

Minnesota State University, Mankato
2013-14 Non-Renewal Timetable
(Article 25, Sections D &E)

No later than:

30 August 2013	Dean invites non-renewal recommendations from the departments for faculty with probationary or non-tenure track (NTT) appointments.
20 September 2013	Department provides to the dean written and signed non-renewal recommendations in accordance with Article 5, Section Q, Article 20, Section A, subd. 4, and Article 22, Section B of the IFO Master Agreement. <i>Any non-renewal recommendations must be made after department has completed its review of the faculty member's Professional Development Progress Report (PDR).</i>
30 September 2013	Dean provides to the vice president non-renewal recommendations and related materials. <i>Non-renewal recommendations must be made after the dean has completed a review of the faculty member's Professional Development Progress Report (PDR).</i>
4 October 2013	Vice President makes recommendations to the president on non-renewal.
7 October 2013	Should a recommendation for non-renewal be made by the department, the dean, or the vice president, the president <u>invites</u> the faculty member to meet to discuss the non-renewal recommendation(s) before making a decision.
14 October 2013	President <u>meets</u> with the individual faculty member to discuss any non-renewal recommendations before making a decision.
18 October 2013	President <u>conveys</u> the decision on non-renewal to the faculty member in writing. The written notice shall include reasons for non-renewal.

Agreement Language (Article 25 Section D. Non-Renewal of Probationary Faculty):

- *For first year faculty, the notice shall be given no later than November 1 of the second academic year.*
- *For all other faculty, the notice shall be given no later than August 1.*