

2016– 2017 Personnel Timeline by Date

June 2016

Date	Action
6/20/16-7/18/16	<u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> - Appointments are made for administrative and professional faculty and performance objectives set for new employees.
6/20/16-9/12/16	<u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> - 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.

August 2016

Date	Action
Monday 8/1/16	<u>Evaluation of Library Faculty</u> : Last day for returning library faculty to submit Faculty Annual Report (FAR's) to supervisor.
Monday 8/22/16	<u>Evaluation of Faculty</u> : 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. <u>Reappointment of Full-time Temporary Faculty with Option for Renewal</u> : 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 8/29/16	<u>Evaluation of Library Faculty</u> : Supervisor completes and submits to the reviewer the written library faculty evaluations as described in the Administrative and Professional Faculty Handbook, section 2.3. Individual Faculty Annual Reports will accompany each evaluation.

September 2016

Date	Action
Wednesday 9/7/16	<u>Evaluation of Library Faculty</u> : Reviewer reviews, signs, and returns to the supervisor each library faculty member's evaluation.
Monday 9/12/16	<u>Evaluation of Faculty</u> : 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. <u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> : 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.

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Wednesday 9/14/16	<p><u>Evaluation of Library Faculty:</u> Supervisor distributes library faculty evaluations and reviews them with each library faculty member. Supervisor and library faculty member sign the evaluation.</p>
Friday 9/16/16	<p><u>Evaluation of Faculty:</u> 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 response to the Department Chair or to hold a conference with the Department Chair in appeal of his or her evaluation.</p> <p><u>Promotion Recommendations:</u> Faculty member notifies the Department Chair of intent to apply for promotion.</p> <p><u>Tenure Recommendations:</u> Faculty member notifies the Department Chair of intent to apply for tenure.</p> <p><u>Library Faculty Promotion Recommendations:</u> Library faculty member notifies University Librarian of intent to apply for promotion.</p>
Monday 9/19/16	<p><u>Evaluation of Faculty:</u> 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.</p> <p><u>Evaluation of Library Faculty:</u> Last day for a library faculty member to appeal the evaluation to the supervisor and reviewer as an informal grievance.</p> <p><u>Evaluation of Administrative and Professional Faculty in Academic Affairs -</u> 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.</p>
Wednesday 9/21/16	<p><u>Quadrennial Chair/School Director Evaluation:</u> Department Chairs, School Directors and Personnel Committee Chairs will be notified of Chairs/School Directors who will receive quadrennial evaluations.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p>
Friday 9/23/16	<p><u>Evaluation of Library Faculty:</u> 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 FAR's.</p>
Wednesday 9/28/16	<p><u>Evaluation of Library Faculty:</u> 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.</p>

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October 2016

Date	Action
Monday – Friday 10/3/16 – 10/7/16	<u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of faculty for half- semester courses according to the guidelines of the Teaching and Research Faculty Handbook.
Monday 10/3/16	<u>Evaluation of Faculty:</u> If the Dean disagrees with the faculty evaluation from the Department Chair, the Dean shall set forth his or her 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.
Friday 10/7/16	<u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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 10/17/16	<p><u>Evaluation of Faculty:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p>
Wednesday 10/19/16	<u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.
Monday 10/24/16	<p><u>Promotion Recommendations:</u> 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.</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> <p><u>Tenure Recommendations:</u> 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>

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	<p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
<p>Wednesday 10/26/16</p>	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p>
<p>Friday 10/28/16</p>	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p> <p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p> <p><u>Library Faculty Promotion Recommendations:</u> University Librarian submits all applications for promotion and supporting documentation to the Chair of the appropriate Library Promotion Committee.</p>
<p>Monday 10/31/16</p>	<p><u>Evaluation of Faculty:</u> Faculty Appeals Committee reports to the Provost and Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation.</p>

November 2016

<p>11/7/16 – 12/9/16</p>	<p><u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of tenured and tenure track faculty for full- semester courses according to the guidelines of the <i>Teaching and Research Faculty Handbook</i>.</p>
<p>11/14/16- 12/9/16</p>	<p><u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of special purpose, full-time temporary and part-time faculty for full- semester courses according to the guidelines of the <i>Teaching and Research Faculty Handbook</i>.</p>
<p>Monday 11/7/16</p>	<p><u>Evaluation of Faculty:</u> 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.</p>

