

## 2016-2017 Time Schedule

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### 2016-2017 TIME SCHEDULE FOR PERSONNEL DECISIONS

#### Schedule for Teaching Faculty

The personnel policies of Radford University, as approved by the Board of Visitors, are provided in the Teaching and Research Faculty Handbook and the Administrative and Professional Faculty Handbook. Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies. The following dates are established solely for the purpose of administering Board-approved personnel policies. Exceptions to these established dates may occasionally be necessary and must be approved by the Provost and Vice President for Academic Affairs.

*Please Note - Throughout this document:*

- *“Department” refers to an academic Department or School*
- *“Department Chair or Chair” refers to academic Department Chair or School Director*

## 2016-2017 Time Schedule

### Evaluation of Faculty

| Date                 | Action  |
|----------------------|---|
| Monday<br>8/22/16    | Last day for returning tenured, tenure-track, special purpose and full-time temporary (with an option of renewal) faculty to submit Faculty Annual Report (FAR's) to Department Chair.  |
| Monday<br>9/12/16    | Department Chair prepares faculty evaluations and distributes to each evaluated faculty member a tentative evaluation of the faculty member including strengths and/or weaknesses within each category; a rating of performance for each category; and an overall evaluation and written justification for the ratings given in each evaluation category.   |
| Friday<br>9/16/16    | Faculty member, in consultation with the Department Chair, determines the percentage value (within the prescribed range) for each evaluation category. Last day for a faculty member to submit written response to the Department Chair or to hold a conference with the Department Chair in appeal of his or her evaluation.   |
| Monday<br>9/19/16    | Department Chair notifies all faculty who submitted evaluation appeals as to the Chair's decision on the appeal. Department Chair submits to the College Dean the Chair's evaluations of faculty along with the Faculty Annual Reports.   |
| Monday<br>10/3/16    | If the Dean disagrees with the evaluation from the Department Chair, then the Dean shall set forth his or her written reasons for disagreement. If the Dean adds anything to the evaluation, a written copy of the Dean's comments shall be sent to the Chair and to the faculty member.  |
| Monday<br>10/17/16   | Last day for any faculty member who disagrees with all or any part of his or her final evaluation to appeal to the Faculty Appeals Committee.   |
| Monday<br>10/31/16   | Faculty Appeals Committee reports to the Provost and Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation.   |
| Monday<br>11/7/16    | As soon as the evaluation process is completed, the following shall become a part of each faculty file in the Office of the Provost and Vice President for Academic Affairs: the faculty member's Faculty Annual Report, the faculty member's evaluation from the Chair; the decisions and comments of the Dean; any written disagreements with either the Chair or the Dean that the faculty member under evaluation wishes to include; any recommendations that may issue from the Faculty Appeals Committee; any final decisions rendered by the Provost and Vice President for Academic Affairs subsequent to recommendations of the Faculty Appeals Committee. |
| 12/12/16-<br>1/17/17 | An ad hoc committee consisting of three tenured faculty members mutually agreed upon by the chair and the tenured faculty member being evaluated will initiate an in-depth evaluation of any tenured faculty member whose overall evaluation rating or teaching evaluation rating falls below 3.0, which is in accord with the Post-tenure Review Policy.<br><br>Within 30 days of the last day of final examinations of the previous semester, the post-tenure review ad hoc committee will develop, in consultation with any faculty member undergoing an in-depth evaluation, a strategic plan designed to remedy performance deficiencies.                      |

