

MBO, Promotion and Tenure Process*

Mid August	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.
Mid September	Promotion and Tenure Meeting with those applying this year.
Mid November	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.
Mid December	Notice of non-renewal of contract due to tenure track faculty in their second year.
Mid January	Promotion and Tenure Workshop
February 1	Application for promotion or tenure due to department chairs.
Late February	In the full week prior to March 1, a final performance review of MBOs is conducted by the department chair with each faculty member.
Early March	Promotion /Tenure files and department or department chairs recommendations due to VPAA
Early March	Notice of non-renewal of contract is due to tenure track faculty in their first year
Early March	The results of the final faculty MBO performance evaluation will be communicated to the VPAA.
Early March	VPAA begins MBO reviews for department chairs.
Early April	Promotion and tenure recommendations due to the President from the VPAA

- Mid April** **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.**
- Mid April** **President's recommendations regarding promotion and tenure due to the Board to be acted on at the next regularly scheduled meeting.**
- Early May** **Notice of non-renewal due to tenure track faculty with more than two years service with WNMU.**
- Early May** **Faculty evaluations of department chairs due to VPAA**
- * Actual deadline dates and times/locations of specific meetings are published annually in the Academic Affairs Decision Calendar and distributed to all faculty, chairs and deans.**