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	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p>
<p>Monday 11/21/16</p>	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p> <p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p> <p><u>Evaluation of Library Faculty:</u> 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 Administrative and Professional Faculty Handbook, section 1.11.3.</p> <p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
<p>Wednesday 11/30/16</p>	<p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p>

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	<p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
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December 2016

Date	Action
Friday 12/9/16	<u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> - Last day to notify a faculty member with more than five years of service of non-reappointment.
12/12/16 – 1/17/17	<u>Evaluation of Faculty:</u> 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. 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.

January 2017

Date	Action
Tuesday 1/10/17	<p><u>Reappointment of Tenure-Track and Special Purpose Faculty in first year of service and in third year and subsequent years of service:</u> 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.</p> <p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p> <p><u>Library Faculty Promotion Recommendations:</u> 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.</p>

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Tuesday 1/17/17	<p><u>Student Evaluation of Faculty:</u> Department Personnel Committee provides numerical summaries for all fall student evaluations of faculty to the faculty member and to the Department Chair.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p> <p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p> <p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
Monday 1/23/17	<p><u>Annual Chair/School Director Evaluation:</u> 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.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p>
Friday 1/27/17	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p>
Monday 1/30/17	<p><u>Annual Chair/School Director Evaluation:</u> Last day for faculty to submit completed unsigned chair evaluation forms to Chair of Department Personnel Committee.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> Last day for faculty to submit completed unsigned quadrennial chair evaluation forms to Chair of Department Personnel Committee.</p>

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	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service:</u> 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.</p>
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February 2017

Date	Action
Wednesday 2/1/17	<p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p>
Monday 2/6/17	<p><u>Annual Chair/School Director Evaluation:</u> 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.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> Department Personnel Committee prepares written tentative evaluations 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.</p>
Thursday 2/9/17	<p><u>Annual Chair/School Director Evaluation:</u> Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her evaluation.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her quadrennial evaluation.</p>
Friday 2/10/17	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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, the letter to the candidate shall constitute notice of intention not to reappoint.</p>
Monday 2/13/17	<p><u>Annual Chair/School Director Evaluation:</u> 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 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 faculty member.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> 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.</p>

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<p>Week of 2/13/17</p>	<p><u>Quadrennial Chair/School Director Evaluation:</u> 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.</p>
<p>Wednesday 2/15/17</p>	<p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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</p> <p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
<p>Friday 2/17/17</p>	<p><u>Reappointment of Tenure-Track and Special Purpose Faculty in first year of service and in third and subsequent years of service:</u> 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.</p>
<p>Monday – Friday 2/20/17 – 2/24/17</p>	<p><u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of faculty for half- semester courses according to the guidelines of the Teaching and Research Faculty Handbook.</p>
<p>Monday 2/20/17</p>	<p><u>Annual Chair/School Director Evaluation:</u> 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.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> 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.</p> <p><u>Reappointment of Full-time Temporary Faculty with option for renewal:</u> 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.</p>
<p>Wednesday 2/22/17</p>	<p><u>Faculty Evaluation of Deans and University Librarian:</u> 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, the University Librarian according to the guidelines of the Teaching and Research Faculty Handbook.</p> <p><u>Promotion Recommendations:</u> 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.</p>

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	<p><u>Tenure Recommendations</u>: 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.</p> <p><u>Library Faculty Promotion Recommendations</u>: 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.</p>
Friday 2/24/17	<p><u>Annual Chair/School Director Evaluation</u>: Last day for a Department Chair to submit response to College Dean in appeal of his or her evaluation.</p> <p><u>Quadrennial Chair/School Director Evaluation</u>: 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.</p> <p><u>Reappointment of Full-Time Temporary Faculty with Option for Renewal</u>: 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 of Chair.</p>

