

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2026-2027

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 1 February 15 September 15	December 15 March 1 October 1	January 15 April 15 November 1
Tenured below Full Professor 2 Year Plan with summary report for year 1 and written report in year 2 (includes faculty on sabbatical previous term)	September 30	October 15	November 15
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical previous term)	October 1	November 1	February 1
Athletic Appointments (to Dean and Athletic Director) (Faculty with athletic appts below .75 are exempt from PDP/PDR)	September 15	October 1	November 1
*Faculty who become Fixed Term Fall	September 15	October 1	November 1
*Faculty who become Fixed Term Spring	February 15	March 1	April 1
*NOTE: Fixed term employees at or above 0.75 FTE must write a PDP and corresponding PDR. Those under 0.75 FTE do not.			

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
All Promotion and/or Tenure Applicants	See Promotion and/or Tenure section below for dates		
All Probationary	April 30	May 15	August 15
Tenured Faculty Below Full Professor • Written Report with Documentation, year 2	September 30	October 15	November 15
Tenured Faculty at the rank of Full Professor • Summary Report, year 2 • Written Report with Documentation, year 4	September 30 September 30	October 15 October 15	November 15 November 15
Athletic Appointments (to Dean and Athletic Director)	January 15	February 1	March 30
Faculty who become Fixed Term Fall	February 15	April 1	April 30
Faculty who become Fixed Term Spring	April 15	April 30	May 15
*NOTE: Faculty with athletic appointments below 0.75 FTE are exempt from PDP/PDR.			

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

A recommendation for non-renewal of a probationary faculty member may be made by the appropriate department, immediate supervisor or Vice President.

	Documented recommendation from Department (results of Dept. process for nonrenewal) to Dean/Supervisor with copy to Faculty member	Recommendation <u>from</u> Dean/Supervisor <u>to</u> 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 *	September 1	September 15	September 30	October 1	October 15	No later than November 1 of the second academic year of their appointment.	January 15
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 1	March 15	April 1	April 15	April 30	August 1	January 15
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 15
* Non-renewals of probationary faculty would happen the subsequent year.							

PROMOTION – Article 25 & WSU Regulation 3-14**TENURE – Article 25 & WSU Regulation 3-15**

Recommended date - portfolio to Department	January 15
Promotion and/or tenure materials to Dean (including Department recommendations)	January 30
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 15
Dean's Final Recommendation on Promotion and/or Tenure to VPAA	March 30
VPAA's Recommendation on Promotion and/or Tenure to President	May 1
President's Notification on Promotion and/or Tenure to Faculty	June 15

RETIREMENT – Subject to change based on contract settlement

Letter of Early Notice of Retirement effective Fall term to President	October 15
Letter of Early Notice of Retirement effective Spring term to President	January 15
Letter Requesting Phased Retirement effective Fall to President	October 15
Letter Requesting Phased Retirement effective Spring to President	January 15

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15
Department's student service impact plan to Dean (non-mandatory sabbaticals)	November 1
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15
Vice President's recommendation to President	December 15
President's decision	January 15
Sabbatical Report:	Sabbatical report uploads into the WarriorSpace sabbatical request AFTER 9/1.
Sabbatical Report to Dean (Faculty on leave during previous academic term/year)	September 15

Administration reserves the rights to correct oversights.

REVISED: 9/01/2026 by Academic Affairs