

Appendix I
Faculty Evaluation Calendar
Effective Date: 12/15/05

Deadline	Faculty Goals & Annual Report: Tenured	Faculty Goals & Annual Report: Non-Tenured	AAP	Promotion and Tenure
August				P.A. forms due to payroll on individuals promoted
Aug. 15				Promotion/Tenure appointments (from previous year's cycle) are effective (see 1.1.6)
Sept. 1	Latest day to submit names of observers (see 1.3.5 A)	Latest day to submit names of observers (see 1.3.5 A)		
October	Midyear review of individual goals (see 1.3)	Midyear review of individual goals (see 1.3)		
Oct. 1				Dean of University Libraries sends intent form to those eligible for promotion (see 1.9.3)
Nov. 1				Intent forms due to Library Administration (see 1.9.3)
Nov. 3				Library administration will publish list of those eligible for tenure consideration (see 1.9.2.2)
Nov. 3				Library administration will publish list of those eligible for promotion consideration for the first time (see 1.9.3)
Nov. 15		Latest date for Dean of University Libraries to send peer evaluator request form to non-tenured Libraries Faculty (see Appendix VII)		Dean of University Libraries calls 1 st meeting of P & T committees. Charges committees to perform pre-tenure, tenure, & promotion reviews. Gives list of candidates in each category. Chair(s) elected (see 1.9.1 A 1 and 1.9.1 A2)
Dec. 5		Latest date for Dean of University Libraries to notify non-tenured Libraries Faculty to update their Annual Report Portfolio by Jan 15 th (see 1.3)		

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Dec. 5		For non-tenured faculty, latest date to submit names for peer review to Dean of University Libraries (see 1.3.5.A)		For those up for promotion and/or tenure, latest date to submit names for peer review to Dean of University Libraries (see 1.9.2.2 and 1.9.3)
Dec. 5				Potential external reviewers are due to Tenure Committee chair (see 1.9.1 B and 1.9.2.2)
Dec. 10				Chair of the Tenure Committee selects external reviewers from the candidate's list and provides this to Library Administration
Dec. 12				Faculty member submits written statement for tenure and/or promotion consideration (see 1.9.2.2 and 1.9.3)
Dec. 13		For non-tenured Libraries Faculty, latest date for Dean of University Libraries to publish preliminary roster of peer reviewers (see 1.3.5 B)		For those up for promotion and/or tenure, latest date for Dean of University Libraries to publish preliminary roster of peer reviewers (see 1.3.5 B)
Dec. 16	Latest date to petition the Dean of University Libraries to be relieved of responsibility for preparing individual peer evaluations for non-tenured faculty (see 1.3.5 B)	Latest date to petition the Dean of University Libraries to be relieved of responsibility for preparing individual peer evaluations for non-tenured faculty (see 1.3.5 B)		Latest date to petition the Dean of University Libraries to be relieved of responsibility for preparing individual peer evaluations for those up for promotion and/or tenure (see 1.3.5 B)
Dec. 20		Latest date for Dean of University Libraries to request additional evaluations as requested by non-tenured faculty members for their annual reports (see 1.3.6)		Library Administration will request recommendation letters for promotion/tenure (see 1.9.1 B 2)
Jan. 15		For non-tenured librarians, Annual Report is submitted to supervisor (see 1.3.1 and 1.3.4 A)		For those up for promotion and/or tenure, Annual Report is submitted to supervisor (see 1.3.1, 1.3.4 A, 1.9.2.2 and 1.9.3)

