

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2024-2025

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, 2024 January 21, 2025 September 15, 2024	December 18, 2024 February 4, 2025 September 30, 2024	January 8, 2025 April 14, 2025 November 3, 2024
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 2023-2024)	October 15, 2024	October 29, 2024	December 10, 2024
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical 2022-2023)	September 30, 2024	October 15, 2024	January 27, 2025
Athletic Appointments (to dean and athletic director)	September 15, 2024	September 30, 2024	November 3, 2024
*Faculty who become Fixed Term Fall 2024	September 15, 2024	September 30, 2024	November 3, 2024
*Faculty who become Fixed Term Spring 2025	February 2, 2025	February 17, 2025	March 24, 2025
*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, 2025	May 13, 2025	August 24, 2025
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, 2024	October 15, 2024	November 15, 2024
Tenured Faculty at the rank of Full Professor • Summary Report, year 2 • Written Report with Documentation, year 4	September 30, 2024 September 30, 2024	October 15, 2024 October 15, 2024	November 15, 2024 November 15, 2024
Athletic Appointments (to Dean and Athletic Director)	January 15, 2025	February 3, 2025	March 31, 2025
Faculty who become Fixed Term Fall 24	March 17, 2025	April 1, 2025	April 29, 2025
Faculty who become Fixed Term Spring 25	April 15, 2025	April 22, 2025	April 29, 2025

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, 2024	September 9, 2024	September 25, 2024	October 2, 2024	October 16, 2024	October 30, 2024	January 15, 2025
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2025	March 11, 2025	April 1, 2025	April 8, 2025	April 29, 2025	August 1, 2025	January 13, 2026
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2026

PROMOTION – Article 25 & WSU Regulation 3-14

TENURE – Article 25 & WSU Regulation 3-15

Recommended date - portfolio to Department	January 15, 2025
Promotion and/or tenure materials to Dean (including Department recommendations)	January 31, 2025
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 9, 2025
Dean's Final Recommendation on Promotion to VPAA	March 23, 2025
Dean's Final Recommendation on Tenure to VPAA	March 23, 2025
VPAA's Recommendation on Promotion to President	May 1, 2025
VPAA's Recommendation on Tenure to President	May 1, 2025
President's Notification on Promotion to Faculty	June 15, 2025
President's Notification on Tenure to Faculty	June 15, 2025

RETIREMENT – Subject to change based on contract settlement

Letter of Early Notice of Retirement effective Fall 2025 to President	October 15, 2024
Letter of Early Notice of Retirement effective Spring 2026 to President	January 15, 2025
Letter Requesting Phased Retirement effective Fall 2025 to President	October 15, 2024
Letter Requesting Phased Retirement effective Spring 2026 to President	January 15, 2025

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2024
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2024
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15, 2024
Vice President's recommendation to President	December 15, 2024
President's decision	January 15, 2025
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2023-2024)	September 15, 2024
Sabbatical Report to Dean (Faculty on leave during 2024-2025)	September 15, 2025
Sabbatical Report to Dean (Faculty on leave spring 2025-fall 2025, fall 2025, spring 2026, or 2025-2026 academic year)	September 15, 2026

Administration reserves the rights to correct oversights.

REVISED: 2/19/2024 KB