

# 2023-2024 Time Schedule by Action

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## 2023-2024 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 \(T&R\)](#) and the [Administrative and Professional Faculty Handbook \(A/P\)](#)

- The T&R handbook and A/P handbook take precedence over the information within the [Time Schedule for Personnel Decisions](#) document.
- 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 Senior 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*

## 2023-2024 Time Schedule by Action

### Evaluation of Faculty

| Date                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday<br>8/15/23  | 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>9/4/23    | 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>9/8/23    | 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>9/11/23   | 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>9/25/23   | 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>10/9/23   | 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>10/23/23  | Faculty Appeals Committee reports to the Provost and Senior Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Monday<br>10/30/23  | 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 Senior Vice President for Academic Affairs: the faculty member's Faculty Annual Report, the faculty member's evaluation from the Chair with numerical ratings; 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 Senior Vice President for Academic Affairs subsequent to recommendations of the Faculty Appeals Committee. (Evaluations due to Provost Office). |
| 12/4/23-<br>1/18/24 | 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.                                                                                                       |
| Monday<br>1/22/24   | Department chair provides a written evaluation for the fall 2023 semester to the adjunct (part-time) based on assigned responsibilities outlined in their letter of appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## 2023-2024 Time Schedule by Action

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| <b>Date</b>       | <b>Action</b>                                                                                                                                                                      |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday<br>2/5/24  | Adjunct (part-time) signs, acknowledges via email or contests with dean for fall 2023 semester.                                                                                    |
| Monday<br>6/10/24 | Department chair provides a written evaluation for the spring 2024 semester to the adjunct (part-time) based on assigned responsibilities outlined in their letter of appointment. |
| Monday<br>6/24/24 | Adjunct (part-time) signs, acknowledges via email or contests with dean for spring 2024 semester.                                                                                  |

## 2023-2024 Time Schedule by Action

### Annual Chair/School Director Evaluation

| Date                                                                                     | Action                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                                                                          | Refer to Teaching and Research Faculty Handbook - Section 1.4.2 Evaluation of Department Chairs and School Directors                                                                                                                                                                                                                                                                                                      |
| Monday<br>11/27/23<br><small>(Date occurs on Monday of the last week of classes)</small> | Request from Institutional Effectiveness and Quality Improvement (IEQI) to Personnel Committee Chairs to ask if department chairs' evaluations will be conducted through Class Climate by IEQI or if Personnel Committee Chairs will be responsible for administering chair evaluations.                                                                                                                                  |
| Monday<br>12/11/23<br><small>(Date occurs on day grades are due)</small>                 | Date by which Personnel Committee Chairs should notify Institutional Effectiveness and Quality Improvement (IEQI) of how department chairs' evaluations will be conducted either through Class Climate by IEQI or Personnel Committee Chairs will be responsible for administering chair evaluations.                                                                                                                     |
| Monday<br>1/22/24                                                                        | 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, if not requested to be administered by Class Climate.                                                                     |
| Monday<br>1/29/24                                                                        | Last day for faculty to complete chair evaluation forms.                                                                                                                                                                                                                                                                                                                                                                  |
| Tuesday<br>1/30/24                                                                       | Class Climate reports are sent to Personnel Committees.                                                                                                                                                                                                                                                                                                                                                                   |
| Monday<br>2/5/24                                                                         | 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>2/8/24                                                                       | Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her evaluation.                                                                                                                                                                                                                                                                                                  |
| Monday<br>2/12/24                                                                        | 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, or Class Climate reports, and its evaluation of the Department Chair as a faculty member. |
| Monday<br>2/19/24                                                                        | 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>2/23/24                                                                        | Last day for a Department Chair to submit response to College Dean in appeal of his or her evaluation.                                                                                                                                                                                                                                                                                                                    |
| Wednesday<br>2/28/24                                                                     | College Dean forwards his or her final evaluation of the Department Chair to the Provost and Senior 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                                                                                                                        |

