

4.b.	3 days	On request candidate will receive hearing by chair / library dean. Chair / library dean writes final recommendation to dean,* forwarding copies to candidate and department tenure committee chair. Initial and final recommendations are placed in file.
	M 01-27-25	
	W 01-29-25	
4.c.	1 day	Chair sends file forward to dean. The candidate may not change, insert or remove materials once the file leaves the departmental level of review.
	Th 01-30-25	
4.d.	3 days	Candidate may respond in writing to any unresolved differences regarding chair / library dean evaluation. Response must be sent to dean* and becomes a part of the tenure file in the department chair's recommendation section.
	Th 01-30-25	
	M 02-03-25	
5.	10 days	Dean reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to candidate, department chair, and department tenure committee chair.
	F 01-31-25	
	Th 02-13-25	
5.a.	2 days	Candidate may request an appeal hearing on the initial recommendation.
	F 02-14-25	
	M 02-17-25	
5.b.	3 days	On request candidate will receive hearing by dean. Dean writes final recommendation to provost, forwarding copies to candidate; department chair; and department tenure committee chair. Initial and final recommendations are placed in file.
	Tu 02-18-25	
	Th 02-20-25	
6.	TBD	If the last recommendation is that the candidate be removed from the tenure track, the candidate may appeal further. Please see MOA Tenure Pathways F-P. An appropriate timeline will be established in consultation with the candidate and reviewing parties. All timelines must be completed prior to March 1.
	F 02-21-25	

* Library dean recommendation and candidate response are addressed/forwarded to provost.

POINTS OF CLARIFICATION

In general, Fort Hays State University follows this notification procedure for tenure. A probationary appointment carries with it an expectation of renewal. Hence, if the appointment is not to be renewed, the faculty member needs to be informed of this in writing on the following timelines:

- a. Not later than March 1 of the first or second academic year of review, if the appointment expires at the end of that year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination.
- b. At least twelve months before the expiration of an appointment after two or more years at FHSU.