

Minnesota State University, Mankato
2005-06 Tenure Calendar

No later than:

22 August 2005	<i>Tenure forms are sent 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/html/TenureForms.htm</i>
31 October 2005	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.
12 December 2005	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.
3 February 2006	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.
10 February 2006	Faculty member has until 10 February 2006 to meet with the dean to discuss the proposed recommendation.
15 February 2006	The faculty member may attach comments to the recommendations prior to submission; any written comments must be in the dean's office by 15 February 2006.
17 February 2006	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.
24 March 2006	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.
31 March 2006	Faculty member has until 31 March 2006 to meet with the vice president to discuss the vice president's recommendation, and to submit written comments. Agreement Date: 1 May 2006
7 April 2006	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.
5 May 2006	President makes a decision on the faculty member's tenure. President conveys the decision to the faculty member no later than 5 May 2006. When tenure is denied, the written notice shall include reasons for denial. Agreement Date: 15 June 2006

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.