31.2025 | 2.3.2025   | 04.15.2025 | soft 7.1.2025 so prez letter can be sent by 7.15.2025   | Decision due to faculty by 7.15.2025 from provost office  |

## Milestone report date ranges

*Beginning and ending dates for WFS reports*

| 24-25 Milestone event   | Hire semester | Report start date | Report end date |
|---|---------------|-------------------|-----------------|
| Tenure  | Fall          | 08.15.2020        | 01.6.2025*      |
| Tenure  | Spring        | 01.01.2021        | 05.01.2025      |
| 5 <sup>th</sup> year post-tenure  | both          | 03.01.2020        | 03.01.2025      |
| 5 <sup>th</sup> yr post tenure after leave when leave occurs during evaluation year | Both          | 03.01.2019        | 03.01.2025      |
| 5 <sup>th</sup> year post-tenure interim (depends on structure of interim)          |               | 01.01.2024        | 01.01.2025      |
| 5 <sup>th</sup> year post-tenure new retrenchee (3yr)                               |               | 08.15.2022        | 03.01.2025      |
| RPT every three years beyond 5 <sup>th</sup> year (fall and spring hires)           | both          | 08.15.2021        | 10.10.2024      |
| RPT 1 <sup>st</sup> year  | Fall          | 08.15.2024        | 01.06.2025*     |
| RPT 1 <sup>st</sup> year  | Spring        | 01.01.2024        | 09.01.2024      |
| RPT 2 <sup>nd</sup>   | Fall          | 01.01.2023        | 10.10.2024      |
| RPT 2 <sup>nd</sup>   | Spring        | 09.01.2023        | 09.01.2024      |
| RPT 3 <sup>rd</sup> to 5 <sup>th</sup> year   | Fall          | 10.10.2023        | 10.10.2024      |
| RPT 3rd to 5 <sup>th</sup> year   | Spring        | 09.01.2023        | 09.01.2024      |
| Prob 1 <sup>st</sup> yr formal  | Fall          | 08.15.2024        | 01.06.2025*     |
| Prob 1 <sup>st</sup> yr formal  | Spring        | 01.1.2024         | 09.01.2024      |
| Prob 2 <sup>nd</sup>  | Fall          | 08.15.2023        | 10.10.2024      |
|   | Spring        | 1.15.2024         | 10.10.2024      |
| Prob 3 <sup>rd</sup> and 4 <sup>th</sup>  | Fall          | 10.10.2023        | 10.10.2024      |
|   | Spring        | 10.10.2023        | 10.10.2024      |
| Temp full yr, f/t and p/t   | Fall          | 08.15.2024        | 03.01.2025      |
| Temp fall only  | Fall          | 08.15.2024        | 10.10.2024      |
| Temp spring only  | Spring        | 01.01.2025        | 03.01.2025      |
| Promotion   | Once annually | Varies            | 11.01.2024      |
| Sabbatical  | Once annually | Varies            | 03.01.2025      |
|   |               |                   |                 |
|   |               |                   |                 |

\*First working Monday after new year per local agreement