

MBO, Promotion and Tenure Decision Calendar 2008-2009

August 11	During the first two weeks of the contract period, each faculty member sets reasonable personal MBOs that mesh with the objectives of the University and the department. Chairs review them with faculty. *
September 1	VPAA meets with Chairs on their MBOs and continues until all MBOs are discussed.
September 19	Promotion and Tenure Meeting with those applying this year.
November 17	During the last full week before Thanksgiving break in the fall semester, the department chair shall meet with each faculty member to discuss progress in meeting their written MBOs. The Department Chair shall notify a faculty member in writing prior to the Thanksgiving break if his/her services are unsatisfactory. Unless he/she has been so notified, a faculty member in probationary status can assume that his/her services have been satisfactory. Except for termination for adequate cause, a probationary faculty member may not be given notice of non-renewal of contract unless he/she has been given the above letter. Tentative decisions by the department chair on recommendations for tenure or promotion are made at this time based on current and previous performance and conveyed to the VPAA. Recommendations for termination are also conveyed to the VPAA and the faculty member at this time. The comments and recommendations of the Department Chair must be made part of the faculty member's personnel record.
December 1	Beginning the week following Thanksgiving, the VPAA shall review the individual progress of the department chairs toward their written goals.
December 15	Notice of non-renewal of contract due to tenure track faculty in their second year.
January 9	Promotion and Tenure Workshop, 10:00 am in Hunter Hall
February 1	Application for promotion or tenure due to department chairs.
February 23	In the full week prior to March 1, a final performance review of MBOs is conducted by the department chair with each faculty member.
March 2	Promotion /Tenure files and department or department chairs recommendations due to VPAA
March 2	Notice of non-renewal of contract is due to tenure track faculty in their first year
March 2	The results of the final faculty MBO performance evaluation will be communicated to the VPAA.
March 2	VPAA begins MBO reviews for department chairs.
April 1	Promotion and tenure recommendations due to the President from the VPAA

- April 13** **During the last four weeks of the spring semester chairs meet with the department and with the VPAA to discuss department goals for next year.**
- April 15** **President's recommendations regarding promotion and tenure due to the Board to be acted on at the next regularly scheduled meeting.**
- May 1** **Notice of non-renewal due to tenure track faculty with more than two years service with WNMU.**
- May 4** **Faculty evaluations of department chairs due to VPAA.**

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