

YSU/YSU-OEA Agreement DEADLINES for the 2020-2023 Agreement

NOTE: If a deadline falls on a date the University is closed, the effective deadline will move to the next business day (*Article 28.10*)

Please note: All forms referred to in this document are available on the Human Resources' website at [YSU-HR-Website](#) under 'Faculty Forms'.

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DEADLINES

SEPTEMBER

September 1:

- **Probationary faculty members** shall undergo a formal pre-tenure review in the fall of the 3rd probationary year and shall submit a completed application and supplementary evidence to the Office of Human Resources. (*Article 10.1*)
- **Probationary faculty members** may apply for early Tenure or early Tenure with Promotion to Associate Professor, in their fourth (4th) probationary year or no later than September 1 of their sixth (6th) probationary year unless delayed (*Article 10.2*).
- **Faculty** to apply for Promotion in faculty rank by submitting a completed application (*Article 10.9*). Candidates should also submit support materials to the Office of Human Resources to ensure timely review. (*Article 10.10*)

September 10:

- **CHRO** to provide relevant Chairs/Deans with list of applicants for Tenure, Tenure with Promotion, and Promotion. (*Article 10.9*)

September 15:

- **Faculty** to apply for a Sabbatical or Faculty Improvement Leave (FIL) shall submit an application to department chairperson. (*Article 6.5*) Copy of application should be sent to Linda Moore, HR: benefits@ysu.edu
- **Faculty** of each academic department to elect a Department Review Committee (DRC) and elect a Chair. The DRC shall convene and invite each candidate for a presentation and to answer questions regarding their Tenure, Tenure with Promotion, and Promotion candidacy. (*Article 10.13*)
- **Dean of Graduate Studies** to issue a Call for Proposals for research professorships. (*Article 26.1*)

September 30:

- **Provost and the President of the Association** to name Sabbatical/FIL Committee that will consider sabbaticals and FIL's. (*Article 6.5*)

OCTOBER

October 1:

- **Department Chair** to review all requests for Sabbatical/FILs, make written recommendations on each, and forward all requests to the Dean; copy of recommendation to applicant. (*Article 6.5*)

October 5:

- **Faculty** vote via secret ballot on all applications for Tenure, Tenure with Promotion and Promotion (*Article 10.13*).
- **DRC** to transmit all applications with its recommendations to the Department Chair (*Article 10.13*).
- **Department Chair** to count secret ballots with at least two witnesses (*Article 10.13*).

October 10:

- **Department Chair** to forward DRC votes to HR (*Article 10.13*)

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October 15:

- **Department Chairperson** to inform the candidate of the results of faculty vote and notify candidate of their recommendation; Chair to forward all applications with their recommendations and DRC's recommendation to the CRC; Chair shall inform HR and Dean of vote breakdown. (*Article 10.13*)
- **Department Chairperson** to convene and conduct a pre-tenure meeting. (*Article 10.1*)
- **Dean** to forward all applications for Sabbatical/FIL with their recommendations to the Sabbatical/FIL Committee; copy of recommendations to applicant. (*Article 6.5*)
- **Faculty** applications for research professorships to be sent to the Dean of Graduate Studies. (*Article 26.1*)

October 31:

- **Department Chair** to forward pre-tenure review written formative comments of tenured department faculty and their separate recommendation concerning the candidate to the Dean. (*Article 10.1*)

NOVEMBER

November 1:

- **Dean** to send HR a list of members of College Review Committee (CRC). (*Article 10.14*)

November 15:

- **Department Chair** to notify a tenure-track faculty member and/or Senior Lecturer (*who has completed two (2) or more academic years at the University*) of intention to recommend non-reappointment for the following year. (*Article 11.1*)
- **President** to notify faculty to be discontinued for reasons of retrenchment commencing with the next academic year. (*Article 13.2.h*)
- **Sabbatical/FIL Committee** to submit its recommendations to the Provost and to notify all applicants of its recommendations for leaves. (*Article 6.5*)
- **Dean** to have reviewed the departmental pre-tenure recommendations and to have submitted these, with their recommendations to the Office of Human Resources and the candidate. (*Article 10.1*)

