**FWP/ PLANNING:**

October 1 - Faculty use Digital Measures to create their Faculty Workload Plans (FWPs) and submit to their unit heads. Joint appointees submit to BOTH unit heads.

October 15 - In the cases of joint appointees, the unit head in the secondary unit submits feedback on the FWP to the primary unit head.

October 15 through November 30 - Unit process for reviewing FWPs.

December 1 - Completion of FWP review process. Units do not need to forward FWPs to the Dean’s office but should store electronic copies of all FWPs.

**FWR/SALARY ADJUSTMENT:**

January 16 - Faculty use Digital Measures to create their Faculty Workload Reports (FWRs) and submit to their unit heads, along with an updated CV. Joint appointees submit to BOTH unit heads.

January 16 - Date by which unit head lets Associate Dean Anderson know of unit decision regarding waiving unit peer review process.

January 28 - For joint appointments and other reassignments, date by which secondary unit head submits feedback on FWR to primary unit’s head so that this feedback can appropriately be taken into consideration.

February 17 - Last date by which unit’s peer review should be complete, considering joint appointment feedback when relevant. (Units may opt for earlier deadlines.)

March 10 - Unit heads submit faculty FWRs and CVs. The submission process is through the Faculty Workload Report website at [https://intranet.gvsu.edu/clas/FWR/](https://intranet.gvsu.edu/clas/far/)

Communication to faculty: Once confirmed by Dean, unit head may share category with faculty; ordinarily this happens by commencement.

 \*This calendar is constructed in collaboration with Brooks College so that the dates pertaining to joint appointments are shared between our two colleges.