

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2022-2023

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, 2022 January 21, 2023 September 15, 2022	December 18, 2022 February 4, 2023 September 30, 2022	January 8, 2023 April 14, 2023 November 3, 2022
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 2021-2022)	October 15, 2022	October 29, 2022	December 10, 2022
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical 2020-2021)	September 30, 2022	October 15, 2022	January 27, 2023
Athletic Appointments (to dean and athletic director)	September 15, 2022	September 30, 2022	November 3, 2022
*Faculty who become Fixed Term Fall 2022	September 15, 2022	September 30, 2022	November 3, 2022
*Faculty who become Fixed Term Spring 2023	February 2, 2023	February 17, 2023	March 24, 2023
*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, 2023	May 13, 2023	August 24, 2023
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, 2022	October 15, 2022	November 15, 2022
Tenured Faculty at the rank of Full Professor • Summary Report, year 2 • Written Report with Documentation, year 4	September 30, 2022 September 30, 2022	October 15, 2022 October 15, 2022	November 15, 2022 November 15, 2022
Athletic Appointments (to Dean and Athletic Director)	January 15, 2023	February 3, 2023	March 31, 2023
Faculty who become Fixed Term Fall 22	March 17, 2023	April 1, 2023	April 29, 2023
Faculty who become Fixed Term Spring 23	April 15, 2023	April 22, 2023	April 29, 2023

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, 2022	September 9, 2022	September 25, 2022	October 2, 2022	October 16, 2022	October 30, 2022	January 15, 2023
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2023	March 11, 2023	April 1, 2023	April 8, 2023	April 29, 2023	August 1, 2023	January 13, 2024
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2024

PROMOTION – Article 25 & WSU Regulation 3-14

TENURE – Article 25 & WSU Regulation 3-15

Recommended date - portfolio to Department	January 15, 2023
Promotion and/or tenure materials to Dean (including Department recommendations)	January 31, 2023
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 9, 2023
Dean's Final Recommendation on Promotion to VPAA	March 23, 2023
Dean's Final Recommendation on Tenure to VPAA	March 23, 2023
VPAA's Recommendation on Promotion to President	May 1, 2023
VPAA's Recommendation on Tenure to President	May 1, 2023
President's Notification on Promotion to Faculty	June 15, 2023
President's Notification on Tenure to Faculty	June 15, 2023

RETIREMENT – Subject to change based on contract settlement

Letter of Early Notice of Retirement effective Fall 2023 to President	October 15, 2022
Letter of Early Notice of Retirement effective Spring 2024 to President	January 15, 2023
Letter Requesting Phased Retirement effective Fall 2023 to President	October 15, 2022
Letter Requesting Phased Retirement effective Spring 2024 to President	January 15, 2023

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2022
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2022
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15, 2022
Vice President's recommendation to President	December 15, 2022
President's decision	January 15, 2023
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2021-2022)	September 15, 2022
Sabbatical Report to Dean (Faculty on leave during 2022-2023)	September 15, 2023
Sabbatical Report to Dean (Faculty on leave spring 2023-fall 2023, fall 2023, spring 2024, or 2023-2024 academic year)	September 15, 2024

Administration reserves the rights to correct oversights.

REVISED: 3/8/22 KB