## 2023-2024 Time Schedule by Action

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| Date                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|                     | Department Chair and the Personnel Committee a copy of his or her final evaluation of the Department Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Friday<br>3/29/24   | If the Provost and Senior 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>4/3/24 | 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>4/25/24 | Faculty Appeals Committee reports its recommendations to the Provost and Senior Vice President for Academic Affairs on any evaluation appeals from Department Chairs.                                                                                                                                                                                                                                                                                                                                                                          |

## 2023-2024 Time Schedule by Action

### Faculty Evaluation of Deans

| Date                 | Action                                                                                                                                                                                                                                                                                                                                      |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday<br>2/21/24 | The Provost and Senior Vice President for Academic Affairs and Faculty Senate Governance Committee develop the form to be effective the next academic year used for faculty evaluation of College Deans, the Graduate Dean, and Dean of Libraries according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> . |
| Friday<br>3/22/24    | College Deans, Graduate Dean, and Dean of Libraries distributes to all faculty within the College/Library an annual report summarizing his or her accomplishments related to responsibilities as Dean/Dean of Libraries and annual goals, covering the period since the last report to the faculty.                                         |
| Monday<br>3/25/24    | Institutional Effectiveness and Quality Improvement, (IEQI), administers the Faculty Senate Governance Committee-approved forms to all college faculty, Graduate Dean evaluation forms to all graduate faculty, and Dean of Libraries evaluation forms to all library faculty.                                                              |
| Monday<br>4/1/24     | Last day to complete College Dean, Graduate Dean, and Dean of Libraries evaluation forms.                                                                                                                                                                                                                                                   |
| Tuesday<br>4/2/24    | Class Climate reports are sent to Faculty Senate Governance Committee.                                                                                                                                                                                                                                                                      |
| Monday<br>4/15/24    | The Faculty Senate Governance Committee forwards the College Dean, Graduate Dean, and Dean of Libraries evaluation summaries, together with copies of Class Climate reports, to the Provost and Senior Vice President for Academic Affairs.                                                                                                 |

## 2023-2024 Time Schedule by Action

### Student Evaluation of Faculty

| Date                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday -<br>Friday<br>9/25/23-<br>9/29/23 | Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 11/13/23-<br>12/1/23                      | Department Personnel Committee administers the University-wide student evaluations of <b>tenured, tenure track faculty, special purpose, full-time temporary, and adjunct (part-time) faculty</b> for full- semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .                                                                                                                                                                                                                                                                                                                       |
| Tuesday<br>12/15/23                       | Department Personnel Committee and Department Chair receive results from student evaluations of <b>tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Tuesday<br>1/16/24                        | 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>2/19/24-<br>2/23/24  | Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4/15/24-<br>4/26/24                       | Department Personnel Committee administers the University-wide student evaluations of <b>tenured, tenure track faculty, special purpose, full-time temporary, and adjunct (part-time) faculty</b> for full- semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .                                                                                                                                                                                                                                                                                                                       |
| Friday<br>5/10/24                         | Department Personnel Committee and Department Chair receive results from student evaluations of <b>tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Friday<br>5/24/24                         | Department Personnel Committee provides numerical summaries for all spring student evaluations of faculty to the faculty member and to the Department Chair.<br><br>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><i>The Teaching and Research Faculty Handbook</i></u> . In which case, the Department Personnel Committee would administer the student evaluations of said faculty for summer courses as follows:<br><br>Maymester during the 12-14th day, Summer I and II during the 5th week of classes, and Summer III during the 12-14 week. |
| Monday<br>8/19/24                         | Department Personnel Committee provides numerical summaries for all summer student evaluations of faculty to the faculty member and to the Department Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## 2023-2024 Time Schedule by Action

### 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>10/9/23  | 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.) If the tenure-track faculty member is a chair/director, they must be included in the tenure-track reappointment process. They can provide an addendum to their current Faculty Annual Report to include activity from February to August. Department Personnel Committee shall conduct a thorough evaluation of the faculty member's cumulative documentation. |
| Monday<br>10/30/23 | 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>11/13/23 | 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>1/2/24  | College Dean submits his or her written recommendation on the application for reappointment, including justification, to the Provost and Senior 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>1/16/24 | 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>1/26/24  | Faculty Appeals Committee reports its recommendations to the Provost and Senior 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>2/9/24   | Provost and Senior Vice President for Academic Affairs submits his or her recommendations on the application for reappointment to the President. The Provost and Senior 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>2/16/24  | Last day for faculty member to appeal to the Faculty Appeals Committee regarding negative reappointment recommendation by the Provost and Senior Vice President for Academic Affairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



