

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2021-2022

Any dates listed falling on a Saturday, Sunday, or legal holiday are extended to the following working/duty day.

PROFESSIONAL DEVELOPMENT PLANS – Article 22

	Recommended date: Plans from Faculty to Department for comments	Chair forwards Faculty plan to Dean	Dean's written response to Faculty
Probationary 1 st Year-Fall start date Probationary 1 st Year-Spring start date Probationary 2 nd , 3 rd , and 4 th Year	November 6, 2021 January 21, 2022 September 15, 2021	December 18, 2021 February 4, 2022 September 30, 2021	January 8, 2022 April 14, 2022 November 3, 2021
Tenured below Full Professor 2 Year Plan with an oral report in year 1 and a written report in year 2 (includes faculty on sabbatical 2020-2021)	October 15, 2021	October 29, 2021	December 10, 2021
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical 2019-2020)	September 30, 2021	October 15, 2021	January 27, 2022
Athletic Appointments (to dean and athletic director)	September 15, 2021	September 30, 2021	November 3, 2021
*Faculty who become Fixed Term Fall 2021	September 15, 2021	September 30, 2021	November 3, 2021
*Faculty who become Fixed Term Spring 2022	February 2, 2022	February 17, 2022	March 24, 2022
*NOTE: Fixed term is defined as more than 0.75 FTE			

PROFESSIONAL DEVELOPMENT REPORTS – Article 22 & WSU Regulation 3-14

	Recommended date: Reports from Faculty to Department for comments	Chair forwards Faculty reports to Dean	Dean's written response to Faculty
Tenure Applicants	See Promotion and/or Tenure section below for dates		
All Promotion Applicants	See Promotion and/or Tenure section below for dates		
All Probationary	April 28, 2022	May 13, 2022	August 24, 2022
Tenured Faculty Below Full Professor (if not applying for promotion) • Oral Report to Dean, year 1 (schedule 10/15-11/15) • Written Report with Documentation, year 2	September 30, 2021	October 15, 2021	November 15, 2021
Tenured Faculty at the rank of Full Professor • Summary Report, year 2 • Written Report with Documentation, year 4	September 30, 2021 September 30, 2021	October 15, 2021 October 15, 2021	November 15, 2021 November 15, 2021
Athletic Appointments (to Dean and Athletic Director)	January 15, 2022	February 3, 2022	March 31, 2022
Faculty who become Fixed Term Fall 21	March 17, 2022	April 1, 2022	April 29, 2022
Faculty who become Fixed Term Spring 22	April 15, 2022	April 22, 2022	April 29, 2022

NON-RENEWAL - Article 25 & WSU Regulation 3-15

	Documented recommendation from Department (results of Dept. process for nonrenewal) to Dean/Supervisor with copy to Faculty member	Recommendation from Dean/Supervisor to Provost on nonrenewal with copy to Faculty member.	Deadline for optional meeting for Faculty with Provost concerning non-renewal recommendation	Recommendation from Provost to President with copy to Faculty member.	Deadline for Faculty member's optional meeting with President if non-renewal is recommended	President's Deadline to notify Faculty regarding Non-Renewal	Deadline for Optional Meeting with President during Terminal Year
Non-Renewal: 1st Year Probationary	August 26, 2021	September 9, 2021	September 25, 2021	October 2, 2021	October 16, 2021	October 30, 2021	January 15, 2022
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2022	March 11, 2022	April 1, 2022	April 8, 2022	April 29, 2022	August 1, 2022	January 13, 2023
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2023

PROMOTION – Article 25 & WSU Regulation 3-14

TENURE – Article 25 & WSU Regulation 3-15

Recommended date - portfolio to Department	January 15, 2022
Promotion and/or tenure materials to Dean (including Department recommendations)	January 31, 2022
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 9, 2022
Dean's Final Recommendation on Promotion to VPAA	March 23, 2022
Dean's Final Recommendation on Tenure to VPAA	March 23, 2022
VPAA's Recommendation on Promotion to President	May 1, 2022
VPAA's Recommendation on Tenure to President	May 1, 2022
President's Notification on Promotion to Faculty	June 15, 2022
President's Notification on Promotion to Faculty	June 15, 2022

RETIREMENT – Subject to change based on contract settlement

Letter of Early Notice of Retirement effective Fall 2022 to President	October 15, 2021
Letter of Early Notice of Retirement effective Spring 2023 to President	January 15, 2022
Letter Requesting Phased Retirement effective Fall 2022 to President	October 15, 2021
Letter Requesting Phased Retirement effective Spring 2023 to President	January 15, 2022

SABBATICAL LEAVE PLAN - Article 19 & WSU Regulation 3-12

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2021
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2021
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15, 2021
Vice President's recommendation to President	December 15, 2021
President's decision	January 15, 2022
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2020-2021)	September 15, 2021
Sabbatical Report to Dean (Faculty on leave during 2021-2022)	September 15, 2022
Sabbatical Report to Dean (Faculty on leave spring 2022-fall 2022, fall 2022, spring 2023, or 2022-2023 academic year)	September 15, 2023

Administration reserves the rights to correct oversights.

REVISED: 9/3/21