November 30:

- **CRC Chair** to forward the decision of the CRC to the applicant, the Dean, the Department Chair, the Chair of each DRC, the CHRO, and the Association President. (*Article 10.14*)

DECEMBER

December 1:

- **Faculty** applications for Professional Development and Travel to be sent to respective Department Chair's office. (*Article 26.3*)

December 4:

- **Provost** to issue formal call for nominations for Distinguished Professorship Awards. Formal call date is approximate. (*Article 4.4*). Contact: Megan Shargo, Office of the Academic Affairs at ext. 3103 or meshargo@ysu.edu.

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December 5:

- **Tenure-Track Faculty** with at least 2 full academic years of service may request in writing to the Provost that an appeal review committee be formed to review their non-reappointment decision. Date of request is approximate (*Article 11.3*).

December 10:

- **Dean** to submit their recommendation to Provost (Tenure, Tenure with Promotion, Promotion). The Dean shall notify all candidates of their recommendations. (*Article 10.14*)

December 15:

- **Provost** to notify all applicants of the disposition of Sabbatical/FIL applications and announce the names of leave recipients. (*Article 6.5*)
- **Pre-Tenure Review Faculty Applicant** may provide statement of response to be added to the final copy of the pre-tenure review. (*Article 10.1*)

JANUARY

January 1:

- **Dean** to initiate the selection procedure in departments in which the Department Chairperson is completing their term of office. Process must be completed **by March 31**. (*Article 9.9*)
- **Faculty** who are on leave for one (1) complete academic year or longer may provide a written request to Department Chair to change a scheduled evaluation. (*Article 14.6*)

January 10:

- **Provost** renders their decision regarding Tenure, Tenure with Promotion or Promotion and informs the candidate, Chair, Dean and President of the Association. (*Article 10.14 & MOU 2021.06*)

January 15:

- **Dean of Graduate Studies** to announce the names of those faculty members designated Research Professors. (*Article 26.1*)
- **Department Chair or other Administrative Officer** to provide a tenure-track faculty member (*who has completed less than two (2) academic years at the University*) by the first Friday of Spring Semester, a written notice of non-reappointment. (*Article 11.1*)

January 20:

- **Nominations of Distinguished Professorship Awards** to be submitted to Provost. (*Article 4.4*)
- **Appeal Committee** to be formed regarding non-reappointment of eligible non-tenured faculty with at least two years of service. (*Article 11.3*)

January 25:

- DPA Nominees to be notified of their Distinguished Professorship Award candidacy. (*Article 4.4*)
- Deadline to request a meeting with the Provost regarding the denial of Tenure, Tenure with Promotion, or Promotion. (*Article 10.14 & MOU 2021.06*)

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January 31:

- **Administration** to provide each academic department with a departmental seniority list and to provide Association with copies. (*Article 13.3*)

FEBRUARY

February 1:

- **Administration** to notify a faculty member whose request for a Sabbatical or FIL has been deferred. (*Article 6.5*)
- **Each college/Dean** to elect a Distinguished Professor Review Committee. (*Article 4.4*)
- **Distinguished Professorship Award Candidate** to provide an abridged curriculum vitae of up to 3 pages in length, and up to 10 additional pages of supporting information or materials in order to be forwarded to the committee for consideration. (*Article 4.4*)
- **Department** to review, reaffirm or revise the governance document and submit to the Dean for review. **Department Chair** to automatically submit the previous year's departmental governance document if the department does not submit. (*Article 9.4*)

February 4:

- **Tenure Track Faculty** with less than 2 full academic years of service may appeal their non-reappointment decision to the Dean and/or Provost. Date of request is approximate (*Article 11.3*).

