

2019-2020 University Libraries CALENDAR Faculty Evaluations / Promotions / Tenure

(Process begins in the fall 2019-2020 AY)

DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Summer 2019	Executive Director informs candidate(s) of eligibility for consideration for tenure and/or promotion	Candidate schedules a meeting with their Library Director or their library unit supervisor, and the Executive Director to review tenure and/or promotion guidelines and requirements	Executive Director appoints the Chair of the Promotion and Tenure Review Committee(s) and schedules a meeting to review evaluation process.
1-Aug		Last date for Executive Director to send an intent letter to first-time promotion-eligible faculty members and notify supervisors of faculty eligible for Promotion/Tenure review.	
15-Aug		Promotion/tenure appointments (from previous year's cycle) are effective.	
16-Aug		Candidate submits letter of intent for applying for promotion and/or tenure to the Executive Director of University Libraries	
23-Aug		The Executive Director sends names of all candidates applying for consideration for Promotion and/or Tenure to the University Libraries faculty.	
30-Aug		Candidate and tenured faculty of the University Libraries digitally submit to the Chair of the P&T Committee a list of appropriate sources for external review.	
30-Aug		Candidate digitally provides the Chair of the Promotion and Tenure committee with a letter of intent, CV generated from Digital Measures, and sample materials as evidence of the Candidate's scholarly performance for inclusion in letters requesting review by External Reviewers.	

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13-Sept			Chair of the Promotion and Tenure Committee contacts selected External Reviewers, invites them to participate in the review process, and provides materials from candidate to External Reviewers who agree to provide confidential reviews.
13-Sept		List of candidates and their tenure/promotion review due to Academic Affairs.	
13-Sept		University Libraries Electronic Promotion and Tenure Timeline due to Academic Affairs	
25-Oct			The Executive Director schedules a meeting of the members of the Promotion and Tenure Review Committee(s).
15-Nov		Candidate given access to Google Drive to upload DMReport.pdf and Portfolio.pdf.	
9-Dec		Candidate's access to Google Drive removed	
10-Dec			Promotion Tenure and Review Committee(s) given access to Google drive.
16-Dec	Initial date faculty may request a change in AAP Weighting factors for the upcoming year. (See link below)		
	<u>Request for AAP Weight Change</u>		

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9-Jan	Deadline date for requesting a change in AAP weighting factors		
10-Jan	Deadline for faculty to submit annual report and AAP self- evaluation to supervisor. See link below		
	AAP Self-Evaluation Form for Faculty fillable.pdf		
17-Jan			Promotion and Tenure Review Committee complete their evaluation(s). The Committee Chair sends a hard copy of the Committee's written review(s) to the appropriate Library Director unit supervisor and uploads these materials via Google Drive the Reviews.pdf.document
21-Jan			Promotion and Tenure Committee(s) access removed
21-Jan			Library Directors and unit supervisor given access to Google drive for Candidates under their supervision.
	Supervisor's Evaluation		

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7-Feb			Recommendations of Library Directors or unit supervisors are completed. Library Director/ unit supervisors have met with all Candidate(s) under their supervision and obtained signed Recommendation & Justification Notification form(s) and any additional supporting materials and uploaded these materials to the Google drive.
7-Feb			Library Director /unit supervisor access to Google drive removed.
7-Feb			Executive Director of University Libraries given access to Google drive.
28-Feb	Deadline for Director/unit supervisors to complete faculty reviews and AAP score proposals for faculty members under their supervision		
28-Feb			Executive Director uploads signed Departmental Review Notification Form(s), and any additional supporting materials received from Candidate within one week of the Candidate's notification of the Committee review, and the accompanying email (if applicable) to the Google drive, completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her reviews. Original letters, forms and other materials are retained in the office of the Executive Director of University Libraries.

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2-Mar			Executive Director's access to the Google drive removed
June		University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure. University notifies candidates of the actions taken by the Board of Trustees.	
1-June	Completed AA Scores due to Academic Affairs		
15-Aug		Promotion and /or tenure becomes effective	