## 2016-2017 Time Schedule

### Annual Chair/School Director Evaluation

| Date                | Action  |
|---------------------|---|
| Monday<br>1/23/17   | Last day for Department Chair to submit Faculty Annual Report and report of accomplishments regarding roles and responsibilities as Department Chair to the Department Personnel Committee. Department Personnel Committee distributes chair evaluation forms to all faculty of the department.   |
| Monday<br>1/30/17   | Last day for faculty to submit completed unsigned chair evaluation forms to Chair of Department Personnel Committee.  |
| Monday<br>2/6/17    | Department Personnel Committee prepares written tentative evaluations of Department Chair, as a faculty member and separately as a chair, and provides these to the Department Chair.   |
| Thursday<br>2/9/17  | Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her evaluation.  |
| Monday<br>2/13/17   | Department Personnel Committee notifies all Chairs who submitted evaluation appeals as to the Committee's decision on the appeal. Department Personnel Committee submits to the College Dean its written summary and overall evaluation of the Department Chair as Chair, accompanied by each Department Chair evaluation form, and its evaluation of the Department Chair as a faculty member.   |
| Monday<br>2/20/17   | Dean provides his or her written evaluation of the Department Chair to the Department Chair. If the Dean disagrees with the Department Personnel Committee's evaluation of the Chair as a faculty member, he or she shall provide the Department Personnel Committee and the Department Chair with the written reasons for the disagreement.  |
| Friday<br>2/24/17   | Last day for a Department Chair to submit response to College Dean in appeal of his or her evaluation.  |
| Wednesday<br>3/1/17 | College Dean forwards his or her final evaluation of the Department Chair to the Provost and Vice President for Academic Affairs, along with the Department Personnel Committee's evaluations of the Department Chair as Chair and as faculty member. The College Dean shall forward to the Department Chair and the Personnel Committee a copy of his or her final evaluation of the Department Chair.   |
| Friday<br>3/31/17   | If the Provost and Vice President for Academic Affairs disagrees with the Department Personnel Committee's or the College Dean's evaluation of the Department Chair as Chair, he or she shall provide the Department Chair, the College Dean, and the Department Personnel Committee Chair with a written statement of the reason(s) for the disagreement. The final evaluations of the Department Chair both as a faculty member and as a chair, following any possible appeals, become part of the Department Chair's personnel file. |
| Wednesday<br>4/5/17 | Last day for a Department Chair who disagrees with all or any part of his or her final evaluation to appeal to the Faculty Appeals Committee.   |
| Thursday<br>4/27/17 | Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any evaluation appeals from Department Chairs.  |

## 2016-2017 Time Schedule

### Quadrennial Chair/School Director Evaluation

| Date                  | Action   |
|-----------------------|--|
| Wednesday<br>09/21/16 | Department Chairs, School Directors and Personnel Committee Chairs will be notified of Chairs/School Directors who will receive quadrennial evaluations  |
| Monday<br>1/23/17     | Last day for Department Chair to submit Faculty Annual Report and quadrennial report of accomplishments regarding roles and responsibilities as Department Chair to the Department Personnel Committee, making reference to the attainment of goals established for the previous four-year period. Department Personnel Committee distributes quadrennial chair evaluation forms to all faculty of the department.   |
| Monday<br>1/30/17     | Last day for faculty to submit completed unsigned quadrennial chair evaluation forms to Chair of Department Personnel Committee.   |
| Monday<br>2/6/17      | Department Personnel Committee prepares written tentative evaluation of Department Chair, as a faculty member for the past year and separately as a chair for the past four years, and provides these to the Department Chair.   |
| Thursday<br>2/9/17    | Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her quadrennial evaluation.   |
| Monday<br>2/13/17     | Department Personnel Committee notifies all Chairs who submitted quadrennial evaluation appeals as to the Committee's decision on the appeal. Department Personnel Committee submits to the College Dean its summary and overall quadrennial evaluation of the Department Chair as Chair, accompanied by each Department Chair evaluation form, and its annual evaluation of the Department Chair as faculty member.   |
| Week of<br>2/13/17    | The Dean shall meet with the Department Chair to discuss his/her quadrennial accomplishments as Chair. At this time, they can initiate a preliminary discussion of the goals the Chair anticipates setting for him/herself as Chair and for the department for the next four years.  |
| Monday<br>2/20/17     | Dean provides his or her written evaluation of the Department Chair to the Department Chair. If the Dean disagrees with the Department Personnel Committee's annual evaluation of the Chair as a faculty member or quadrennial evaluation of the Chair as Chair, he or she shall provide the Department Personnel Committee and the Department Chair with the written reasons for the disagreement.  |
| Friday<br>2/24/17     | Last day for a Department Chair to submit response to College Dean in appeal of his or her annual evaluation as faculty member or quadrennial evaluation as Chair.   |
| Wednesday<br>3/1/17   | College Dean forwards his or her final quadrennial evaluation of the Department Chair to the Provost and Vice President for Academic Affairs, along with the Department Personnel Committee's evaluations of the Department Chair as Chair and as faculty member. Included in this evaluation shall be a recommendation to the Provost and Vice President for Academic Affairs regarding reappointment of the Chair for another four-year term. The College Dean shall forward to the Department Chair and the Department Personnel Committee a copy of his or her final quadrennial evaluation of the Department Chair. |
| Friday<br>3/31/17     | If the Provost and Vice President for Academic Affairs disagrees with the Department Personnel Committee's or the College Dean's quadrennial evaluation of the Department Chair as Chair, or with the Dean's   |