## 2023-2024 Time Schedule by Action

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| <b>Date</b>       | <b>Action</b>                                                                                                                                                                                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday<br>3/1/24  | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations from the Provost and Senior Vice President for Academic Affairs. The final decision is determined by the President.                        |
| Monday<br>3/11/24 | If the Provost and Senior 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. |

## 2023-2024 Time Schedule by Action

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

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday<br>9/13/23  | 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.) If the tenure-track faculty member is a chair/director, they must be included in the tenure-track reappointment process. They can provide an addendum to their current Faculty Annual Report to include activity from February to August. Department Personnel Committee shall conduct a thorough evaluation of the faculty member's cumulative documentation. |
| Friday<br>9/29/23     | 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>10/11/23 | 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>10/18/23 | College Dean submits his or her written recommendation on the application for reappointment, including justification, to the Provost and Senior 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>10/20/23    | 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>10/30/23    | Faculty Appeals Committee reports its recommendations to the Provost and Senior 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>11/13/23    | Provost and Senior 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 Senior 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>1/16/24    | Last day for second year faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Provost and Senior Vice President for Academic Affairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## 2023-2024 Time Schedule by Action

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| <b>Date</b>       | <b>Action</b>                                                                                                                                                                                                                                                                      |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday<br>1/22/24 | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations for second year faculty from the Provost and Senior Vice President for Academic Affairs. The final decision is determined by the President. |
| Monday<br>1/29/24 | If the Provost and Senior 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.  |

## 2023-2024 Time Schedule by Action

### Promotion Recommendations

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday<br>9/8/23      | Faculty member notifies the Department Chair of intent to apply for promotion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Monday<br>10/16/23    | 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>10/20/23    | 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>11/13/23    | 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>11/29/23 | 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>1/2/24     | College Dean submits his or her written recommendation on the application for promotion, including justification, to the Provost and Senior 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>1/16/24    | 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>1/31/24  | Faculty Appeals Committee reports to the Provost and Senior 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>2/14/24  | Provost and Senior Vice President for Academic Affairs submits his or her written recommendation on the application for promotion to the President. The Provost and Senior 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.                                                                                                                                                                                                                                                                                                                                                                                |

## 2023-2024 Time Schedule by Action

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|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday<br>2/21/24 | Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative promotion recommendation from the Provost and Senior Vice President for Academic Affairs.                                                                                     |
| Friday<br>3/1/24     | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding promotion recommendations of the Provost and Senior Vice President for Academic Affairs. The final decision determined by the President.                                       |
| Wednesday<br>3/13/24 | If the Provost and Senior 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 determined by the President. |

## 2023-2024 Time Schedule by Action

### Tenure Recommendations

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday<br>9/8/23      | Faculty member notifies the Department Chair of intent to apply for tenure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Monday<br>10/16/23    | 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.<br><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>10/20/23    | 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>11/13/23    | 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>11/29/23 | 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>1/2/24     | College Dean submits his or her written recommendation on the application for tenure, including justification, to the Provost and Senior 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>1/16/24    | 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>1/31/24  | Faculty Appeals Committee reports to the Provost and Senior 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>2/14/24  | Provost and Senior Vice President for Academic Affairs submits his or her written recommendation on the application for tenure to the President. The Provost and Senior 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.                                                                                                                                                                                                                                                                                                           |

