

Section D. Non-Renewal of Probationary Faculty. A recommendation for non-renewal of a probationary faculty member may be made by the appropriate department, immediate supervisor or Vice President.

Subd. 1. Should a recommendation for non-renewal be made, the President shall invite the faculty member to meet with him/her to discuss the recommendation before his/her decision is made. The faculty member may be accompanied by an IFO representative.

Subd. 2. Notice of non-renewal of probationary faculty shall be as follows.

- a. 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.
- b. 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.
- c. Service of written notice shall be in accordance with Article 5, Section A.
- d. Written notice shall include reasons for the non-renewal.

Subd. 3. 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.

Subd. 4. The probationary faculty member who is non-renewed shall have access to the full grievance procedure for any violation of Subds. 2 and 3 above and shall have access through the President's level of the grievance procedure for any other violations of this section.

Subd. 5. 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with Article 22 during the academic year in which the notice of non-renewal is given shall have their non-renewal rescinded and obtain an additional year of employment during which an appropriate evaluation shall be conducted.

The additional year of employment shall not automatically confer tenure upon faculty members nor shall it be construed as authorizing the Administration to intentionally avoid conducting an evaluation to thereby extend the probationary period. 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.

Section E. Non-Renewal of Non-Tenure Track Faculty. Non-renewal of non-tenure track faculty shall be based on performance evaluation as provided for in Article 22. Notice of non-renewal shall be by August 1 preceding their final academic year appointment. The faculty member shall have employment through the remainder of the subsequent academic year.

Section F. Dismissal of Tenured Faculty. Dismissal of tenured faculty shall be in accordance with Articles 23 and 24.

Section G. Arbitration. In the event that the decision to non-renew a probationary faculty member, or to deny tenure or promotion is grieved and appealed to arbitration, the arbitrator is limited to determining whether the President's decision was arbitrary or capricious or was procedurally flawed.

Non-Renewal

Probationary Faculty: first year (this actually takes place in the fall of the second year)	
First duty day of the second academic year.	Recommendation of non-renewal is made by the appropriate department, immediate supervisor, or Vice President and is sent to the faculty member
September 15	Faculty member prepares a report and sends it to the Dean, together with appropriate documentation describing progress made in respect to achieving his/her objectives as specified in his/her professional development plan. A copy of the report along with appropriate documentation shall be sent to the department members through the department chairperson
October 1	Faculty member meets with the dean to discuss achievements. Department members are encouraged to provide written comments on the report. These written comments will be forwarded to the faculty member.
October 8	Dean makes recommendation concerning non-renewal. This is sent to Faculty member, appropriate chair and the Provost
October 15	Faculty members responds to the dean.
October 22	Provost makes recommendation concerning non-renewal to President
November 1	President notifies faculty member concerning non-renewal. Notice of non-renewal shall be in accordance with Article 5, Section A
January 15 Contractual deadline	Upon request the faculty member must be granted an interview with the President by January 15 of the terminal year in order to discuss his/her employment status.
15 days after above meeting with the President.	Any change in the decision to non-renew shall be communicated to the faculty member.

Non-Renewal

Probationary Faculty: years 2, 3, 4 and Non-tenure track faculty	
November 1	Recommendation of non-renewal is made by the appropriate department, immediate supervisor, or Vice President.
January 29	Faculty member prepares a report and sends it to the Dean, together with the appropriate documentation describing progress made in respect to achieving his/her objectives as specified in his/her professional development plan. A copy of the report along with appropriate documentation shall be sent to the department members through the department chairperson.
February 26	Department members are encouraged to provide written comments on the report. These written comments will be forwarded to the faculty member. These comments can be used to inform subsequent tenure and promotion decisions.
February 26	Faculty member meets with the dean to discuss achievements.
March 15	A written summary of the Dean's assessment of the faculty member's accomplishments in respect to his/her plan, as they relate to the criteria shall then be sent to the faculty member, the appropriate chair, the dean, and placed in the faculty member's official personnel file. <i>This includes a recommendation concerning non-retention.</i>
March 23	Faculty member may respond to the dean's and department's comments. These comments along with the faculty member's responses are placed in the faculty member's official personnel file.
April 20	Provost notifies candidate in writing of recommendation concerning non-renewal.
May 1	Provost forwards non-renewal recommendation along with written responses from the candidate to the president.
May 8 Last Duty day of Spring	President makes decision on non-renewal. Written notice is in accordance with Article 5, Section A and must include reasons for non-renewal.
January 15 [next academic year]	Upon request the faculty member must be granted an interview with the President by January 15 of the terminal year in order to discuss his/her employment status.
15 days after above meeting with the President	Any change in the decision to non-renew shall be communicated to the faculty member