

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2020-2021

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, 2020 January 21, 2021 September 15, 2020	December 18, 2020 February 4, 2021 September 30, 2020	January 8, 2021 April 14, 2021 November 3, 2020
+Tenured below Full Professor and 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, 2020	October 29, 2020	December 10, 2020
Tenured Full Professor (4 Year Plan) (includes faculty on sabbatical 2018-19)	September 30, 2020	October 15, 2020	January 27, 2021
Athletic Appointments (to dean and athletic director)	September 15, 2020	September 30, 2020	November 3, 2020
*Faculty who become Fixed Term Fall 20	September 15, 2020	September 30, 2020	November 3, 2020
Faculty who become Fixed Term Spring 21	February 2, 2021	February 17, 2021	March 24, 2021
*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 and 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, 2020	Oral Report with Dean will be scheduled between October 15 – November 17, 2020 October 15, 2020	November 17, 2020
Athletic Appointments (to Dean and Athletic Director)	January 15, 2021	February 3, 2021	March 31, 2021
Faculty who become Fixed Term Fall 20	March 17, 2021	April 1, 2021	April 29, 2021
Faculty who become Fixed Term Spring 21	April 15, 2021	April 22, 2021	April 29, 2021

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

**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**

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
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
2020-2024 Plan	October 1, 2022 October 1, 2024	October 15, 2022 October 15, 2024	December 5, 2022 January 11, 2025

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, 2020	September 9, 2020	September 25, 2020	October 2, 2020	October 16, 2020	October 30, 2020	January 15, 2021
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2021	March 11, 2021	April 1, 2021	April 8, 2021	April 29, 2021	August 1, 2021	January 13, 2022
Non-Renewal: NTT	February 6, 2021	March 11, 2021	April 1, 2021	April 8, 2021	April 29, 2021	August 1, 2021	January 13, 2022
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team’s final scheduled competition	January 13, 2022

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

Recommended date-portfolio to Department	January 15, 2021
Promotion and/or tenure materials to Dean (include recommendations)	January 31, 2021
Tentative Recommendation on Promotion and/or Tenure from Dean	March 9, 2021
Dean's Final Recommendation on Promotion to Vice President	March 23, 2021
Dean's Final Recommendation on Tenure to Vice President	March 23, 2021
V. P.'s Recommendation on Promotion to President	May 1, 2021
V. P.'s Recommendation on Tenure to President	May 1, 2021
President's Notification	June 15, 2021

RETIREMENT – Subject to change based on contract settlement

Letter to President of Early Notice of Retirement effective Fall 2021	October 15, 2020
Letter to President of Early Notice of Retirement effective Spring 2022	January 15, 2021
Letter to President Requesting Phased Retirement effective Fall 2021	October 15, 2020
Letter to President Requesting Phased Retirement effective Spring 2022	January 15, 2021

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2020
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2020
Dean's recommendation to Vice President which may or may not include replacement plan pending budgetary considerations	November 15, 2020
Vice President's recommendation to President	December 15, 2020
President's decision	January 15, 2021
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2019-2020)	September 15, 2020
Sabbatical Report to Dean (Faculty on leave during 2020-2021)	September 15, 2021

Administration reserves the rights to correct oversights.

REVISED: 8/21/20