

WSUFA PERSONNEL DECISION DEADLINE SCHEDULE 2017-2018

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, 2017 January 21, 2018 September 15, 2017	December 18, 2017 February 4, 2018 September 30, 2017	January 8, 2018 April 14, 2018 November 3, 2017
+Tenured below Full Professor <u>and</u> NTT (4 Year Plan) (includes faculty on sabbatical 2016-17)	October 15, 2017	October 29, 2017	December 10, 2017
Tenured Full Professor (4 Year Plan) (includes faculty on sabbatical 2016-17)	September 30, 2017	October 15, 2017	January 27, 2018
Athletic Appointments (to dean and athletic director)	September 15, 2017	September 30, 2017	November 3, 2017
*Faculty who become Fixed Term Fall 17	September 15, 2017	September 30, 2017	November 3, 2017
Faculty who become Fixed Term Spring 18	February 2, 2018	February 17, 2018	March 24, 2018
*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, 2018	May 13, 2018	August 24, 2018
Tenured Faculty Below Full <u>and</u> NTT (if not applying for promotion) • Progress Report, years 1, 2, and 3 • Year 4 Full Report with Documentation	September 30, 2017 September 30, 2017	October 15, 2017 October 15, 2017	November 17, 2017 November 17, 2017
Athletic Appointments (to Dean and Athletic Director)	January 15, 2018	February 3, 2018	March 31, 2018
Faculty who become Fixed Term Fall 17	March 17, 2018	April 1, 2018	April 29, 2018
Faculty who become Fixed Term Spring 18	April 15, 2018	April 22, 2018	April 29, 2018

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
2013-2017 Plan	October 1, 2015 October 2, 2017	October 15, 2015 October 17, 2017	December 7, 2015 January 9, 2018
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
2017-2021 Plan	October 1, 2019 October 1, 2021	October 15, 2019 October 15, 2021	December 5, 2019 January 11, 2022

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, 2017	September 9, 2017	September 25, 2017	October 2, 2017	October 16, 2017	October 30, 2017	January 15, 2018
Non-Renewal: 2nd, 3rd, 4th Year Probationary	February 6, 2018	March 11, 2018	April 1, 2018	April 8, 2018	April 29, 2018	August 1, 2018	January 13, 2019
Non-Renewal: NTT	February 6, 2018	March 11, 2018	April 1, 2018	April 8, 2018	April 29, 2018	August 1, 2018	January 13, 2019
Non-Renewal: Coaches (Article 10)						No later than 20 days following the end of the relevant athletic team's final scheduled competition	January 13, 2019

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

Recommended date-portfolio to Department	January 15, 2018
Promotion and/or tenure materials to Dean (include recommendations)	February 1, 2018
Tentative Recommendation on Promotion and/or Tenure from Dean	March 9, 2018
Dean's Final Recommendation on Promotion to Vice President	March 23, 2018
Dean's Recommendation on Tenure to VP	March 23, 2018
V. P.'s Recommendation on Promotion to President	May 1, 2018
V. P.'s Recommendation on Tenure to President	May 1, 2018
President's Notification	June 15, 2018

RETIREMENT – Subject to change based on contract settlement

Letter to President of Early Notice of Retirement effective Fall 2018	October 15, 2017
Letter to President of Early Notice of Retirement effective Spring 2019	January 15, 2018
Letter to President Requesting Phased Retirement effective Fall 2018	October 15, 2017
Letter to President Requesting Phased Retirement effective Spring 2019	January 15, 2018

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

Sabbatical Plan Application:	
Application and plan submitted to Dean and Department	October 15, 2017
Department's student service impact plan to dean (non-mandatory sabbaticals)	November 2, 2017
Dean's recommendation to Vice President which may or may not include replacement plan pending budgetary considerations	November 15, 2017
Vice President's recommendation to President	December 15, 2017
President's decision	January 15, 2018
Sabbatical Plan Report:	
Sabbatical Report to Dean (Faculty on leave during 2016-2017)	September 15, 2017
Sabbatical Report to Dean (Faculty on leave during 2017-2018)	September 15, 2018