Probationary Faculty Evaluation Dates: Tenure Only

Based on the 2007-2011 CBA Articles 12, 15, 16 unless otherwise noted
"Applicant" = probationary faculty member; "Committee" = Department Evaluation Committee; "TeP" = university-wide faculty tenure and promotion committee (9 elected members); "Dean" = appropriate academic dean, library director, or other appropriate manager. "Binder" = the main application dossier submitted in 4 copies labeled A, B, C, D.

		Fall Anniversary	Spring Anniversary
Year 1	Applicant has the right to meet with the Committee/Dept Chair/Dean before they submit their review/report.		
	Committee recommends renewal (first annual review)	January 30	September 23
	Optional: Applicant response to Committee's recommendation, submit to the Dean		
	Dept Chair recommends renewal (first annual review)	February 7	September 30
	Dean recommends renewal (first annual review)	February 28	October 30
	President notifies of renewal (first annual review)	April 1	November 15
Years 2, 3, 4	Applicant has the right to meet with the Committee/Dept Chair/Dean before they submit their review/report.		
	Committee recommends renewal (second to fourth annual review)	November 1	November 1
	Optional: Respond to Committee's recommendation, submit to the Dean		
	Chair recommends renewal (second to fourth annual review)	November 8	November 8
	Dean recommends renewal (second to fourth annual review)	December 15	December 15
	President notifies of renewal	January 30	January 30
Year 5	Make sure that all CBA-required student evaluations and peer observations are done in both semesters of the 5th/final probationary year.		
	President sends notice of eligibility for tenure	October 1	February 1
	Last date for department to select evaluation committee	October 15 (a, b)	October 15 (a, b)
	Applicant has the right to meet with the Committee/Dept Chair/Dean before they submit their 5th year/final review/report.		
	Committee submits final (5th) annual review	November 1	April 1
	Optional: Respond to Committee's review, submit to the Dean		
	Chair submits final (5th) annual review	November 8	April 8

Dean submits final (5th) annual review	December 15	April 15
Applicant responds to president indicating intent to apply for tenure	December 31	May 1
Applicant provides 4 copies of binder plus supplementary materials to dept chair/committee	**January 20 (a)**	**September 1 (a)**
Chair and committee submit independent recommendations to TeP regarding tenure. Binders and supplementary materials given to TeP. If not submitted, applicant may take them over.	February 15	October 1
Optional interview with TeP to provide updates and clarify materials. Applicant may bring optional written clarification about chair and/or committee tenure recommendation to the interview (2 page limit).	End of March (a)	End of October (a)
TeP completes its recommendation on tenure	April 1	November 1
IF TeP recommends against tenure when both recommendations were for tenure, they must provide their reasoning in writing to the applicant and the President by this date.	April 8 (a)	November 8 (a)
IF applicant plans to go up for promotion next year, notify chair of intent to start in Year 2 of the process.	April 10 (a)	First 2 weeks of Fall semester for consideration in the next calendar year (b)
IF applicant has received notification from TeP of rationale for non-recommendation (see April 8), applicant may submit a response to the President by this date (optional).	April 15 (a)	November 15 (a)
IF applicant plans to go up for promotion next year, committee independently completes first year evaluation for promotion.	April 21 (a)	April 1 (b)
IF applicant plans to go up for promotion next year, chair independently completes first year evaluation for promotion.	April 28 (a)	April 8 (b)
IF applicant plans to go up for promotion next year, dean independently completes first year evaluation for promotion.	May 15 (a)	May 15 (b)
Tenure decisions made by the President	**May 31**	**December 31**

(a) date is established by the WCU Tenure Policy (6/28/2011)
(b) date is established by the WCU Promotion Policy (5/28/2010)