

## WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2023-2024

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, 2023 January 21, 2024 September 15, 2023	December 18, 2023 February 4, 2024 September 30, 2023	January 8, 2024 April 14, 2024 November 3, 2023
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 2022-2023)	October 15, 2023	October 29, 2023	December 10, 2023
Tenured Full Professor 4 Year Plan (includes faculty on sabbatical 2021-2022)	September 30, 2023	October 15, 2023	January 27, 2024
Athletic Appointments (to dean and athletic director)	September 15, 2023	September 30, 2023	November 3, 2023
*Faculty who become Fixed Term Fall 2023	September 15, 2023	September 30, 2023	November 3, 2023
*Faculty who become Fixed Term Spring 2024	February 2, 2024	February 17, 2024	March 24, 2024
*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, 2024	May 13, 2024	August 24, 2024
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, 2023	October 15, 2023	November 15, 2023
Tenured Faculty at the rank of Full Professor  • Summary Report, year 2  • Written Report with Documentation, year 4	September 30, 2023 September 30, 2023	October 15, 2023 October 15, 2023	November 15, 2023 November 15, 2023
Athletic Appointments (to Dean and Athletic Director)	January 15, 2024	February 3, 2024	March 31, 2024
Faculty who become Fixed Term Fall 23	March 17, 2024	April 1, 2024	April 29, 2024
Faculty who become Fixed Term Spring 24	April 15, 2024	April 22, 2024	April 29, 2024

### 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, 2023	September 9, 2023	September 25, 2023	October 2, 2023	October 16, 2023	October 30, 2023	January 15, 2024
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2024	March 11, 2024	April 1, 2024	April 8, 2024	April 29, 2024	August 1, 2024	January 13, 2025
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2025

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

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

Recommended date - portfolio to Department	January 15, 2024
Promotion and/or tenure materials to Dean (including Department recommendations)	January 31, 2024
Dean's Tentative Recommendation on Promotion and/or Tenure to Faculty	March 9, 2024
Dean's Final Recommendation on Promotion to VPAA	March 23, 2024
Dean's Final Recommendation on Tenure to VPAA	March 23, 2024
VPAA's Recommendation on Promotion to President	May 1, 2024
VPAA's Recommendation on Tenure to President	May 1, 2024
President's Notification on Promotion to Faculty	June 15, 2024
President's Notification on Tenure to Faculty	June 15, 2024

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

Letter of Early Notice of Retirement effective Fall 2024 to President	October 15, 2023
Letter of Early Notice of Retirement effective Spring 2025 to President	January 15, 2024
Letter Requesting Phased Retirement effective Fall 2024 to President	October 15, 2023
Letter Requesting Phased Retirement effective Spring 2025 to President	January 15, 2024

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

<b>Sabbatical Plan Application:</b>	
Application and plan submitted to Dean and Department	October 15, 2023
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2023
Dean's recommendation to Vice President, which may or may not include replacement plan pending budgetary considerations	November 15, 2023
Vice President's recommendation to President	December 15, 2023
President's decision	January 15, 2024
<b>Sabbatical Plan Report:</b>	
Sabbatical Report to Dean (Faculty on leave during 2022-2023)	September 15, 2023
Sabbatical Report to Dean (Faculty on leave during 2023-2024)	September 15, 2024
Sabbatical Report to Dean (Faculty on leave spring 2024-fall 2024, fall 2024, spring 2025, or 2024-2025 academic year)	September 15, 2025

Administration reserves the rights to correct oversights.

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