February 15:

- **Provost and Union President** to announce names of university-level Distinguished Professor Selection Committee. (*Article 4.4*)
- **Appeal Committee** regarding non-reappointment of eligible non-tenured faculty to meet with appellant (date is approximate), representatives from Association, and other appropriate persons and submit a recommendation to the Provost with copies to appellant and Association President. (*Article 11.3*)

February 20:

- **University and Association** to form a committee to hear appeals of faculty tenure, tenure with promotion and promotion denials and non-reappointment of non-tenured faculty (*Article 10.15*).
- **College-level Distinguished Professor Review Committee** to forward recommendation on each of the nominees in order, with written rationale for the ranking, to a university-level Distinguished Professor Selection Committee. (*Article 4.4*)

MARCH

March 1:

- **Faculty member on Term contract or Post Doc (excluding Senior Lecturer)**, to receive written notice of non-reappointment from **Department Chair or other Administrative Officer**. (*Article 11.1*)
- **Faculty** to request professional leave without pay for the upcoming academic year. (*Article 7.3.2*).
HR Contact: Linda Moore at ext. 2137 or lmoore@ysu.edu

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March 1 (Continued):

- **Department Chairpersons** to advise faculty of tentative summer teaching assignments. (*Article 4.6*)
- **Deans** will approve the department governance document or meet with the department to consider revisions. (*Article 9.4*)
- **Provost** to notify appellant and Association of final decision of non-reappointment of tenure-track faculty with at least two years of service. (*Article 11.3*)

March 10:

- **Appeal Committee** regarding tenure, tenure with promotion, or promotion denial to meet with appellant, representatives from Association, and other appropriate persons and submit a recommendation to the President of the University with copies to appellant and Association President, Department Chair and Provost. (*Article 10.15*)

March 20:

- **University-level Distinguished Professor Selection committee** to complete their deliberations and made final determination of award recipients. (*Article 4.4*)
- **President** will notify the appellant, the Department Chair, College Dean, and the Association of the Tenure, Tenure with Promotion or Promotion final appeal decision. (*Article 10.15*)

March 30:

- **Faculty member** may request a written statement for the reasons for denial of Tenure, Tenure with Promotion or Promotion upon written request to the President of the University. (*Article 10.15*)

March 31:

- **Deans** to complete the selection procedure in department(s) in which Department Chairperson is completing their term of office. (*Article 9.9*)
- **Provost** to give formal written notice eligible non-tenured faculty member not being reappointed for the following year, in the event the faculty member has appealed and the appeal is denied. (*Article 11.4*)

APRIL

April 1:

- **Faculty** who are to be evaluated by their Department Chairperson to complete and submit the Parts I and II of the "Chairperson Evaluation of Faculty" form to their Department Chair. (*Article 14.6*)
 - Faculty scheduled for Chairperson evaluation each Spring Semester are:
 - all non-tenured faculty evaluate annually.
 - tenured Assistant and Associate Professors whose last names begin with A-M evaluate in odd-numbered years and those whose last names begin with N-Z evaluate in even-numbered years.
 - tenured full Professors evaluate every four years.
 - tenured faculty members who received an evaluation of "weak" or "very weak" in teaching, scholarship, or University service may be evaluated annually until an evaluation of "satisfactory" or above is achieved. (*Article 14.6*)

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April 1 (Continued):

- **Provost** to notify all nominees of the university-level distinguished Professor Review Committee determination. (*Article 4.4*)

April 15:

- **Faculty** member (*who has completed two (2) full academic years as a member of the full-time faculty*) to request in writing from the Provost a written statement of reasons for non-reappointment. (*Article 11.4*)

April 30:

- **Department Chairpersons** to submit the Chairperson's Evaluations of Faculty to Deans. (*Article 14.6*)

MAY

May 1:

- **Provost** to make the final determination if the Dean and Department did not reach an agreement on revisions to the department governance document. (*Article 9.4*)

May 15:

- **Faculty** to receive payment for faculty overload assignments. (*Article 4.8*)

JUNE

June 1:

- **Faculty Distinguished Professor Award Recipients** to receive one-time lump sum award payment. (*Article 4.4*)

JULY

July 1:

- **Department Chair Appointments** issued upon recommendation of the Provost and the President of the University. (*Article 9.9*)

AUGUST

August 2:

- **Deans** to forward Chairperson Evaluations to the Office of Human Resources. (*Article 14.6*)

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CHAIRPERSON'S CHECKLIST: TENURE, TENURE WITH PROMOTION, AND PROMOTION REVIEW

EACH CHAIRPERSON SHOULD:

1. Review the years of service of each probationary faculty member in your department at the start of the Academic Year.
2. Per *Article 10.2*, a probationary faculty member is responsible for deciding whether to apply for tenure or tenure with promotion in their fourth, fifth, or sixth probationary year as per *Article 10.7*, a faculty member with a minimum of 4 consecutive years as an Assistant Professor, 6 consecutive years as an Associate Professor or Lecturers in their 5th consecutive year as a full-time faculty member may apply for Promotion only.
3. The faculty member in their 6th probationary year should be advised that they will be in their terminal year if they do not apply for tenure or tenure with promotion unless delayed beyond the sixth year for reasons described in *Article 10.8*. Each faculty member that has requested a tenure review, must submit an application and support materials documenting their accomplishments in the areas of teaching, scholarship, and service per *Articles 10.9 and 10.10*. (*A sample memo is provided - see Sample "A".*)
4. Ensure that the DRC elect a chair and a meeting is convened to consider tenure, tenure with promotion, or promotion review by September 15th. Request that the DRC review the Official Personnel File and support materials of each candidate prior to the meeting. Personnel files are to be reviewed in the Office of Human Resources (Tod Hall, Room 359). All other application and support materials are to be digitized. Please note: you may observe, but not participate in the proceedings and shall withdraw prior to formulations of any recommendations.
5. Advise the tenure, tenure with promotion or promotion candidate that the meeting has been scheduled and that they have the right to attend per *Article 10.13*. (*A sample memo is provided - see Sample "B".*)
6. Ask each tenured tenure with promotion faculty member to recommend in favor of granting tenure, tenure with promotion to recommend against tenure, tenure with promotion, or to abstain. The DRC shall vote by secret ballot on all applications by October 5th (*A sample memo is provided - see Sample "C".*)
7. Advise the tenure, tenure with promotion or promotion candidate of the outcome of the DRC vote listing the number of faculty that supported, opposed, or abstained/declined to respond by October 15th. (*A sample memo is provided - see Sample "D".*)
8. Develop your own recommendation, separate from that of the faculty. Report your recommendation and the recommendations of the faculty on the "Faculty Application for Tenure, Tenure with Promotion or Promotion Review" Form and submit this to the Dean ***no later than October 15th per Article 10.13.***
9. Forward all applications with your recommendations and the recommendations of the DRC to the College Review Committee (CRC).
10. If your recommendation is to deny tenure, tenure with promotion or promotion, consider consulting with the Dean and Human Resources on whether formal notification of intention to recommend non-reappointment of the tenure, tenure with promotion, or promotion should be pursued. If the decision is to non-reappoint, follow the process outlined on the non-reappointment checklist (*Article 11.1*). HR Contact: Krystle Natoli at ext. 2180 or hr@ysu.edu.

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SAMPLE “A”

SUGGESTED MEMO TO CANDIDATE FROM CHAIRPERSON REGARDING TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW

DATE:

TO: (Candidate)

FROM: (Department Chairperson)

RE: TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW

Per your written request and in accordance with *Article 10.2*, a tenure, tenure with promotion, or promotion review will be conducted this Fall, under the provisions of *Article 10.11* of the *Agreement*.

