

Date: August 15, 2011

To: All Faculty Affected by IFO-MnSCU Agreement

From: Robert J. Griggs, Vice President for Academic Affairs (Interim)

Subject: Article 25 Non-Renewal Provision

Article 25, Section D of the IFO-MnSCU Agreement provides a process for decisions regarding non-renewal of probationary faculty. In brief, this article outlines that:

Note: For purposes of this article, “immediate supervisors” are deans or other (non IFO) administrators and do not include department chairs.

1. a recommendation for non-renewal of a probationary faculty member may be made by the appropriate department, immediate supervisor or Vice President;
2. should a recommendation for non-renewal be made, the President shall invite the faculty member to meet with him to discuss the recommendation before his decision is made;
3. for first year faculty, the notice of non-renewal shall be given no later than **November 1\*** of the second academic year of their appointment. Following notice of non-renewal, the faculty member shall have employment through the remainder of his/her second academic year;
4. for all other faculty, the notice of non-renewal shall be given no later than **August 1\***. Following notice of non-renewal, the faculty member shall have employment through the subsequent academic year;
5. a probationary faculty member who has been given notice of non-renewal shall, upon request, be granted an interview with the President by **January 15\*** of the terminal year in order to discuss his/her employment status. Any change in the decision to non-renew shall be communicated to the faculty member within fifteen (15) days;
6. probationary faculty members who are non-renewed without evaluation in compliance with Article 22 during the academic year in which the notice of non-

renewal is given shall have their non-renewal rescinded and obtain an additional year of employment during which an appropriate evaluation shall be conducted. Faculty members who fail to submit their Progress Report in accordance with Article 22, Section D., Subd. 3. shall lose the protection provided by this Subdivision.

The Department must follow its personnel recommendation procedure to consider the issue of non-renewal. The department process for non-renewal recommendations must follow the contractual provisions of Articles 20 and 25. The Department must confirm with the Dean each year that the procedure was followed and forward only non-renewal recommendation(s) as a result of that procedure. (Department members are not required to provide recommendations for *renewals*.)

FY 12 FIRST-YEAR PROBATIONARY FACULTY (Faculty who began in Fall 2011)

1. By April 26, 2012, the faculty member shall send the completed Progress Report along with documentation to the Dean/immediate supervisor with a copy to the department members through the Chair.
2. Prior to August 28, 2012, the Department shall follow its process for making non-renewal recommendations. That process must be in accordance with provisions of Articles 20 and 25.
3. By August 28, 2012, the Chair shall confirm with the Dean/immediate supervisor that the departmental process on non-renewal was followed, and shall forward any non-renewal recommendation to the Dean/immediate supervisor with a copy to the faculty.
4. By September 7, 2012, the Dean/immediate supervisor shall provide any recommendation of non-renewal to the supervising Vice President with a copy to the faculty.
5. By September 26, 2012, the supervising Vice President will notify the faculty member if his/her recommendation is contrary to that of the Department, Chairperson, or Dean/immediate supervisor.
6. Faculty member has until October 1, 2012, to provide a response (if any) to a proposed non-renewal recommendation.
7. By October 3, 2012, the supervising Vice President will deliver his/her non-renewal recommendation to the President with a copy to the faculty member.
8. Should a recommendation for non-renewal be made, the faculty member has until October 12, 2012, to meet with the President prior to the President making his decision.

9. The deadline for the President to notify faculty of non-renewal is November 1, 2012\*.
10. The deadline for an optional meeting with the President during the terminal year would be January 15, 2013\*.