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Jan. 15	Latest date for Dean of University Libraries to send peer evaluator request form to tenured Libraries Faculty (see Appendix VII)			
Jan. 25		For non-tenured Library Faculty, Supervisor's evaluation is completed and discussed (see 1.3.4 A)		Supervisor's evaluation for those up for promotion and/or tenure is completed. (see 1.3.4 A)
Jan. 25		Completed peer reviews for non-tenured Library Faculty are submitted to Library Administration (see 1.3.5 C)		Completed peer reviews those up for promotion and/or tenure are submitted to Library Administration (see 1.3.5 C)
Feb. 1	Latest date for Dean of University Libraries to notify tenured Libraries Faculty to update the Annual Report Portfolio by April 7 th (see 1.3)			
Feb. 1	Latest date for tenured Library Faculty to submit names for peer review to Dean of University Libraries (see 1.3.5 A)			
Feb. 1		For non-tenured librarians, the complete Annual Report Portfolio is submitted to the Dean of University Libraries (see 1.3.3)		For those up for promotion and/or tenure, the complete Annual Report Portfolio is submitted to the Dean of University Libraries (see 1.9.2.2 and 1.9.3)
Feb. 6		Dean of University Libraries makes optional response to supervisory evaluations for non-tenured librarians (see 1.3.4 A)		Library Admin makes optional response to supervisory evaluations for those up for promotion and/or tenure (see 1.9.2.2 and 1.9.3)
Feb. 7				Dean of University Libraries adds transmittal form and notifies P & T committee chair(s) that documentation is ready (see 1.9.1 C)

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Feb. 8	Latest date for Dean of University Libraries to publish preliminary roster of peer reviewers for tenured Libraries Faculty (see 1.3.5 B)			P & T Committee Chair(s) will establish dates and locations for the committee meetings. The chair(s) will notify committee members that the documentation is ready and the date of the scheduled meeting. (see 1.9.1 C)
Feb. 12	Latest date to petition the Dean of University Libraries to be relieved of responsibility for preparing individual peer evaluations for tenured faculty (see 1.3.5 B)			
Feb. 18	Latest date for Dean of University Libraries to publish final roster of optional peer review evaluators for tenured Library Faculty (see 1.3.5 B)			
Feb. 18	Latest date for Dean of University Libraries to request additional evaluations as requested by individual tenured faculty members for their annual reports (see 1.3.6)			
Feb. 22				Latest date to convene P & T Committees (see 1.9.1 C)
Feb. 24				P & T Committees' recommendations made to Dean of University Libraries (see 1.9.1 C and 1.9.1 F)
Mar. 1		Dean of University Libraries gives recommendations for reappointment or non-reappointment of non-tenured faculty to Vice President for Academic Affairs (see 1.9.1 F)		Dean of University Libraries gives recommendations for promotion and/or tenure to Vice President for Academic Affairs (see 1.9.1 F)
April				Recommendations due to University President

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April 7	Annual Report (April – March) for tenured Library Faculty is submitted to supervisor (see 1.3.4 A)			
April 30	Supervisor's evaluation completed and discussed with tenured faculty members (see 1.3.4 A)			
April 30	Completed peer reviews for tenured Library Faculty are submitted to Library Administration (see 1.3.5 C)			
May 7	For tenured librarians, the complete Annual Report Portfolio submitted to Dean of University Libraries (see 1.3.3 and 1.3.4 A)			
May 14	Agree on next year's goals with supervisor (see 1.3)	Agree on next year's goals with supervisor (see 1.3)		
May 21	Library Administration makes optional response to supervisory evaluations for tenured faculty (see 1.3.4 A)			
May 30	Faculty goals for next year submitted to Library Administration (see 1.3)	Faculty goals for next year submitted to Library Administration (see 1.3)	Appropriate library administrator and supervisor meet to develop consensus concerning AAP scores (see 1.3.7)	
May/June				Promotion/tenure recipients notified
June 1			Latest date for agreement on changes in evaluation weights for next year (see 1.3.7 A)	

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June 11			Library Administration provides faculty with a copy of his/her AAP rating form and the high, low, and median scores for the year (see 1.3.7)	
June 15	Faculty receive compilation of comments from peer evaluations (see 1.3.5 D)	Faculty receive compilation of comments from peer evaluations (see 1.3.5 D)		