It would facilitate the review of your performance during your probationary period if you would compile support materials to document your teaching, scholarship, and service; please submit digitized application materials to Krystle Natoli in the Office of Human Resources. You should also review your Official Personnel File, in the Office of Human Resources, Tod Hall, Room 359, to confirm that it is up-to-date and contains a current vita.

I will inform you of the meeting of the Department Review Committee (DRC) as soon as it has been scheduled.

c: Dean
Krystle Natoli, Human Resources

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SAMPLE "B"

SUGGESTED MEMO TO CANDIDATE FROM CHAIRPERSON (OR DEAN) REGARDING TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW MEETING

DATE:

TO: (Candidate)

FROM: (Department Chairperson)

RE: TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW

This is to confirm a meeting of the Department Review Committee (DRC) as follows:

Department:

Date:

Time:

Location:

At this meeting, the DRC will review your performance at the University, prior to making a recommendation on whether you should be granted tenure, tenure with promotion or promotion. This meeting is held under the provisions of *Article 10.13* of the *Agreement*.

You will note that you have "the opportunity to appear, to present information, and to answer questions regarding [your] candidacy."

c: Dean
Krystle Natoli, Human Resources

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SAMPLE "C"

SUGGESTED FORMAT FOR SEEKING RECOMMENDATIONS OF TENURED FACULTY REGARDING TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW

DATE:

TO: (Department Chairperson)

RE: TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW
(Tenure Candidate Name)

_____ I support tenure, tenure with promotion, promotion for this candidate

_____ I oppose tenure, tenure with promotion, promotion for this candidate

_____ I abstain tenure, tenure with promotion, promotion for this candidate

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SAMPLE "D"

SUGGESTED MEMORANDUM TO TENURE, TENURE WITH PROMOTION, PROMOTION CANDIDATE FROM CHAIRPERSON REGARDING VOTING RESULTS

DATE:

TO: (Candidate)

FROM: (Department Chairperson)

RE: **TENURE, TENURE WITH PROMOTION, PROMOTION REVIEW**

In accordance with the provisions of *Article 10.13* of the *Agreement*, I wish to inform you of the number of Department Review Committee (DRC) faculty making the following recommendations on the matter of your tenure, tenure with promotion or promotion review:

_____ supporting tenure, tenure with promotion, or promotion

_____ opposing tenure, tenure with promotion, or promotion

_____ abstaining or declining to respond

c: Dean
Krystle Natoli, Human Resources

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CHAIRPERSON'S CHECKLIST SHEET **for SABBATICAL** **– OR –** **FACULTY IMPROVEMENT LEAVES**

EACH CHAIRPERSON SHOULD:

1. Notify or remind all faculty that the deadline for filing an application for a Sabbatical or Faculty Improvement Leave for the following academic year is: **September 15, 5:00 p.m.**

The applications (with attachments) are to be submitted directly to the Department Chairperson. A copy of the application form (*without* attachments) is to be sent directly to Linda Moore in Human Resources (lmoore@ysu.edu) by **September 15, 5:00 p.m.**

2. Advise your faculty that they are to attach a description of their proposed leave project or activity to the application form, and include the criteria by which the department can evaluate the success of their Sabbatical/FIL.
3. Advise your faculty that copies of the Sabbatical or Faculty Improvement Leave application form are available in the Office of Human Resources and on the Human Resources' Web page.
4. Accept leave applications only through the deadline date specified above.
5. Review each leave application, along with the support materials, and enter your recommendation in the space provided on the front of the application form.
6. Sign each application.
7. Forward all applications to your Dean **NO LATER THAN OCTOBER 1.**
8. Provide a copy of the recommendation to each applicant of his/her recommendation **NO LATER THAN OCTOBER 1.**

HR Contact: Linda Moore at ext. 2137 or lmoore@ysu.edu
REFERENCES: *Agreement*, Article 6.5

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SAMPLE "E"

DATE:

TO: Krystle Natoli
Office of Human Resources

FROM: (Department Chairperson)

