

**Tenure Calendar
2020-2021, 2021-2022, 2022-2023**

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Tenure forms are available to faculty in their tenure review year based on appointment records. Other probationary faculty who believe they are eligible for consideration for tenure shall inform the dean in writing and shall send a copy of the letter to the department chair. http://www.mnsu.edu/acadaf/faculty/tenureforms/	Faculty Member	2020: September 15 2021: September 13 2022: September 12
Submit a completed set of tenure forms and all supporting documentation to the department through the department chair. The same supporting materials are used in promotion review.	Faculty Member	2021: January 8 2022: January 7 2023: January 6
Submit to the Dean: 1) The written recommendations of the department, 2) the chair's reactions or recommendations, and 3) the completed set of tenure forms and supporting documentation. Send reactions or recommendations and any individual recommendations from department faculty members to the faculty member being considered for tenure.	Department Chair	2021: February 5 2022: February 4 2023: February 3
Make a proposed recommendation regarding the tenure decision. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Dean.	Dean	2021: March 5 2022: March 4 2023: March 3
Meet with the Dean to discuss the proposed recommendation	Faculty Member	2021: March 19 2022: March 18 2023: March 17
Send written comments to the Dean for submission with the Dean's final recommendation	Faculty Member	2021: March 22 2022: March 21 2023: March 20
Forward a final recommendation and all supporting materials to the Provost and Senior Vice President for Academic Affairs. A copy of the Dean's recommendation is sent to the faculty member.	Dean	2021: March 29 2022: March 28 2023: March 27
Make a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost and Senior Vice President for Academic Affairs	Provost & Senior Vice President for Academic Affairs	2021: April 19 2022: April 18 2023: April 17
Meet with the Provost and Senior Vice President for Academic Affairs to discuss the recommendation and submit written comments.	Faculty Member	2021: April 26 2022: April 25 2023: April 24
Forward a final recommendation to the President. Faculty member and Dean receive copies of the Senior Vice President's recommendation. Upon receipt of the Provost and Senior Vice President's recommendation the President invites the faculty member to meet to discuss the recommendations	Provost and Senior Vice President for Academic Affairs	2021: April 30 2022: April 29 2023: May 1
Make a decision on the faculty member's tenure and convey the decision to the faculty member. When tenure is denied, the written notice shall include reasons for denial.	President	2021: June 11 2022: June 10 2023: June 9
Faculty meeting with President after tenure denial	Faculty Member	2021: August 31 2022: August 31 2023: August 31

Notes:

- If a faculty member voluntarily withdraws from the established process, the review shall conclude at that point. In this case, the faculty member's probationary appointment shall terminate at the end of the subsequent year.
- All written contacts with faculty under consideration for tenure shall be handled in accordance with Art. 5, Sect. A.
- Materials submitted by faculty should include all progress reports completed in accordance with Art. 22, Sect. D.