

# **SOUTHWEST MINNESOTA STATE UNIVERSITY**

## **SCHEDULE OF EVALUATION FOR TENURE**

### **2023-2024 ACADEMIC YEAR**

Articles 22 and 25 of the current Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization govern faculty tenure. By agreement between SMSUFA and SMSU Administration, the evaluation will be conducted by the Athletic Director or the Dean, according to the following calendar. **Contractual deadlines are indicated with an asterisk\*.**

NOTE: The decision to award tenure shall normally be based on the work of the faculty member during their probationary period. A faculty member's work at the university prior to the commencement of the probationary period, if any, may be considered. Faculty applying for tenure should also refer to PDP timelines for submission of Plan and Progress Reports.

#### **TIMELINE FOR TENURE APPLICATION**

##### **By Friday, November 3, 2023**

Faculty members eligible for tenure review should notify department via chair and the Supervisor (Academic Dean) of their intent to apply. Note that faculty in their fifth probationary year or last year of a shortened probationary period will automatically be considered as seeking tenure.

##### **Monday, January 8, 2024**

At the discretion of their department, faculty member submits a draft of their application for tenure to their department for review, allowing their application for tenure to be submitted to their supervisor on the contractual deadline of January 31. The application may be updated prior to final submission after receiving departmental comments.

For faculty also applying for promotion, the same portfolio may serve as both tenure and promotion applications.

##### **Tuesday, January 31, 2024\***

The faculty member submits application for tenure, along with all required forms and documents and supporting documentation, to their immediate supervisor and the department(s)/unit through the chair(s). The application for tenure shall include documentation of meeting the five evaluation criteria up to the end of the fall semester just completed.

##### **Friday, February 16, 2024**

Departmental and department chair proposed recommendations submitted to faculty member by chair.

##### **Tuesday, February 20, 2024**

Departmental and department chair recommendations regarding faculty tenure submitted to supervisor (Academic Dean) by department chair, with faculty comments, if any, attached.

**Monday, February 26, 2024**

Supervisor's proposed recommendation regarding tenure submitted to faculty member.

**By March 1, 2024**

Faculty member may meet with supervisor regarding any negative recommendation for tenure and submit any written response.

**Monday, March 4, 2024**

Supervisor's recommendation, with faculty comments, if any, sent to faculty member and Provost.

**Monday, April 8, 2023**

Provost's proposed tenure recommendation sent to faculty member.

**Through Friday, April 19, 2024**

Faculty member may meet with Provost to discuss recommendation.

**By Wednesday, May 1, 2024\***

Faculty member provides comments, if any, to the Provost.

**Wednesday, May 1, 2024\***

Provost's recommendation and faculty comments, if any, sent to President.

**Wednesday, May 8, 2024**

The faculty member's Professional Development Report for the spring semester just completed shall be submitted to the immediate supervisor and the department(s)/unit through the chair(s).

**Through Friday, May 17, 2024**

President's opportunity to meet with any faculty. President must invite any faculty member who has a recommendation of denial by department, department chair, Deans, or Provost, to meet. Faculty member may be accompanied by SMSUFA representative.

**Monday, June 17, 2024\***

President sends written notice to applicant of tenure decision. President's decisions on tenure sent to SMSUFA, through SMSUFA President. Any notice of denial of tenure by the President shall include written reasons for the denial.