

## WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2025-2026

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

### PROFESSIONAL DEVELOPMENT PLANS – Article 22

	<b>Recommended date: Plans from Faculty to Department for comments</b>	<b>Chair forwards Faculty plan to Dean</b>	<b>Dean's written response to Faculty</b>
Probationary 1 <sup>st</sup> Year-Fall start date Probationary 1 <sup>st</sup> Year-Spring start date Probationary 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Year	November 6, 2025 January 21, 2026 September 15, 2025	December 18, 2025 February 4, 2026 September 30, 2025	January 8, 2026 April 14, 2026 November 3, 2025
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 2025-2026)	October 15, 2025	October 29, 2025	December 10, 2025
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical 2025-2026)	September 30, 2025	October 15, 2025	January 27, 2026
Athletic Appointments (to dean and athletic director)	September 15, 2025	September 30, 2025	November 3, 2025
*Faculty who become Fixed Term Fall 2025	September 15, 2025	September 30, 2025	November 3, 2025
*Faculty who become Fixed Term Spring 2026	February 2, 2026	February 17, 2026	March 24, 2026
*NOTE: Fixed term is defined as more than 0.75 FTE			

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

	<b>Recommended date: Reports from Faculty to Department for comments</b>	<b>Chair forwards Faculty reports to Dean</b>	<b>Dean's written response to Faculty</b>
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, 2026	May 13, 2026	August 24, 2026
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, 2025	October 15, 2025	November 15, 2025
Tenured Faculty at the rank of Full Professor  • Summary Report, year 2 • Written Report with Documentation, year 4	September 30, 2025 September 30, 2025	October 15, 2025 October 15, 2025	November 15, 2025 November 15, 2025
Athletic Appointments (to Dean and Athletic Director)	January 15, 2026	February 3, 2026	March 31, 2026
Faculty who become Fixed Term Fall 25	March 17, 2026	April 1, 2026	April 29, 2026
Faculty who become Fixed Term Spring 26	April 15, 2026	April 22, 2026	April 29, 2026

### 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, 2025	September 9, 2025	September 25, 2025	October 2, 2025	October 16, 2025	October 30, 2025	January 15, 2026
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2026	March 11, 2026	April 1, 2026	April 8, 2026	April 29, 2026	August 1, 2026	January 13, 2027
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2027

### PROMOTION – Article 25 & WSU Regulation 3-14

### TENURE – Article 25 & WSU Regulation 3-15

Recommended date - portfolio to Department	January 15, 2026
Promotion and/or tenure materials to Dean (including Department recommendations)	January 31, 2026
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 9, 2026
Dean's Final Recommendation on Promotion to VPAA	March 23, 2026
Dean's Final Recommendation on Tenure to VPAA	March 23, 2026
VPAA's Recommendation on Promotion to President	May 1, 2026
VPAA's Recommendation on Tenure to President	May 1, 2026
President's Notification on Promotion to Faculty	June 15, 2026
President's Notification on Tenure to Faculty	June 15, 2026

**RETIREMENT – Subject to change based on contract settlement**

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

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

<b>Sabbatical Plan Application:</b>	
Application and plan submitted to Dean and Department	October 15, 2025
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2025
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15, 2025
Vice President's recommendation to President	December 15, 2025
President's decision	January 15, 2026
<b>Sabbatical Plan Report:</b>	
Sabbatical Report to Dean (Faculty on leave during 2024-2025)	September 15, 2025
Sabbatical Report to Dean (Faculty on leave during 2024-2025)	September 15, 2026
Sabbatical Report to Dean (Faculty on leave spring 2025-fall 2025, fall 2025, spring 2026, or 2025-2026 academic year	September 15, 2027

Administration reserves the rights to correct oversights.

REVISED: 8/20/2025 Academic Affairs