

REVISED WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2018-2019

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

****Notice: The Professional Development Plans and Professional Development Reports sections have been updated to reflect new contract language for this year. The revisions are noted in red. ** Rev: 9/17/18**

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, 2018 January 21, 2019 September 15, 2018	December 18, 2018 February 4, 2019 September 30, 2018	January 8, 2019 April 14, 2019 November 3, 2018
+ Tenured below Full Professor <u>and</u> NTT (4 2 Year Plan) (New contract calls for a 2 Year Plan with an oral report in year 1 and a written report in year 2.) (includes faculty on sabbatical 2017-18)	October 15, 2018	October 29, 2018	December 10, 2018
Tenured Full Professor (4 Year Plan) (includes faculty on sabbatical 2017-18)	September 30, 2018	October 15, 2018	January 27, 2019
Athletic Appointments (to dean and athletic director)	September 15, 2018	September 30, 2018	November 3, 2018
*Faculty who become Fixed Term Fall 18	September 15, 2018	September 30, 2018	November 3, 2018
Faculty who become Fixed Term Spring 19	February 2, 2019	February 17, 2019	March 24, 2019
*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, 2019	May 13, 2019	August 24, 2019
Tenured Faculty Below Full <u>and</u> NTT Currently under a 4 Year Plan (if not applying for promotion) • Progress Report, years 1, 2, and 3 • Oral Report, years 1 and 3 • Year 4 Full Report with Documentation • Written Report with Documentation, years 2 and 4	September 30, 2018 September 30, 2018	Oral Report with Dean will be scheduled between October 15 – November 17, 2018 October 15, 2018	November 17, 2018 November 17, 2018
Athletic Appointments (to Dean and Athletic Director)	January 15, 2019	February 3, 2019	March 31, 2019
Faculty who become Fixed Term Fall 18	March 17, 2019	April 1, 2019	April 29, 2019
Faculty who become Fixed Term Spring 19	April 15, 2019	April 22, 2019	April 29, 2019

Faculty on Biennial Cycle - Tenured Full Professor

	Recommended date: Reports from Faculty to Department for comments	2 nd year Summary Report 4 th year Full Report with Documentation to Dean	Dean's written response to Faculty
2014-2018 Plan	October 3, 2016 October 1, 2018	October 17, 2016 October 15, 2018	December 5, 2016 January 9, 2019
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

**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**

2017-2021 Plan	October 1, 2019 October 1, 2021	October 15, 2019 October 15, 2021	December 5, 2019 January 11, 2022
2018-2022 Plan	October 1, 2020 October 1, 2022	October 15, 2020 October 15, 2022	December 5, 2020 January 11, 2023

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 <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	August 26, 2018	September 9, 2018	September 25, 2018	October 2, 2018	October 16, 2018	October 30, 2018	January 15, 2019
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2019	March 11, 2019	April 1, 2019	April 8, 2019	April 29, 2019	August 1, 2019	January 13, 2020
Non-Renewal: NTT	February 6, 2019	March 11, 2019	April 1, 2019	April 8, 2019	April 29, 2019	August 1, 2019	January 13, 2020
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2020

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

Recommended date-portfolio to Department	January 15, 2019
Promotion and/or tenure materials to Dean (include recommendations)	January 31, 2019
Tentative Recommendation on Promotion and/or Tenure from Dean	March 9, 2019
Dean's Final Recommendation on Promotion to Vice President	March 23, 2019
Dean's Final Recommendation on Tenure to Vice President	March 23, 2019
V. P.'s Recommendation on Promotion to President	May 1, 2019
V. P.'s Recommendation on Tenure to President	May 1, 2019
President's Notification	June 15, 2019

RETIREMENT – Subject to change based on contract settlement

Letter to President of Early Notice of Retirement effective Fall 2019	October 15, 2018
Letter to President of Early Notice of Retirement effective Spring 2020	January 15, 2019
Letter to President Requesting Phased Retirement effective Fall 2019	October 15, 2018
Letter to President Requesting Phased Retirement effective Spring 2020	January 15, 2019

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2018
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2018
Dean's recommendation to Vice President which may or may not include replacement plan pending budgetary considerations	November 15, 2018
Vice President's recommendation to President	December 15, 2018
President's decision	January 15, 2019
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2017-2018)	September 15, 2018
Sabbatical Report to Dean (Faculty on leave during 2018-2019)	September 15, 2019