## 2016-2017 Time Schedule

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| <b>Date</b>         | <b>Action</b>   |
|---------------------|---|
|                     | recommendation about reappointment of the Chair for another four-year term, he or she shall provide the Department Chair, the College Dean, and the Department Personnel Committee Chair with a written statement of the reason(s) for the disagreement. The final evaluations of the Department Chair both as a faculty member and as a chair, following any possible appeals, become part of the Department Chair's personnel file. |
| Wednesday<br>4/5/17 | Last day for a Department Chair who disagrees with all or any part of his or her final evaluation to appeal to the Faculty Appeals Committee.   |
| Thursday<br>4/27/17 | Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any evaluation appeals from Department Chairs.  |

## 2016-2017 Time Schedule

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### Faculty Evaluation of Deans and University Librarian

| Date                 | Action  |
|----------------------|---|
| Wednesday<br>2/22/17 | The Provost and Vice President for Academic Affairs and Faculty Senate Governance Committee develop the form to be used for faculty evaluation of College Deans, the Graduate Dean, and University Librarian according to the guidelines of the <i>Teaching and Research Faculty Handbook</i> .           |
| Friday<br>3/24/17    | College Deans, Graduate Dean, and University Librarian distributes to all faculty within the College/Library an annual report summarizing his or her accomplishments related to responsibilities as Dean/University Librarian and annual goals, covering the period since the last report to the faculty. |
| Monday<br>3/27/17    | The Faculty Senate Governance Committee distributes College Dean evaluation forms to all college faculty, Graduate Dean evaluation forms to all graduate faculty, and University Librarian evaluation forms to all library faculty.   |
| Monday<br>4/3/17     | Last day to submit completed and unsigned College Dean, Graduate Dean, and University Librarian evaluation forms to the Chair of the Faculty Senate Governance Committee.   |
| Monday<br>4/17/17    | The Faculty Senate Governance Committee forwards the College Dean, Graduate Dean, and University Librarian evaluation summaries, together with copies of each evaluation form submitted, to the Provost and Vice President for Academic Affairs.  |

