Information for key contacts listed at the bottom

July 1: Fiscal year begins

Sept: Departmental votes (after outside letters received) on tenure cases that would be due in the Dean’s office in October of this Academic Year (AY).
  • Deanna Barch and Kit Wellman are contacts for content questions
  • Jennifer Gibbs and Jonathan Cohen are contacts for logistic and policy questions

1st wk of Sept: Course listings due to registrar for Spring of this AY. This means you will need to have determined who will be teaching what courses in the Spring by this time.
  • Marissa Kaltwasser in the Registrar’s office is a contact for questions about this process

Oct 1: Self-reporting for annual faculty report begins
  • Ken Keller is the contact for questions

Mid-Oct: Promotion to Associate Professor tenure cases due to the Dean, including the Chair’s letter and other materials. Generating these materials typically requires 2-4 weeks of lead time.
  • Deanna Barch and Kit Wellman are contacts for content questions
  • Jennifer Gibbs and Jonathan Cohen are contacts for logistic and policy questions

Oct/Nov: Departmental votes (after outside letters received) on promotion for Full Professor cases that are due in the Dean’s office in January of this AY.
  • Deanna Barch and Kit Wellman are contacts for content questions
  • Jennifer Gibbs and Jonathan Cohen are contacts for logistic and policy questions

Late Nov: Budgeting process begins for the next fiscal year. Faculty salary worksheets are distributed to Chairs/Directors
  • Larry Kuykendall and Meredith Gugger are contacts for this process.

Last wk of Nov: Course listings due to registrar for Summer of this AY. This means you will need to have determined who will be teaching what courses in the Summer of this AY by this time.
  • Marissa Kaltwasser in the Registrar’s office is a contact for questions about this process

Dec 1: Faculty Activity Reports Complete and Available for Chairs to Review
  • Ken Keller is the contact for questions about this

Early Dec: All other budget information is distributed to chairs/directors:
  • Faculty salary worksheets (Jonathan Cohen is the contact for questions)
  • Reserve worksheets (Larry/Meredith are the contacts for questions)
  • Non-compensation budget information (Larry/Meredith are the contacts for questions)
  • Add-on request worksheet (Larry/Meredith are the contacts for questions)
  • Renovation request worksheet (Dzenana Mruckovski is the contact for questions)
  • Computer request worksheet (Ken Keller is the contact for questions)
  • Long-term request worksheet (Larry/Meredith are the contacts for questions)
  • Budget guidelines (Larry/Meredith are the contacts for questions)

Late Dec: Faculty salary worksheets due back to Dean’s office. This requires you to have conducted a review of faculty performance and a method for recommending raises.
  • Deanna Barch and Kit Wellman are contacts for content questions
  • Jonathan Cohen is the contact for logistic and policy questions
Jan 1:
  - Cases for promotions to full professor due to the Dean including the Chair's letter and other materials. Generating these materials typically requires 2-4 weeks of lead time.
  - Teaching track promotions due to the dean
  - Sabbatical/leave requests for next fiscal year due on first business day of month (Jonathan)
    - Deanna Barch and Kit Wellman are contacts for content questions
    - Jennifer Gibbs and Jonathan Cohen are contacts for logistic and policy questions

1st wk of Jan: Sabbatical leave requests for next AY due in Dean's office
  - Jonathan Cohen is the contact for logistic and policy questions

Mid-Jan:
  - All other budget information due back to Dean's office
  - Larry Kuykendall and Meredith Gugger are contacts for this process.

Mid-Jan through early Feb: Chairs/Directors meet with Dean to discuss faculty salaries when applicable
  - Jonathan Cohen, Larry Kuykendall and Meredith Gugger are contacts for this process.

Last wk of Jan: Course listings due to registrar for Fall of the next AY. This means you will need to have determined who will be teaching what courses in the Fall of the next AY by this time.
  - Marissa Kaltwasser in the Registrar's office is a contact for questions about this process

Feb:
  - Chairs/Directors meet with Larry and Jonathan and Meredith to discuss any other budget/planning issues.

March (1st Fri): Tenure decisions approved by Board of Trustees and communicated to candidates and chairs
  - Jennifer Gibbs contacts for logistic questions

Early March:
  - Technology decisions for next year are sent to Chairs/Departments
  - Ken Keller is the contact for questions about Faculty Reports.

Mid-March:
  - Dean issues budget decision memo to each department/program. Faculty salaries are finalized.
  - Jonathan Cohen is the contact for questions

Departments should make sure faculty salary data entries in Cognos match approved salaries
  - Larry Kuykendall and Meredith Gugger are contacts for this process.

Late March:
  - Budgets are finalized in Cognos and loaded into accounting system
  - Larry Kuykendall and Meredith Gugger are contacts for this process.

March 31
  - Junior tenure-track faculty reviews must be completed/confirmed (Jonathan)
    - Jonathan Cohen is the contact for policy questions
  - Tenure-track faculty reappointment notice released electronically
    - Jonathan Cohen is the contact for questions
  - Requests for new tenure-track search request due
    - Deanna Barch and Kit Wellman are contacts for content questions
    - Jennifer Gibbs contact for logistic questions

March/April: Department votes on whether to request outside letters for tenure/promotion cases that would go to the Dean's office in the fall of the next AY.
  - Deanna Barch and Kit Wellman are contacts for content questions
  - Jennifer Gibbs and Jonathan Cohen are contacts for logistic and policy questions
April & May: Annual fulltime teaching track faculty, professor of the practice, research professor reappointment letters will be distributed by Jonathan Cohen

Early May: Approved staff salaries are entered by department staff into Salary Planning
  • Jonathan Cohen is the contact for questions

Late May: Next year's tenure-track faculty salary information released to faculty electronically
  • Jonathan Cohen is the contact for questions

May/June: Request outside letters for tenure/promotion cases that would go to the Dean's office in the fall of the next AY.

June: HR grants final approval to staff salary increase requests
  • Jonathan Cohen is the contact for questions

June 30: Fiscal year ends

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