FY 11 FIRST-YEAR PROBATIONARY (Faculty who began in Fall 2010)

1. By August 30, 2011, the Chair shall confirm with the Dean/immediate supervisor that the departmental process on non-renewal was followed, and shall forward any non-renewal recommendation to the Dean/immediate supervisor with a copy to the faculty.
2. By September 9, 2011, the Dean/immediate supervisor shall provide any recommendation of non-renewal to the supervising Vice President with a copy to the faculty.
3. By September 28, 2011, the supervising Vice President will notify the faculty member if his/her recommendation is contrary to that of the Department, Chairperson, or Dean/immediate supervisor.
4. The faculty member has until October 3, 2011, to provide a response (if any) to a proposed non-renewal recommendation.
5. By October 5, 2011, the supervising Vice President must deliver his/her non-renewal recommendation to the President with a copy to the faculty member.
6. Should a recommendation for non-renewal be made, the faculty member has until October 14, 2011 to meet with the President prior to the President making his decision.
7. The deadline for the President to notify faculty of non-renewal is November 1, 2011\*.
8. The deadline for an optional meeting with the President during the terminal year would be January 15, 2012\*.

SECOND-, THIRD-, FOURTH- AND FIFTH-YEAR PROBATIONARY FACULTY

1. By February 12, 2012, the faculty member shall send the completed Progress Report along with documentation to the Dean/immediate supervisor with a copy to the department members through the Chair.

2. By **March 2, 2012**, the Chair shall confirm with the Dean/immediate supervisor that the departmental process on non-renewal was followed, and shall forward any non-renewal recommendation to the Dean/immediate supervisor with a copy to the faculty.
3. By **March 23, 2012**, the Dean/immediate supervisor shall provide any recommendation of non-renewal to the supervising Vice President with a copy to the faculty.
4. By **April 6, 2012**, the supervising Vice President will notify the faculty member if his/her recommendation is contrary to that of the Department, Chairperson, or Dean/immediate supervisor.
5. The faculty member has until **April 13, 2012**, to provide a response (if any) to a proposed non-renewal recommendation.
6. By **April 20, 2012**, the supervising Vice President must deliver his/her non-renewal recommendation to the President with a copy to the faculty member.
7. Should a recommendation for non-renewal be made, the faculty member has until **May 3, 2012**, to meet with the President prior to the President making his decision.
8. The deadline for the President to notify faculty of non-renewal is **August 1, 2012\***.
9. The deadline for an optional meeting with the President during the terminal year would be **January 15, 2013\***.

HEAD COACHES (Article 10, Section G, Subd. 8)

Head coaches shall be evaluated yearly under Article 22. Such evaluations shall be completed by the President pursuant to the local evaluation schedule. Those coaches not being renewed beyond either their initial athletic appointment or a subsequent athletic appointment shall be given a notice of the non-renewal not later than twenty (20) days following the end of the relevant athletic team's final scheduled competition, including post-season play for that team.

\*Contractual Dates

## 2011/2012 Non-Renewal of Probationary Faculty (Article 25)

Article 25	Progress Report to Dean/Supv with Copy to Department Through Chair	Rec from Dept/Chair to Dean/Supv on Article 25 Non-renewal with Copy to Faculty	Rec from Dean/ Supv to VP on Article 25 Non-renewal with Copy to Faculty	Deadline for VP to Notify Faculty in Writing if Recommendation is Contrary to that of Dept, Chair, or Dean/ Supervisor	Deadline for Faculty Response (if any) if VP Makes Recommendation of Non-renewal	VP Delivers Non-Renewal Recommendation to President with Copy to Faculty	Deadline for Optional Meeting with President if Non-renewal Recommendation from Dept. Chair, Dean/ Supervisor or VP	Deadline for President to Notify Faculty of Non-renewal	Deadline for Optional Meeting with President During Terminal Year
1 <sup>st</sup> Year Probationary (FY 12 Faculty who began in Fall 2011)	4-26-12	8-28-12	9-7-12	9-26-12	10-1-12	10-3-12	10-12-12	11-1-12*	1-15-13*
1 <sup>st</sup> Year Probationary (FY 011 Faculty who began in Fall 2010)	4-28-11	8-30-11	9-9-11	9-28-11	10-3-11	10-5-11	10-14-11	11-1-11*	1-15-12*
2-5 <sup>th</sup> Year Probationary	2-17-12	3-2-12	3-23-12	4-6-12	4-13-12	4-20-12	5-3-12	8-1-12*	1-15-13*

\*Contractual Dates