SUBJECT: DEPARTMENT REVIEW COMMITTEE (DRC)

My department has voted to have the following faculty members serve on the DRC:
(*List Faculty Names*)

The Chairperson of the DRC is: _____

c: Dean

NOTE: PLEASE COMPLETE AND RETURN BY SEPTEMBER 15 to:

Krystle Natoli, Human Resources or email this information to hr@ysu.edu

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CHAIRPERSON'S CHECKLIST: NON-REAPPOINTMENT OF NON-TENURED FACULTY

EACH CHAIRPERSON SHOULD:

1. Review records of performance of non-tenured faculty with particular attention to situations in which the performance of the individual may warrant non-reappointment.
2. Consult with your Dean and Human Resources if you are considering recommending the non-reappointment of a non-tenured faculty member.
3. Remember that **deadlines** for written notification to non-reappointment are specified in the *Agreement*, and **may not be missed**. Recommendations for non-reappointment must be submitted to the Office of Academic Affairs and HR well in advance of the deadlines. HR will send the non-reappointment notices by the specified deadlines below.

Employee Type	November 15 th Notification	First Friday Spring Semester Notification	March 1 st Notification
Tenured Track 2 AY or more	X		
Tenured Track less than 2 AY		X	
Senior Lecturer	X		
Term Assistant Professor			X
Term Lecturer			X
Post Doc			X

HR Contact: Krystle Natoli at ext. 2180 or hr@ysu.edu

REFERENCES: *Agreement, Article 11.1*

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CHAIRPERSON'S CHECKLIST: CHAIRPERSON'S EVALUATION

EACH CHAIRPERSON SHOULD:

1. Each faculty member to be evaluated must complete and sign the evaluation form and submit it to you no later than **APRIL 1**. Faculty members to be evaluated will include:
 - a. all non-tenured faculty;
 - b. tenured faculty who are scheduled for evaluation this year. (*You will receive a list of these from The Office of Human Resources during Spring Semester.*)
2. Please remind faculty members that they have the right to consult with you before you complete your section(s) (*See Article 14.6*).
3. Review the Official Personnel File of the faculty member (available in the Office of Human Resources, Tod Hall, Room 359) and, if applicable, consult with the chairperson of the academic department in which the faculty member is cross-appointed.
4. Please note that a scheduled evaluation may occur (1) year earlier or one (1) year later when a faculty member is on leave for one complete academic year or longer during the evaluation period, provided that the faculty member provides a written request for such a change to the department chairperson by January 1 of the year in which the evaluation is scheduled. However, in no case shall the number of years of paid university-related service evaluated exceed two for non-tenured faculty, three for tenured faculty below the rank of Professor, and five for tenured Full Professors.
5. Review the information on the evaluation form, as well as other relevant information available to you.
6. Record on the evaluation form the date you inspected the faculty member's official personnel file.
7. Download and Complete Parts III thru VIII (pages 7 – 9) of the evaluation form. Page 8 requests that you describe and document strengths or weaknesses of the faculty member and Page 9 requires recommendations and optional comments. Each area will allow approximately 1-2 paragraphs of text. If you wish to include more data than will fit on these pages, please include it as a separate document and insert it behind the appropriate page. Be sure to note "See Attached" at the bottom of the page for which you are inserting additional pages.
8. **Sign your name and record the date at the bottom of Page 9.**
9. Combine Parts III through VIII with Parts I and II completed by the faculty member and return the document to the faculty member for their review.
10. **The faculty member will** complete Part IX (optional comments), **sign Page 10**, and return the evaluation to you.
11. Collect all evaluations from your faculty, **sign Page 10** to certify that you have read any optional comments and verify that faculty member has signed the evaluation form in all the required areas.
12. Forward the evaluations to the Dean for review by **APRIL 30**.

HR Contact: Krystle Natoli at ext. 2180 or hr@ysu.edu

REFERENCES: *Agreement, Article 14.6*