

Minnesota State University, Mankato  
2012-13 Tenure Calendar

*No later than:*

<b>13 August 2012</b>	<i>Tenure forms are available to faculty in their tenure review year based on appointment records. Other probationary faculty who believe they are eligible for consideration for tenure shall inform the dean in writing and shall send a copy of the letter to the department chair. Tenure forms are available at the Academic Affairs web site: <a href="http://www.mnsu.edu/acadaf/faculty/tenureforms/">http://www.mnsu.edu/acadaf/faculty/tenureforms/</a></i>
<b>22 October 2012</b>	Faculty member submits a completed set of tenure forms and all supporting documentation to the department through the department chair. The same supporting materials are used in promotion review.
<b>3 December 2012</b>	Department chair submits to the dean: 1) the written recommendations of the department, 2) the chair's reactions or recommendations, and 3) the completed set of tenure forms and supporting documentation. Chair sends reactions or recommendations and any individual recommendations from department faculty members to the faculty member being considered for tenure.
<b>25 January 2013</b>	Dean makes a proposed recommendation regarding the tenure decision. The proposed recommendation is sent to the faculty member along with an invitation to meet with the dean.
<b>1 February 2013</b>	Faculty member meets with the dean to discuss the proposed recommendation.
<b>8 February 2013</b>	Faculty member sends written comments to the dean for submission with the dean's final recommendation.
<b>11 February 2013</b>	Dean forwards a final recommendation and all supporting materials to the vice president. A copy of the dean's recommendation is sent to the faculty member.
<b>15 March 2013</b>	Vice president makes a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the vice president.
<b>22 March 2013</b>	Faculty member meets with the vice president to discuss the vice president's recommendation, and submits written comments. <i>Agreement Date: May 1</i>
<b>29 March 2013</b>	Vice president forwards a final recommendation to the president. The faculty member and the dean receive copies of the vice president's recommendation. Upon receipt of the vice president's recommendation the president invites the faculty member to meet to discuss the recommendations.
<b>26 April 2013</b>	President makes a decision on the faculty member's tenure. President conveys the decision to the faculty member. When tenure is denied, the written notice shall include reasons for denial. <i>Agreement Date: June 15</i>

Notes:

- If a faculty member voluntarily withdraws from the established process, the review shall conclude at that point. In this case, the faculty member's probationary appointment shall terminate at the end of the subsequent year.
- All written contacts with faculty under consideration for tenure shall be handled in accordance with Art. 5, Sect. A.
- Materials submitted by faculty should include all progress reports completed in accordance with Art. 22, Sect. D.