## 2016-2017 Time Schedule

### Student Evaluation of Faculty

| Date                                      | Action  |
|---|---|
| Monday -<br>Friday<br>10/3/16-<br>10/7/16 | Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .  |
| Monday-<br>Friday<br>11/7/16-<br>12/9/16  | Department Personnel Committee administers the University-wide student evaluations of <b>tenured and tenure track faculty</b> for full- semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .   |
| Monday-<br>Friday<br>11/14/16-<br>12/9/16 | Department Personnel Committee administers the University-wide student evaluations of <b>special purpose, full-time temporary and part-time faculty</b> for full- semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .   |
| Tuesday<br>1/17/17                        | Department Personnel Committee provides numerical summaries for all fall student evaluations of faculty to the faculty member and to the Department Chair.  |
| Monday-<br>Friday<br>2/20/17-<br>2/24/17  | Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .  |
| Monday-<br>Friday<br>4/3/17-<br>4/28/17   | Department Personnel Committee administers the University-wide student evaluations of <b>tenured and tenure track faculty</b> for full- semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .   |
| Monday-<br>Friday<br>4/10/17-<br>4/28/17  | Department Personnel Committee administers the University-wide student evaluations of <b>special purpose, full-time temporary and part-time faculty</b> for full- semester courses according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .   |
| Friday<br>5/26/17                         | <p>Department Personnel Committee provides numerical summaries for all spring student evaluations of faculty to the faculty member and to the Department Chair.</p> <p>Summer sessions are excluded, unless evaluations are requested by the faculty member and/or others as outlined in section 1.4.1.3 of <u>The Teaching and Research Faculty Handbook</u>. In which case, the Department Personnel Committee would administer the student evaluations of said faculty for summer courses as follows:</p> <p>Maymester during the 12-14th day, Summer I and II during the 5th week of classes, and Summer III during the 12-14 week.</p> |
| Monday<br>8/21/17                         | Department Personnel Committee provides numerical summaries for all summer student evaluations of faculty to the faculty member and to the Department Chair.  |

## 2016-2017 Time Schedule

### Reappointment of Tenure-Track and Special Purpose Faculty in First Year of Service and in Third and Subsequent Years of Service

| Date                | Action   |
|---------------------|--|
| Monday<br>10/17/16  | Department Personnel Committee shall initiate the reappointment process for each tenure-track and special purpose faculty member by requesting a copy of the faculty member's current Faculty Annual Report and evaluation from the Department Chair. (These documents will not be available for faculty in their first year of service.) Department Personnel Committee shall conduct a thorough evaluation of the faculty member's cumulative documentation.               |
| Monday<br>11/7/16   | Department Personnel Committee shall make its written recommendation for reappointment, including full justification, to the Department Chair. The Department Personnel Committee shall provide a copy of its recommendation and justification to the faculty member.  |
| Monday<br>11/21/16  | Department Chair submits his or her written recommendation on the application for reappointment, including justification, to the College Dean with a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the faculty member and the Department Personnel Committee.   |
| Tuesday<br>1/10/17  | College Dean submits his or her written recommendation on the application for reappointment, including justification, to the Provost and Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the faculty member, the Department Personnel Committee and the Department Chair.            |
| Tuesday<br>1/17/17  | Last day for faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Department Personnel Committee, the Department Chair, or the College Dean.   |
| Friday<br>1/27/17   | Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any appeals regarding negative reappointment recommendations by the Department Personnel Committee, the Department Chair, or the College Dean.   |
| Friday<br>2/10/17   | Provost and Vice President for Academic Affairs submits his or her recommendations on the application for reappointment to the President. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean. If the recommendation is negative, then the letter to the candidate shall constitute notice of intention not to reappoint. |
| Friday<br>2/17/17   | Last day for faculty member to appeal to the Faculty Appeals Committee regarding negative reappointment recommendation by the Provost and Vice President for Academic Affairs.   |
| Wednesday<br>3/8/17 | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations from the Provost and Vice President for Academic Affairs. The final decision is determined by the President.  |



## 2016-2017 Time Schedule

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| <b>Date</b>       | <b>Action</b>  |
|-------------------|--|
| Monday<br>3/13/17 | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification. The final decision is determined by the President. |

