

Non-Renewal Timetable for Faculty After Completing First Year

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date (Year 2)</i>
Invite non-renewal recommendations from the departments for faculty with probationary appointments	Dean	2020: September 8 2021: September 7 2022: September 6
Provide 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>	Department	2020: September 28 2021: September 27 2022: September 26
Provide to the Provost and Senior Vice President for Academic Affairs 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>	Dean	2020: October 16 2021: October 15 2022: October 14
Make recommendations to the President on non-renewal	Provost and Senior Vice President for Academic Affairs	2020: October 19 2021: October 18 2022: October 17
Should a recommendation for non-renewal be made by the department, the Dean or the Vice President, <u>invite</u> the faculty member to meet to discuss the non-renewal recommendation(s) before making a decision	President	2020: October 23 2021: October 22 2022: October 21
<u>Meet</u> with the individual faculty member to discuss any non-renewal recommendations before making a decision	President	2020: October 30 2021: October 29 2022: October 28
<u>Convey</u> the decision on non-renewal to the faculty member in writing, the written notice shall include reasons for non-renewal	President	2020: November 5 2021: November 4 2022: November 3
Deadline to meet with President on non-renewal decision <i>(Agreement Date: January 15 of final year of employment)</i>	Faculty Member	2021: January 15 2022: January 15 2023: January 15

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.