## 2023-2024 Time Schedule by Action

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| <b>Date</b>          | <b>Action</b>                                                                                                                                                                                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wednesday<br>2/21/24 | Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative tenure recommendations from the Provost and Senior Vice President for Academic Affairs.                                                                                       |
| Friday<br>3/1/24     | Faculty Appeals Committee reports to the President its recommendations on any appeals regarding tenure recommendations of the Provost and Senior Vice President for Academic Affairs. The final decision determined by the President.                                          |
| Wednesday<br>3/13/24 | If the Provost and Senior 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 determined by the President. |

## 2023-2024 Time Schedule by Action

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### 2023-2024 TIME SCHEDULE FOR PERSONNEL DECISIONS

#### Schedule for Library Faculty

The personnel policies of Radford University, as approved by the Board of Visitors, are provided in the [Teaching and Research Faculty Handbook \(T&R\)](#) and the [Administrative and Professional Faculty Handbook \(A/P\)](#)

- The T&R handbook and A/P handbook take precedence over the information within the Time Schedule for Personnel Decisions document.
- 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 Senior 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



## 2023-2024 Time Schedule by Action

### Evaluation of Library Faculty

Refer to Administrative and Professional Faculty Handbook - Revision 12/2/2022  
 Timelines for evaluations and revised Performance Expectations - section 1.9.3  
 Criteria for Evaluation - sections 1.9.4 thru 1.9.7

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday<br>8/15/23    | Last day for returning library faculty to submit Faculty Annual Report (FAR's) to supervisor.                                                                                                                                                                                                                                                                                                                                                                                                |
| Thursday<br>10/26/23  | Supervisor completes and submits to the reviewer the written library faculty evaluations as described in the <i>Administrative and Professional Faculty Handbook</i> , section 1.9. Individual Faculty Annual Reports will accompany each evaluation.                                                                                                                                                                                                                                        |
| Thursday<br>11/9/23   | Reviewer reviews, signs, and returns to the supervisor each library faculty member's evaluation.                                                                                                                                                                                                                                                                                                                                                                                             |
| Monday<br>11/13/23    | Supervisor distributes library faculty evaluations and reviews them with each library faculty member. Supervisor and library faculty member sign the evaluation.                                                                                                                                                                                                                                                                                                                             |
| Monday<br>11/13/23    | 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 Dean of Libraries the supervisor's signed evaluations of library faculty along with the Faculty Annual Reports.                                                                                                                                                                                                             |
| Wednesday<br>11/15/23 | Last day for a library faculty member to appeal the evaluation to the supervisor and reviewer as an informal grievance.                                                                                                                                                                                                                                                                                                                                                                      |
| Thursday<br>11/30/23  | Dean of Libraries forwards each library faculty member's evaluation from the supervisor to the Provost and Senior Vice President for Academic Affairs. If the Dean of Libraries disagrees with the evaluation from the supervisor, the Dean of Libraries shall set forth his or her reasons for disagreement. If the Dean of Libraries adds anything to the evaluation, a written copy of the Dean of Libraries' comments shall be sent to the supervisor and to the library faculty member. |
| Thursday<br>11/30/23  | Revised Performance Expectations for the current year shall be developed no later than November 30.                                                                                                                                                                                                                                                                                                                                                                                          |
| Monday<br>12/4/23     | Last day to notify a faculty member with more than five year(s) of service of non-reappointment. *                                                                                                                                                                                                                                                                                                                                                                                           |
| Friday<br>12/8/23     | 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 1.10.                                                                                                                                                                                                                                                                 |
| Monday<br>3/4/24      | Last day to notify a faculty member with one to five year(s) of service of non-reappointment. *                                                                                                                                                                                                                                                                                                                                                                                              |
| Friday<br>5/3/24      | Last day to notify a faculty member with less than one year of service of non-reappointment. *                                                                                                                                                                                                                                                                                                                                                                                               |
| *                     | Before any non-reappointment, please contact Jenene Lewis in Human Resources at 831-7286 or email <a href="mailto:hjlewis@radford.edu">hjlewis@radford.edu</a> .                                                                                                                                                                                                                                                                                                                             |