## 2016-2017 Time Schedule

### Reappointment of Tenure-Track and Special Purpose Faculty in Second Year of Service

| Date                  | Action  |
|-----------------------|---|
| Wednesday<br>09/21/16 | Department Personnel Committee shall initiate the reappointment process for each tenure-track and special purpose faculty member by requesting a copy of the faculty member's current Faculty Annual Report and evaluation from the Department Chair. (These documents will not be available for faculty in their first year of service.) Department Personnel Committee shall conduct a thorough evaluation of the faculty member's cumulative documentation.  |
| Friday<br>10/7/16     | Department Personnel Committee shall make its written recommendation for reappointment, including full justification, to the Department Chair. The Department Personnel Committee shall provide a copy of its recommendation and justification to the faculty member.   |
| Wednesday<br>10/19/16 | Department Chair submits his or her written recommendation on the application for reappointment, to the College Dean with a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the faculty member and the Department Personnel Committee.   |
| Wednesday<br>10/26/16 | College Dean submits his or her written recommendation on the application for reappointment, including justification, to the Provost and Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the faculty member, the Department Personnel Committee and the Department Chair.   |
| Friday<br>10/28/16    | Last day for second year faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Department Personnel Committee, the Department Chair, or the College Dean.  |
| Monday<br>11/7/16     | Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any appeals regarding negative reappointment recommendations by the Department Personnel Committee, the Department Chair, or the College Dean concerning faculty in the second year of service.   |
| Monday<br>11/21/16    | Provost and Vice President for Academic Affairs submits his or her recommendations on the application for reappointment to the President for faculty in the second year of service. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean. If the recommendation is negative, the letter to the candidate shall constitute notice of intention not to reappoint. |
| Tuesday<br>1/17/17    | Last day for second year faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Provost and Vice President for Academic Affairs.  |
| Monday<br>1/23/17     | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations for second year faculty from the Provost and Vice President for Academic Affairs. The final decision is determined by the President.   |

## 2016-2017 Time Schedule

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| <b>Date</b>       | <b>Action</b>  |
|-------------------|--|
| Monday<br>1/30/17 | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification. The final decision is determined by the President. |

## 2016-2017 Time Schedule

### Reappointment of Full-time Temporary Faculty with Option for Renewal

| Date              | Action   |
|-------------------|--|
| Monday<br>8/22/16 | After the first year the Full-time Temporary faculty with an option for renewal will submit a Faculty Annual Report (FAR's) at the same time as tenured and tenure-track faculty.  |
| Monday<br>2/20/17 | Department Personnel Committee submits its written recommendation on the reappointment of Full- time Temporary faculty with an option of renewal, including full justification, to the Department Chair. The Department Personnel Committee shall provide a copy of its recommendation and justification to the faculty member.  |
| Friday<br>2/24/17 | Full-time Temporary faculty with an option of renewal may provide a written response to the recommendation of the Department Personnel Committee to the Department Chair   |
| Friday<br>3/10/17 | Full-time Temporary faculty with an option of renewal may provide a written response to the recommendation of the Department Chair to the College Dean.  |
| Monday<br>3/13/17 | Department Chair submits his or her written recommendation on the reappointment of Full-time Temporary faculty with an option of renewal, including justification, to the College Dean with a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the faculty member and the Department Personnel Committee.  |
| Monday<br>3/13/17 | College Dean submits his or her written recommendation on the reappointment of Full-time Temporary faculty with an option of renewal, including justification and copies of FAR's, to the Provost and Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the faculty member, the Department Personnel Committee and the Department Chair. |
| Friday<br>3/17/17 | Full-time Temporary faculty with an option of renewal may provide a written response to the recommendation of the College Dean to the Provost and Vice President for Academic Affairs.   |
| Friday<br>3/24/17 | Provost and Vice President for Academic Affairs submits his or her recommendations on the reappointment of Full-time Temporary faculty with an option of renewal to the President. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean. If the recommendation is negative, the letter to the candidate shall constitute notice of intention not to reappoint.               |
| Friday<br>3/31/17 | Full-time Temporary faculty with an option of renewal may provide a written response to the recommendation of the Provost and Vice President for Academic Affairs to the President.  |
| Monday<br>4/3/17  | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification.  |

