

Minnesota State University, Mankato
2013-2014 Tenure Calendar

No later than:

12 August 2013	<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: http://www.mnsu.edu/acadaf/faculty/tenureforms/</i>
21 October 2013	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.
2 December 2013	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.
24 January 2014	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.
31 January 2014	Faculty member meets with the dean to discuss the proposed recommendation.
7 February 2014	Faculty member sends written comments to the dean for submission with the dean's final recommendation.
10 February 2014	Dean forwards a final recommendation and all supporting materials to the Provost & Senior Vice President. A copy of the dean's recommendation is sent to the faculty member.
14 March 2014	The Provost & Senior Vice President makes a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost & Senior Vice President.
21 March 2014	Faculty member meets with the Provost & Senior Vice President to discuss the Provost & Senior Vice President's recommendation, and submits written comments. Agreement Date: May 1
28 March 2014	The Provost and Senior 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 Provost & Senior Vice President's recommendation the president invites the faculty member to meet to discuss the recommendations.
25 April 2014	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. Agreement Date: June 15

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.