## 2023-2024 Time Schedule by Action

### Library Faculty Promotion Recommendations

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday<br>9/8/23      | Library faculty member notifies Dean of Libraries of intent to apply for promotion.                                                                                                                                                                                                                                                                                                                                |
| Monday<br>10/16/23    | Library faculty member initiates an application for promotion to the Dean of Libraries 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>10/20/23    | Dean of Libraries submits all applications for promotion and supporting documentation to the Chair of the appropriate Library Promotion Committee.                                                                                                                                                                                                                                                                 |
| Monday<br>11/13/23    | Library Promotion Committee submits its written recommendation on the application for promotion, including justification, to the Dean of Libraries with all supporting documentation. The Library Promotion Committee shall provide a copy of its recommendation and justification to the candidate.                                                                                                               |
| Wednesday<br>11/29/23 | Last day for a library faculty member to submit response to the Library Promotion Committee and the Dean of Libraries regarding the promotion recommendation and/or justification from the Library Promotion Committee.                                                                                                                                                                                            |
| Tuesday<br>1/2/24     | Dean of Libraries submits his or her written recommendation on the application for promotion, including justification, to the Provost and Senior Vice President for Academic Affairs with the recommendation and justification of the Library Promotion Committee. The Dean of Libraries shall provide a copy of his or her recommendation and justification to the candidate and the Library Promotion Committee. |
| Tuesday<br>1/16/24    | Last day for a library faculty member to submit response to the Dean of Libraries and the Provost and Senior Vice President for Academic Affairs regarding the promotion recommendation and/or justification from the Dean of Libraries.                                                                                                                                                                           |
| Wednesday<br>2/14/24  | Provost and Senior Vice President for Academic Affairs submits his or her written recommendation on the application for promotion to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Library Promotion Committee, and the Dean of Libraries.                                                                     |
| Wednesday<br>2/21/24  | 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 Senior Vice President for Academic Affairs according to the Administrative and Professional Faculty Handbook procedures.                                                                                                                    |
| Friday<br>3/1/24      | Grievance Panel reports to the President its recommendations on any appeals regarding library faculty promotion recommendations of the Provost and Senior Vice President for Academic Affairs.                                                                                                                                                                                                                     |
| Wednesday<br>3/13/24  | If the Provost and Senior 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.                                                                                                                                                                                     |

## 2023-2024 TIME SCHEDULE FOR PERSONNEL DECISIONS

### Schedule for Administrative and Professional Faculty in Academic Affairs

The personnel policies of Radford University, as approved by the Board of Visitors, are provided in the [Teaching and Research Faculty Handbook \(T&R\)](#) and the [Administrative and Professional Faculty Handbook \(A/P\)](#)

- The T&R handbook and A/P handbook take precedence over the information within the Time Schedule for Personnel Decisions document.
- 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 Senior 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*

## 2023-2024 Time Schedule by Action

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

Refer to Administrative and Professional Faculty Handbook - Revision 12/2/2022  
 Timelines for evaluations and revised Performance Expectations - section 1.9.3  
 Criteria for Evaluation - sections 1.9.4 thru 1.9.7

| Date                 | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/25-10/24          | The performance cycle is October 25 to October 24 of each year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                      | Performance Expectations shall be developed for new employees within 30 business days of the beginning of employment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Thursday<br>10/26/23 | Annual evaluations for the preceding year shall be completed no later than November 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Thursday<br>11/30/23 | Revised Performance Expectations for the current year shall be developed no later than November 30.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                      | <p>AP members whose contracts are not being renewed will receive written notice of the non-renewal. The length of the notice is determined by the length of the AP member's Radford University years of service as follows:</p> <p><u>Length of Notice:</u></p> <p style="padding-left: 40px;">Less than 1 year of service - 1 month notice<br/>           1 to 5 years of service - 3 months notice<br/>           More than 5 years of service - the full term of one contract period</p> <p>For additional information refer to the <b><u>A/P Handbook: 1.2 Terms and Conditions of Appointment and Continuing Employment</u></b></p> |
|                      | Before any non-reappointment, please contact Jenene Lewis in Human Resources at 831-7286 or email <a href="mailto:hjlewis@radford.edu">hjlewis@radford.edu</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |