

Non-Renewal Timetable (Years 2, 3, 4 Probationary)

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Invite non-renewal recommendations from the departments for faculty with probationary appointments	Dean	2021: January 4 2022: January 3 2023: January 2
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	2021: February 1 2022: January 31 2023: January 30
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	2021: February 22 2022: February 21 2023: February 20
Make recommendations to the President on non-renewal	Provost and Senior Vice President for Academic Affairs	2021: March 12 2022: March 11 2023: March 10
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	2021: March 19 2022: March 18 2023: March 17
<u>Meet</u> with the individual faculty member to discuss any non-renewal recommendations before making a decision	President	2021: April 9 2022: April 8 2023: April 7
<u>Convey</u> the decision on non-renewal to the faculty member in writing, the written notice shall include reasons for non-renewal	President	2021: April 15 2022: April 14 2023: April 13
Deadline to meet with the President on non-renewal decision <i>(Agreement Date: January 15 of final year of employment)</i>	Faculty Member	2022: January 15 2023: January 15 2024: 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