

**2021-2022 University Libraries Calendar Faculty Evaluations/Promotion/Tenure
(Process begins in the fall 2021-2022 AY)**

DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Summer 2021		<ul style="list-style-type: none"> •Candidate schedules a meeting with their Library Director or their appropriate faculty supervisor, and the University Libraries Executive Director to review Tenure and/or Promotion Guidelines •Executive Director informs candidate(s) of eligibility for consideration for tenure and/or promotion 	Executive Director appoints the Chairs of the Departmental and University Libraries Promotion and Tenure Review Committees and schedules a meeting to review evaluation procedures.
Monday, August 2, 2021		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.	
Sunday, August 15, 2021		Promotion/Tenure appointments (from previous year's cycle) are effective.	
Monday, August 16, 2021		Candidate submits letter of intent for applying for promotion and/or tenure to the Executive Director of University Libraries.	

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Friday, August 27, 2021		<ul style="list-style-type: none"> •Executive Director sends names of all candidates applying for consideration for Promotion and/or Tenure to the University Libraries faculty. •Candidate and tenured faculty of the University Libraries senior in rank to Candidate digitally submit to the Chair of the departmental Promotion and Tenure Review Committee a list of appropriate sources for External Review. From the USA Faculty Handbook: <i>External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered.</i> 	
Monday, August 30, 2021		Candidate digitally provides the faculty supervisor or library Director with a letter of intent, Digital Measures report, Curriculum Vitae generated from Digital Measures, the Faculty Annual Report from the previous calendar year, and sample materials as evidence of the Candidate's scholarly performance, for submission to External Reviewers.	

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Friday, September 3, 2021			<ul style="list-style-type: none"> • Tenured faculty submit names of potential External Reviewers to Chair of the Departmental Review Committee. • Faculty supervisor or library Director selects names of individuals, libraries, or institutions from lists provide by Candidate , the Chair of the Departmental Review Committee, and the University Library faculty, endeavoring to choose an External Reviewer from each list for total of three External Reviewers. External Review letters should be received by December 1.
Friday, September 10, 2021		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.	Faculty supervisor or Library Director 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. External Reviewers are asked to indicate their willingness to provide reviews by October 1, with reviews due by December 1.
Monday, September 13, 2021		<ul style="list-style-type: none"> • List of candidates and their tenure and or promotion review committees due to Academic Affairs. <i>(No candidates this year.)</i> • University Libraries Electronic Promotion and Tenure Timeline due to Academic Affairs. 	

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Friday, October 1, 2021		Deadline by which External Reviewers are asked to indicate their willingness to provide reviews.	
Friday, October 22, 2021			The Executive Director schedules meetings of the departmental and University Libraries Promotion Review and Tenure Review Committees.
Monday, November 15, 2021		Candidate given access to Google Drive to upload DMReport.pdf and Portfolio.pdf. The Portfolio document should include the 2021 Faculty Annual Report.	
Wednesday, December 1, 2021			Deadline given to External Reviewers for submission of External Reviews.
Monday, December 6, 2021		Candidate's access to Google Drive removed.	
Tuesday, December 7, 2021			<ul style="list-style-type: none"> •Chair of Promotion and Tenure Committee and library Director/Faculty Supervisor given access to Google drive to load Reviews.pdf •Departmental Promotion Review and Tenure Review Committee given access to Google drive.
Friday, January 7, 2022	Any changes in weight modifications for 2021 should be submitted to the supervisor and Executive Director for consideration and approval.		
Wednesday, January 12, 2022			<ul style="list-style-type: none"> •Departmental Promotion Review and Tenure Review Committees complete their evaluation(s). •The Committee Chair sends a hard copy of the
Thursday, January 13, 2022			Departmental Promotion and Tenure Committee(s) access removed.

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Friday, January 14, 2022	Changes in weights for 2022 should be submitted to the supervisor and the Executive Director for consideration and approval by January 14, 2022.		<ul style="list-style-type: none"> •Recommendations of Library Director or faculty supervisors are completed. •Library Director or faculty supervisor and Chair of the Departmental Promotion Review and Tenure Review committee(s) meet with Candidate to share Departmental Committee Review(s) and Director or faculty supervisor reviews. •The Departmental Review Notification Form(s) are shared with the Candidate, who has seven dayes to complete and return the form to the office of the Executive Director. •Library Director/faculty supervisor access to Google drove removed.
	Request for Change in AAP Weighting Factors		
Tuesday, January 18, 2022	Deadline for faculty to submit annual report and AAP self- evaluation to supervisor.		
	Self-evaluation form		
Friday, January 21, 2022		<ul style="list-style-type: none"> •Candidate signs Departmental Review Notification Form, which is initialed by the library Director or faculty supervisor. •Deadline for candidate to email a pdf of any supplemental materials to Executive Director for uploading to the Google drive, along with the accompanying email from the Candidate, and the signed, initialed Departmental Review Notification form. 	Department Chair's access removed from Google Drive.
Monday, January 24, 2022			Executive Director given access to Google drive.
Thursday, January 27, 2022			College Committee given access to Google drive.

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Wednesday, February 9, 2022			University Libraries Promotion Review and Tenure Review Committee(s) complete review of Candidate and upload review to Google drive.
Friday, February 11, 2022			<ul style="list-style-type: none"> •University Libraries Promotion Review and Tenure Committee(s) access to Google drive removed. •College Committee's access to Google drive removed.
Friday, February 25, 2022	Deadline for Director/faculty supervisor to complete faculty reviews and AAP score proposals for faculty members under their supervision.		<ul style="list-style-type: none"> •Executive Director completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her review. •Original letters , forms and other materials are retained in the office of the Executive Director of University
	Supervisor's Evaluation Form		
Tuesday, March 1, 2022			Executive Director's access to the Google drive removed.
June		<ul style="list-style-type: none"> •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. 	
Thursday, June 30, 2022	Completed AAP Scores due to Academic Affairs.		
Monday, August 15, 2022		Promotion and/or tenure becomes effective.	