

Minnesota State University, Mankato
Tenure Calendar for
2017-2018, 2018-2019, 2019-2020

No later than:

15 September 2017 15 September 2018 15 September 2019	<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/acadaff/faculty/tenureforms/</i>
5 January 2018 11 January 2019 10 January 2020	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.
9 February 2018 8 February 2019 7 February 2020	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.
12 March 2018 8 March 2019 6 March 2020	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.
16 March 2018 22 March 2019 20 March 2020	Faculty member meets with the Dean to discuss the proposed recommendation.
23 March 2018 25 March 2019 23 March 2020	Faculty member sends written comments to the Dean for submission with the Dean's final recommendation.
30 March 2018 1 April 2019 30 March 2020	Dean forwards a final recommendation and all supporting materials to the Provost and Senior Vice President for Academic Affairs. A copy of the Dean's recommendation is sent to the faculty member.
20 April 2018 22 April 2019 20 April 2020	The Provost and Senior Vice President for Academic Affairs makes a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost and Senior Vice President for Academic Affairs.
27 April 2018 29 April 2019 27 April 2020	Faculty member meets with the Provost and Senior Vice President to discuss the Senior Vice President's recommendation, and submits written comments. Agreement Date: May 1
1 May 2018 1 May 2019 1 May 2020	The Provost and Senior Vice President for Academic Affairs, forwards a final recommendation to the President. The faculty member and the Dean receive copies of the Senior Vice President's recommendation. Upon receipt of the Provost and Senior Vice President's recommendation the President invites the faculty member to meet to discuss the recommendations.
15 June 2018 14 June 2019 12 June 2020	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
31 August 2018 31 August 2019 31 August 2020	Faculty meeting with President after tenure denial.

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.