## 2016-2017 Time Schedule

### Promotion Recommendations

| Date                  | Action  |
|-----------------------|---|
| Friday<br>9/16/16     | Faculty member notifies the Department Chair of intent to apply for promotion.  |
| Monday<br>10/24/16    | Faculty member initiates an application for promotion to the Department Chair and shall provide supporting documentation which must include a statement justifying promotion, evaluations of the faculty member from the Department Chair for the past six years of approved appointments including a summary of student evaluations and peer evaluations (if applicable), current curriculum vita, and any additional information appropriate to support a recommendation for promotion.<br>Faculty who are applying simultaneously for promotion and for tenure may submit a single application that applies to both. The application should include documentation supporting the application for both promotion and tenure, as outlined above. |
| Friday<br>10/28/16    | Department Chair submits all applications for promotion and supporting documentation to the Chair of the appropriate Department Promotion Committee, and shall notify the College Dean of the name(s) of faculty member(s) requesting promotion.  |
| Monday<br>11/21/16    | Department Promotion Committee submits its written recommendation on the application for promotion, including justification, to the Department Chair with all supporting documentation. The Department Promotion Committee shall provide a copy of its recommendation and justification to the candidate.   |
| Wednesday<br>11/30/16 | Department Chair submits his or her written recommendation on the application for promotion, including justification, to the College Dean with all supporting documentation and a copy of the Department Promotion Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the candidate and to the Department Promotion Committee.   |
| Tuesday<br>1/10/17    | College Dean submits his or her written recommendation on the application for promotion, including justification, to the Provost and Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the candidate, the Department Promotion Committee, and the Department Chair.   |
| Tuesday<br>1/17/17    | Last day to submit appeal to the Faculty Appeals Committee regarding negative promotion recommendations by the Department Promotion Committee, the Department Chair, or the College Dean.   |
| Wednesday<br>2/1/17   | Faculty Appeals Committee reports to the Provost and Vice President for Academic Affairs its recommendations on any appeals regarding a negative promotion recommendation by the Promotion Committee, the Department Chair, or the College Dean.  |
| Wednesday<br>2/15/17  | Provost and Vice President for Academic Affairs submits his or her written recommendation on the application for promotion to the President. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Promotion Committee, the Department Chair, and the College Dean.  |

## 2016-2017 Time Schedule

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|----------------------|--|
| Wednesday<br>2/22/17 | Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative promotion recommendation from the Provost and Vice President for Academic Affairs.  |
| Wednesday<br>3/8/17  | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding promotion recommendations of the Provost and Vice President for Academic Affairs. The final decision is determined by the President.                                       |
| Wednesday<br>3/15/17 | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification. The final decision is determined by the President. |

## 2016-2017 Time Schedule

### Tenure Recommendations

| Date                  | Action   |
|-----------------------|--|
| Friday<br>9/16/16     | Faculty member notifies the Department Chair of intent to apply for tenure.  |
| Monday<br>10/24/16    | <p>Faculty member initiates an application for tenure to the Department Chair and shall provide supporting documentation, which must include a statement justifying the granting of tenure, all past evaluations including a summary of student evaluations and faculty evaluations (if applicable), current curriculum vita, and any additional information appropriate to support a recommendation for tenure.</p> <p>Faculty who are applying simultaneously for promotion and for tenure may submit a single application that applies to both. The application should include documentation supporting the application for both promotion and tenure, as outlined above.</p> |
| Friday<br>10/28/16    | Department Chair submits all applications for tenure and supporting documentation to the Chair of the Department Personnel Committee, and shall notify the College Dean of the name(s) of faculty member(s) requesting tenure.   |
| Monday<br>11/21/16    | Department Personnel Committee submits its written recommendation on the application for tenure, including justification, to the Department Chair with all supporting documentation. The Department Personnel Committee shall provide a copy of its recommendation and justification to the candidate.   |
| Wednesday<br>11/30/16 | Department Chair submits his or her written recommendation on the application for tenure, including justification, to the College Dean with all supporting documentation and a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the candidate and to the Department Personnel Committee.   |
| Tuesday<br>1/10/17    | College Dean submits his or her written recommendation on the application for tenure, including justification, to the Provost and Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the candidate, the Department Personnel Committee, and the Department Chair.   |
| Tuesday<br>1/17/17    | Last day to submit appeal to the Faculty Appeals Committee regarding negative tenure recommendations by the Department Personnel Committee, the Department Chair, or the College Dean.   |
| Wednesday<br>2/1/17   | Faculty Appeals Committee reports to the Provost and Vice President for Academic Affairs its recommendations on any appeals regarding a negative tenure recommendation by the Department Personnel Committee, the Department Chair, or the College Dean.   |
| Wednesday<br>2/15/17  | Provost and Vice President for Academic Affairs submits his or her written recommendation on the application for tenure to the President. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean.  |

