

DRAFT - WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2019-2020

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, 2019 January 21, 2020 September 15, 2019	December 18, 2019 February 4, 2020 September 30, 2019	January 8, 2020 April 14, 2020 November 3, 2019
+Tenured below Full Professor <u>and</u> NTT (2 Year Plan with an oral report in year 1 and a written report in year 2.) (includes faculty on sabbatical 2019-20)	October 15, 2019	October 29, 2019	December 10, 2019
Tenured Full Professor (4 Year Plan) (includes faculty on sabbatical 2018-19)	September 30, 2019	October 15, 2019	January 27, 2020
Athletic Appointments (to dean and athletic director)	September 15, 2019	September 30, 2019	November 3, 2019
*Faculty who become Fixed Term Fall 19	September 15, 2019	September 30, 2019	November 3, 2019
Faculty who become Fixed Term Spring 20	February 2, 2020	February 17, 2020	March 24, 2020
*Fixed term is defined as more than 0.75 FTE			

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

Faculty on Annual Cycles

	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 &/or Tenure section below for dates		
All Promotion Applicants	See Promotion &/or Tenure section below for dates		
All Probationary	April 28, 2020	May 13, 2020	August 24, 2020
Tenured Faculty Below Full <u>and</u> NTT Currently under a 4 Year Plan (if not applying for promotion) • Oral Report, years 1 and 3 • Written Report with Documentation, years 2 and 4	September 30, 2019	Oral Report with Dean will be scheduled between October 15 – November 17, 2018 October 15, 2019	November 17, 2019
Athletic Appointments (to Dean and Athletic Director)	January 15, 2020	February 3, 2020	March 31, 2020
Faculty who become Fixed Term Fall 19	March 17, 2020	April 1, 2020	April 29, 2020
Faculty who become Fixed Term Spring 20	April 15, 2020	April 22, 2020	April 29, 2020

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

Faculty on Biennial Cycle - Tenured Full Professor

	Recommended date: Reports from Faculty to Department for comments	2nd year Summary Report 4th year Full Report with Documentation to Dean	Dean's written response to Faculty
--	--	--	---

2015-2019 Plan	October 1, 2017 October 1, 2019	October 16, 2017 October 15, 2019	December 5, 2017 January 9, 2020
2016-2020 Plan	October 1, 2018 October 1, 2020	October 15, 2018 October 15, 2020	December 5, 2018 January 11, 2021
2017-2021 Plan	October 1, 2019 October 1, 2021	October 15, 2019 October 15, 2021	December 5, 2019 January 11, 2022

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

**Faculty on Biennial Cycle -
Tenured Full Professor, cont'd**

**Recommended date:
Reports from Faculty to
Department for comments**

**2nd year Summary Report
4th year Full Report with
Documentation to Dean**

**Dean's written response
to Faculty**

2018-2022 Plan	October 1, 2020 October 1, 2022	October 15, 2020 October 15, 2022	December 5, 2020 January 11, 2023
2019-2023 Plan	October 1, 2021 October 1, 2023	October 15, 2021 October 15, 2023	December 5, 2021 January 11, 2024

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

Probationary and NTT Faculty	Documented recommendation from Department (results of Department 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, 2019	September 9, 2019	September 25, 2019	October 2, 2019	October 16, 2019	October 30, 2019	January 15, 2020
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2020	March 11, 2020	April 1, 2020	April 8, 2020	April 29, 2020	August 1, 2020	January 13, 2021
Non-Renewal: NTT	February 6, 2020	March 11, 2020	April 1, 2020	April 8, 2020	April 29, 2020	August 1, 2020	January 13, 2021
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2021

PROMOTION - Article 25 & WSU Regulation 3-13 and/or TENURE- Article 25 & WSU Regulation 3-15

Recommended date-portfolio to Department	January 15, 2020
Promotion and/or tenure materials to Dean (include recommendations)	January 31, 2020
Tentative Recommendation on Promotion and/or Tenure from Dean	March 9, 2020
Dean's Final Recommendation on Promotion to Vice President	March 16, 2020
Dean's Final Recommendation on Tenure to Vice President	March 16, 2020
V. P.'s Recommendation on Promotion to President	May 1, 2020
V. P.'s Recommendation on Tenure to President	May 1, 2020
President's Notification	June 15, 2020

RETIREMENT – Subject to change based on contract settlement

Letter to President of Early Notice of Retirement effective Fall 2020	October 15, 2019
Letter to President of Early Notice of Retirement effective Spring 2021	January 15, 2020
Letter to President Requesting Phased Retirement effective Fall 2020	October 15, 2019
Letter to President Requesting Phased Retirement effective Spring 2021	January 15, 2020

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2019
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2019
Dean's recommendation to Vice President which may or may not include replacement plan pending budgetary considerations	November 15, 2019
Vice President's recommendation to President	December 15, 2019
President's decision	January 15, 2020
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2018-2019)	September 15, 2019
Sabbatical Report to Dean (Faculty on leave during 2019-2020)	September 15, 2020