



**WSU POLICY APPROVAL
COVER PAGE**

DATE POLICY REQUEST TO PET:		April 22, 2025			
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?		NEW	<input type="checkbox"/>	EXISTING	<input checked="" type="checkbox"/>
CURRENT POLICY TITLE:	4.22 TENURE, PROMOTION, PROFESSOR INCENTIVE REVIEW AND POST-TENURE REVIEW CALENDAR				
REVISED POLICY TITLE:	N/A				
LAST REVISED DATE OF POLICY:		August 02, 2022			
INITIATING AUTHORITY:	Office of Academic Affairs				
SUMMARY OF POLICY OR POLICY CHANGE:					
<p>Specific changes made were:</p> <ul style="list-style-type: none">• Modified language in Section III (A) to remove petitions to the President on negative recommendations from the deadline requirement in March.• Modified language in Section III (A) to include April deadline for requests for meeting with the Provost and President to discuss (limited to situations where a person is not recommended by the President).					
REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:					
<p>This policy is being revised to clarify what is included under the March and April deadlines for the review process outlined by this policy. The current March deadline includes “Petitions to the President of negative recommendations” in the 1st Friday in March deadline. This language is misleading when read in concurrence with WSU Policy 4.24 / Review for Tenure or Promotion: Procedures, which provides that any person not recommended by the President under 4.24 may request a meeting with the Provost and the President to discuss the recommendations. The current language of this policy could be read to apply to the request to discuss negative recommendations; however, it was meant to apply to the one appeal available to a candidate under review in the entire tenure or promotion review process that is separately provided for in 4.24.</p>					
APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:					
OTHER RELEVANT WSU POLICIES:					
WSU Policy 4.24 / Review for Tenure or Promotion: Procedures					
THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:					
	Office of the General Counsel – Stacia Boden, Daniel Hilliard				
	Office of Academic Affairs–Linnea Glenmaye				
	Faculty Senate–Mathew Muether				

	Staff Senate–Kennedy Rogers
	University Deans
OTHER NOTES FOR CONSIDERATION:	
OWNER OF POLICY REQUEST FOR QUESTIONS:	Office of Academic Affairs

DRAFT

4.22 / TENURE, PROMOTION, PROFESSOR INCENTIVE REVIEW AND POST-TENURE REVIEW CALENDAR

I. POLICY

A Tenure and Promotion Calendar, giving actual dates, will be developed and publicized each year by the Provost or designee, based on the following generic calendar.

A. Generic Calendar

September

1. 2nd Friday - Deadline for completion of basic documents and secondary dossiers.
2. 2nd Friday - Deadline for chair to notify eligible faculty tenure and/or promotion files are available for review.
3. 4th Friday - Deadline for inclusion of letters from external reviewers

October

1. 1st Friday - Deadline for departmental reviews and votes on tenure and/or promotion and PIR.
2. 2nd Friday - Deadline for department to notify dean of recommendations and within three (3) working days after the department's notification, the dean will notify nominees of the department's recommendation, the chair's independent recommendation, and the candidate's right to appeal a negative decision.
3. 3rd Friday - Deadline for candidates to sign departmental cover sheet in dean's office indicating they have reviewed all documents being forwarded by the department.
4. 4th Friday - Deadline for submission of appeals or rebuttals to department-level recommendations to the dean.

November

1. 3rd Friday - Deadline for College/School/University Libraries committee to transmit recommendations to dean.

December

1. 1st Friday - Deadline for dean to notify candidates and department chairs of committee's and dean's independent recommendations and the candidate's right to appeal a negative decision or to rebut an evaluation statement.
2. 2nd Friday - Deadline for candidates to sign College cover sheet in the dean's office indicating that they have reviewed all documents being forwarded by the College and within two (2) working days after the signing, the dean will transmit materials to the Provost.
3. Thursday - (prior to the 3rd Friday) Deadline for appeal of or rebuttal to College-level recommendations to the Provost.
4. 3rd Friday - Deadline for Provost to transmit materials to the University Tenure and Promotion Committee.
5. 3rd Friday - Deadline for adding materials to the secondary dossier.

January

1. 2nd week - Regular meeting of University Tenure and Promotion Committee.
2. 4th Friday - Deadline for University Tenure and Promotion Committee to report recommendations to the Provost and to notify candidates and department chairs of the committee's recommendations and the candidate's right to rebut the committee's evaluation.

February

1. 1st Friday - Deadline for submission of rebuttal statements by candidates to the Provost of the University Committee's evaluation.
2. 1st Friday - Deadline for department chair/academic supervisor to complete post-tenure review with faculty member.
3. 2nd Friday - Deadline for department chair/academic supervisor to communicate with the dean about any post-tenure review outcomes resulting with faculty members not meeting expectations.
4. 3rd Friday - Deadline for notification of candidates of recommendations to be made by the Provost to the President.
5. 4th Friday - Deadline for University Committee to identify problems in tenure policies and tenure promotion guidelines for the Faculty Affairs Committee.

March

1. 1st Friday - Deadlines for appeals and rebuttals.

April

1. 1st Friday - Final transmittal of Wichita State University decisions to the candidates.
2. 2nd Friday- Deadline for requests for meeting with the Provost and President to discuss (limited to situations where a person is not recommended by the President).

B. Subsequent Academic Year Tenure, Promotion and Professor Incentive Review (Pir) Calendar

January

1. 2nd Friday - Office of Planning and Analysis notifies deans that information on faculty eligibility for tenure and post-tenure review is available in Reporting Services in a folder labeled "OPA - Faculty Teaching History Tenure and Rank."

March

1. 3rd Friday - Deadline for Office of Planning and Analysis to notify deans of faculty scheduled for mandatory tenure review.
2. 3rd Friday - Deadline for faculty applying for promotion, PIR and/or early tenure review to notify chair.

April

1. 1st Friday - Deadline for dean of College to notify faculty scheduled for mandatory tenure review and post-tenure review with copies to the Provost.
2. 2nd Friday - Deadline for chair to notify dean of faculty applying for tenure and/or promotion or PIR.
3. 3rd Friday - Deadline for candidates needing an external review to provide reviewer and documents to chair and dean.

May

1. 3rd Friday - Deadline for dean's office to send initial request for external reviews as required for all tenure and promotion cases (not PIR cases).
2. 3rd Friday - Deadline for dean of College to notify the Provost of faculty scheduled for early tenure review and/or promotion or PIR.

II. REVISION DATES

- A. September 29, 1998
- B. April 16, 1999
- C. October 4, 2001
- D. April 1, 2005
- E. April 1, 2006
- F. October 13, 2009
- G. July 1, 2014
- H. January 19, 2016
- I. April 9, 2018
- J. August 2, 2022

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