March 2017

Date	Action
Wednesday 3/1/17	<p><u>Annual Chair/School Director Evaluation</u>: 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 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.</p> <p><u>Quadrennial Chair/School Director Evaluation</u>: 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 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.</p>
Wednesday 3/8/17	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service</u>: 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 determined by the President.</p> <p><u>Promotion Recommendations</u>: 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 determined by the President.</p> <p><u>Tenure Recommendations</u>: 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.</p>

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	<p><u>Library Faculty Promotion Recommendations:</u> Grievance Panel reports to the President its recommendations on any appeals regarding library faculty promotion recommendations of the Provost and Vice President for Academic Affairs.</p>
Friday 3/10/17	<p><u>Reappointment of Full-Time Temporary Faculty with Option for Renewal:</u> 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.</p>
Monday 3/13/17	<p><u>Reappointment of Full-time Temporary Faculty with Option for Renewal:</u> 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.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service:</u> 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.</p> <p><u>Reappointment of Full-Time Temporary Faculty with Option for Renewal:</u> 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.</p>
Wednesday 3/15/17	<p><u>Promotion Recommendations:</u> 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.</p> <p><u>Tenure Recommendations:</u> 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.</p> <p><u>Library Faculty Promotion Recommendations:</u> 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.</p>
Friday 3/17/17	<p><u>Reappointment of Full-Time Temporary Faculty with Option for Renewal:</u> 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</p>
Friday 3/24/17	<p><u>Faculty Evaluation of Deans and University Librarian:</u> 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.</p> <p><u>Reappointment for Full-Time Temporary Faculty with Option for Renewal:</u> 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</p>

2016– 2017 Personnel Timeline by Date

	not to reappoint.
Monday 3/27/17	<u>Faculty Evaluation of Deans and University Librarian:</u> 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.
Friday 3/31/17	<p><u>Annual Chair/School Director Evaluation:</u> 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.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> 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 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.</p> <p><u>Reappointment for Full-Time Temporary Faculty with Option for Renewal:</u> 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.</p>

April 2017

Date	Action
Monday 4/3/17	<p><u>Faculty Evaluation of Deans and University Librarian:</u> 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.</p> <p><u>Reappointment for Full-Time Temporary Faculty with Option for Renewal:</u> 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.</p>
4/3/17 – 4/28/17	<u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of tenured and tenure track faculty for full- semester courses according to the guidelines of the <i>Teaching and Research Faculty Handbook</i> .
4/10/17 – 4/28/17	<u>Student Evaluation of Faculty:</u> Department Personnel Committee administers the University-wide student evaluations of special purpose, full-time temporary and part-time faculty for full- semester courses according to the guidelines of the <i>Teaching and Research Faculty Handbook</i> .
Wednesday 4/5/17	<p><u>Annual Chair/School Director Evaluation:</u> 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.</p> <p><u>Quadrennial Chair/School Director Evaluation:</u> 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.</p>

2016– 2017 Personnel Timeline by Date

Friday 4/7/17	<u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> - Last day to notify a faculty member with one to five year(s) of service of non-reappointment.
Monday 4/17/17	<u>Faculty Evaluation of Deans and University Librarian</u> : 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.
Thursday 4/27/17	<p><u>Annual Chair/School Director Evaluation</u>: Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any evaluation appeals from Department Chairs.</p> <p><u>Quadrennial Chair/School Director Evaluation</u>: Faculty Appeals Committee reports its recommendations to the Provost and Vice President for Academic Affairs on any evaluation appeals from Department Chairs.</p>

May 2017

Date	Action
Friday 5/5/17	<u>Evaluation of Administrative and Professional Faculty in Academic Affairs</u> - Last day to notify a faculty member with less than one year of service of non-reappointment.
Friday 5/26/17	<p><u>Student Evaluation of Faculty</u>: 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 <i>The Teaching and Research Faculty Handbook</i>. In which case, the Department Personnel Committee would administer the student evaluations of said faculty for summer courses as follows: Maymester during the 12-14th day, Summer I and II during the 5th week of classes, and Summer III during the 12-14th week.</p>

August 2017

Date	Action
Monday 8/21/17	<u>Student Evaluation of Faculty</u> : Department Personnel Committee provides numerical summaries for all summer student evaluations of faculty to the faculty member and to the Department Chair.