

FAQ

2025-26 WFS date chart

1. Introduction

The 2025-26 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 25-26 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 2025-26 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 2025-26 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 or x2171). There is a Zoom WFS drop in session every Tuesday morning at 9am (<https://sru.zoom.us/j/99239594599>) or by appointment.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<p align="center">2025-26 WFS due dates Due dates for faculty milestone events</p>											
2	Color key:	These dates reflect weekends and holidays	Faculty responses are given two days after each due date, excluding weekends. In the last step, the faculty is given a week to respond. Faculty who want to submit a response after the schedule closes can submit a letter to HR to be put in their personnel file.				WFS is linear, so two due dates can't occur on the same date. Each step occurs on the subsequent available date.					
3	Notes: 1. Autoforward at 11:59pm on due date 2. Where dean is last step, faculty have one week to respond before schedule closes 3. Where provost is last step, the schedule closes the following day 4. Faculty may submit response letters directly to HR after the WFS schedule closes											
4	Milestone	Open schedule--approx. 2 weeks before faculty due date	Faculty due date	DEC due date	Faculty response	Chair due date	faculty response	Dean due date	faculty response	U-W committee due date	Provost due date	Notes
5	First year informal FALL hire	11.17.2025 Note: more than two weeks to allow flexibility in completing verbal review	2.9.2026	2.10.2026	none	2.11.2026	none	2.12.2026	none	none	soft 3.13.2026 so prez letter can be sent by 4.1.2026	Provost verifies that all reviews have occurred. Renewal notice due April 1, 2026 (CBA 14.A.4.a.1) from HR
6	First year informal SPRING hire	4.15.2025 Note: more than two weeks to allow flexibility in completing verbal review	9.30.2025	10.1.2025	none	10.2.2025	none	10.3.2025	none	none	soft 11.1.2025 so prez letter can be sent by 11.15.2025	Provost verifies that all reviews have occurred. Renewal notice is due Nov 15, 2025 (CBA 14.A.4.b.1) from HR
7	First year formal FALL hire (notice of formal sent by 11.15.2024)	12.8.2025	1.5.2026	1.30.2026	2.3.2026	2.9.2026	2.11.2026	3.2.2026	3.9.2026	none	soft 3.15.2026 so prez letter can be sent by 4.1.2026	Selection of formal eval will be made by 11.15.2025 (fall) --- Renewal notice due April 1, 2026 (CBA 14.A.4.a.1) from HR
8	First year formal SPRING hire (notice of formal sent by 4.15.2024)	8.20.2025	9.2.2025	9.23.2025	9.25.2025	9.30.2025	10.2.2025	10.30.2025	11.6.2025	none		
9	Second through fourth year probation FALL hires	09.26.2025	10.10.2025	11.3.2025	11.5.2025	11.10.2025	11.12.2025	12.15.2025	12.22.2025	none		
10	Second through fourth year probation SPRING hire	09.26.2025	10.10.2025	11.3.2025	11.5.2025	11.10.2025	11.12.2025	12.15.2025	12.22.2025	none		
11	Tenure fall hire	12.8.2025	1.5.2026	2.16.2026	2.18.2026	2.19.2026 10.6.2026	2.23.2026	3.9.2026	3.23.2026 (due to spring break)	4.21.2026		
12	Tenure spring hire	4.17.2026	5.1.2026	10.1.2026	10.5.2026		10.8.2026	10.21.2026	10.28.2026	11.23.2026		
13	5th year post tenure	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
14	5th year post tenure after sabbatical	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
15	5th year post tenure interim report	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
16	5th year post tenure new retiree (3 year)	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
17	Temp spring only	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
18	Temp fall only	09.26.2025	10.10.2025	11.3.2025	11.5.2025	11.10.2025	11.12.2025	12.1.2025	12.8.2025	none		
19	Temp full year	02.16.2026	3.2.2026	4.1.2026	4.3.2026	4.8.2026	4.10.2026	5.15.2026	5.22.2026	none		
20	RPT: First year Fall Hire—full year	12.9.2024	1.5.2026	1.30.2026	2.02.2026	02.09.2026	02.11.2026	03.2.2026	03.09.2026	none		
21	RPT: First year Spring Hire—full year	8.21.2025	09.01.2025	09.23.2025	09.25.2025	09.30.2025	10.02.2025	10.30.2025	11.06.2025	none		
22	RPT: 2 nd – 5 th Years—full year Fall hire	09.26.2025	10.10.2025	11.03.2025	11.05.2025	11.10.2025	11.12.2025	12.01.2025	12.08.2025	none		
23	RPT: 2 nd – 5th Years—full year Spring hire	09.26.2025	09.01.2025	09.23.2025	09.25.2025	09.30.2025	10.02.2025	10.30.2025	11.07.2025	none		
24	RPT: Beyond the 5th Year—every third year	09.26.2025	10.10.2025	11.03.2025	11.05.2025	11.10.2025	11.12.2025	12.01.2025	12.08.2025	none		
25	RPT Fall only	09.26.2025	10.10.2025	11.03.2025	11.05.2025	11.10.2025	11.12.2025	12.01.2025	12.08.2025	none		
26	RPT Spring only	02.16.2026	03.02.2026	TBD	TBD	TBD	TBD	TBD	TBD	none		
27	Sabbatical	02.16.2026	03.02.2026	04.01.2026	04.03.2026	04.06.2026	04.08.2026	none	none	05.01.2026		
28	Promotion	10.20.2025	11.03.2025	12.01.2025	12.03.2025	12.04.2025	12.05.2025	02.2.2026	2.9.2026	04.15.2026		

Milestone report date ranges

Beginning and ending dates for WFS reports

25-26 Milestone event	Hire semester	Report start date	Report end date*
Tenure	Fall	08.15.2021	01.5.2026*
Tenure	Spring	01.01.2022	05.01.2026
5 th year post-tenure	both	03.01.2021	03.02.2026
5 th yr post tenure after leave when leave occurs during evaluation year (evaluation postponed one year)	Both	03.01.2020	03.02.2026
5 th year post-tenure interim (depends on structure of interim)		01.01.2025	01.01.2026
5 th year post-tenure new retrenchee (3yr)		08.15.2023	03.02.2026
RPT every three years beyond 5 th year (fall and spring hires)	both	08.15.2022	10.10.2025
RPT 1 st year	Fall	08.15.2025	01.05.2026**
RPT 1 st year	Spring	01.01.2025	09.02.2025
RPT 2 nd	Fall	01.01.2024	10.10.2025
RPT 2 nd	Spring	09.01.2024	09.02.2025
RPT 3 rd to 5 th year	Fall	10.10.2024	10.10.2025
RPT 3rd to 5 th year	Spring	09.01.2024	09.02.2025
Prob 1 st yr formal	Fall	08.15.2025	01.05.2026**
Prob 1 st yr formal	Spring	01.1.2025	09.02.2025
Prob 2 nd	Fall	08.15.2024	10.10.2025
	Spring	1.15.2025	10.10.2025
Prob 3 rd and 4 th	Fall	10.10.2024	10.10.2025
	Spring	10.10.2024	10.10.2025
Temp full yr, f/t and p/t	Fall	08.15.2025	03.02.2026
Temp fall only	Fall	08.15.2025	10.10.2025
Temp spring only	Spring	01.01.2026	03.02.2026
Promotion	Once annually	Varies	11.03.2025
Sabbatical	Once annually	Varies	03.02.2026

*Adjusted for weekend and holiday dates

**First working Monday after new year per local agreement