

**NEW**  
**Minnesota State University, Mankato**  
**Non-Renewal Timetable (Years 2, 3, 4 Probationary)**  
*(Article 25, Sections D & E)*

*No later than:*

<b>8 January 2018</b> <b>7 January 2019</b> <b>6 January 2020</b>	Dean invites non-renewal recommendations from the departments for faculty with probationary or non-tenure track (NTT) appointments.
<b>2 February 2018</b> <b>4 February 2019</b> <b>3 February 2020</b>	Department provides 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>
<b>23 February 2018</b> <b>25 February 2019</b> <b>24 February 2020</b>	Dean provides 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>
<b>16 March 2018</b> <b>15 March 2019</b> <b>13 March 2020</b>	Provost and Senior Vice President for Academic Affairs makes recommendations to the President on non-renewal.
<b>23 March 2018</b> <b>22 March 2019</b> <b>20 March 2020</b>	Should a recommendation for non-renewal be made by the department, the dean, or the vice president, the president <u>invites</u> the faculty member to meet to discuss the non-renewal recommendation(s) before making a decision.
<b>2 April 2018</b> <b>1 April 2019</b> <b>15 April 2020</b>	President <u>meets</u> with the individual faculty member to discuss any non-renewal recommendations before making a decision.
<b>16 April 2018</b> <b>15 April 2019</b> <b>16 April 2020</b>	President <u>conveys</u> the decision on non-renewal to the faculty member in writing. The written notice shall include reasons for non-renewal.
<b>15 January 2019</b> <b>15 January 2020</b> <b>15 January 2021</b>	Deadline to meet with the President on non-renewal decision. <i>(Agreement Date: January 15 of final year of employment.)</i>

*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.*