## 2016-2017 Time Schedule

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| <b>Date</b>          | <b>Action</b>  |
|----------------------|--|
| Wednesday<br>2/22/17 | Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative tenure recommendations from the Provost and Vice President for Academic Affairs.  |
| Wednesday<br>3/8/17  | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding tenure recommendations of the Provost and Vice President for Academic Affairs. The final decision is determined by the President.  |
| Wednesday<br>3/15/17 | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification. The final decision is determined by the President. |



**2016-2017 TIME SCHEDULE FOR  
PERSONNEL DECISIONS**

## Library Faculty

The personnel policies of Radford University, as approved by the Board of Visitors, are provided in the Teaching and Research Faculty Handbook and the Administrative and Professional Faculty Handbook. Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies. Exceptions to these established dates may occasionally be necessary and must be approved by the Provost and Vice President for Academic Affairs.

## 2016-2017 Time Schedule

### Evaluation of Library Faculty

| Date                 | Action  |
|----------------------|---|
| Monday<br>8/1/16     | Last day for returning library faculty to submit Faculty Annual Report (FAR's) to supervisor.   |
| Monday<br>8/29/16    | Supervisor completes and submits to the reviewer the written library faculty evaluations as described in the <i>Administrative and Professional Faculty Handbook</i> , section 2.3. Individual Faculty Annual Reports will accompany each evaluation.   |
| Wednesday<br>9/7/16  | Reviewer reviews, signs, and returns to the supervisor each library faculty member's evaluation.  |
| Wednesday<br>9/14/16 | Supervisor distributes library faculty evaluations and reviews them with each library faculty member. Supervisor and library faculty member sign the evaluation.  |
| Monday<br>9/19/16    | Last day for a library faculty member to appeal the evaluation to the supervisor and reviewer as an informal grievance.   |
| Friday<br>9/23/16    | Supervisor notifies all library faculty who submitted evaluation appeals as to the supervisor's and reviewer's decision on the appeal. Supervisor submits to the University Librarian the supervisor's signed evaluations of library faculty along with the Faculty Annual Reports.   |
| Wednesday<br>9/28/16 | University Librarian forwards each library faculty member's evaluation from the supervisor to the Provost and Vice President for Academic Affairs. If the University Librarian disagrees with the evaluation from the supervisor, the University Librarian shall set forth his or her reasons for disagreement. If the University Librarian adds anything to the evaluation, a written copy of the University Librarian's comments shall be sent to the supervisor and to the library faculty member. |
| Monday<br>11/21/16   | Last day for any library faculty member who disagrees with his or her final evaluation to file a formal grievance according to the procedures of the <i>Administrative and Professional Faculty Handbook</i> , section 1.11.3.  |

## 2016-2017 Time Schedule

### Library Faculty Promotion Recommendations

| Date                  | Action  |
|-----------------------|---|
| Friday<br>9/16/16     | Library faculty member notifies University Librarian of intent to apply for promotion.  |
| Monday<br>10/24/16    | Library faculty member initiates an application for promotion to the University Librarian and shall provide supporting documentation which must include a statement justifying promotion; evaluations of the faculty member for the years of service at Radford University, up to six years; current curriculum vita; and any additional information appropriate to support a recommendation for promotion.       |
| Friday<br>10/28/16    | University Librarian submits all applications for promotion and supporting documentation to the Chair of the appropriate Library Promotion Committee.   |
| Monday<br>11/21/16    | Library Promotion Committee submits its written recommendation on the application for promotion, including justification, to the University Librarian with all supporting documentation. The Library Promotion Committee shall provide a copy of its recommendation and justification to the candidate.   |
| Wednesday<br>11/30/16 | Last day for a library faculty member to submit response to the Library Promotion Committee and the University Librarian regarding the promotion recommendation and/or justification from the Library Promotion Committee.  |
| Tuesday<br>1/10/17    | University Librarian submits his or her written recommendation on the application for promotion, including justification, to the Provost and Vice President for Academic Affairs with the recommendation and justification of the Library Promotion Committee. The University Librarian shall provide a copy of his or her recommendation and justification to the candidate and the Library Promotion Committee. |
| Tuesday<br>1/17/17    | Last day for a library faculty member to submit response to the University Librarian and the Provost and Vice President for Academic Affairs regarding the promotion recommendation and/or justification from the University Librarian.   |
| Wednesday<br>2/15/17  | Provost and Vice President for Academic Affairs submits his or her written recommendation on the application for promotion to the President. The Provost and Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Library Promotion Committee, and the University Librarian.   |
| Wednesday<br>2/22/17  | Last day for library faculty member to initiate an informal grievance or to submit a formal grievance regarding negative promotion recommendation from the Provost and Vice President for Academic Affairs according to the Administrative and Professional Faculty Handbook procedures.  |
| Wednesday<br>3/8/17   | Grievance Panel reports to the President its recommendations on any appeals regarding promotion recommendations of the Provost and Vice President for Academic Affairs.   |
| Wednesday<br>3/15/17  | If the Provost and Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification.   |

**2016-2017 TIME SCHEDULE FOR  
PERSONNEL DECISIONS**

## **Administrative and Professional Faculty in Academic Affairs**

The personnel policies of Radford University, as approved by the Board of Visitors, are given in the Teaching and Research Faculty Handbook and the Administrative and Professional Faculty Handbook. Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies. Exceptions to these established dates may occasionally be necessary and must be approved by the Provost and Vice President for Academic Affairs.

## 2016-2017 Time Schedule

### Evaluation of Administrative and Professional Faculty in Academic Affairs

| Date                | Action  |
|---------------------|---|
| 6/20/16-<br>7/18/16 | Appointments are made for administrative and professional faculty and performance objectives set for new employees.   |
| 6/20/16-<br>9/12/16 | Annual evaluations for the preceding year shall be completed by the employee's supervisor. The evaluation shall include: written feedback for each of the employee's Performance Objectives and Performance Factors, an overall rating of performance, and recommendations for improvement and professional development. The evaluation shall be based on multiple types of evidence of performance such as an annual report prepared by the employee, self-evaluations, supervisor observations, peer ratings, ratings by others who are knowledgeable of the employee's work, or other objective and reliable evidence of performance. If teaching is a part of the position description, the supervisor shall request from the relevant department copies of the chair's evaluation of the employee's teaching, which shall be incorporated into the overall evaluation. |
| Monday<br>9/12/16   | Last day for evaluator's supervisor to review and sign faculty member's annual evaluation. The evaluator will review the evaluation with the faculty member and set performance objectives and performance factors for the following year. It shall be signed by the employee, the evaluator, and the reviewer (the evaluator's supervisor). If the evaluator is the Provost and Vice President for Academic Affairs, then no reviewer's signature shall be required.   |
| Monday<br>9/19/16   | Last day for any administrative or professional faculty member who disagrees with all or part of his or her final evaluation to appeal to the reviewer to reopen consideration of the evaluation. The reviewer may not change the original evaluation, but may append written comments during addressing the points of appeal. Each completed evaluation is maintained by the supervisor with a copy given to the employee.   |
| Friday<br>12/9/16   | Last day to notify a faculty member with more than five years of service of non-reappointment.  |
| Friday<br>4/7/17    | Last day to notify a faculty member with one to five year(s) of service of non-reappointment.   |
| Friday<br>5/5/17    | Last day to notify a faculty member with less than one year of service of non-reappointment.  |