

2024-2025 Time Schedule by Action

2024-2025 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 \(A/P\)](#)

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- 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.

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2024-2025 Time Schedule by Action

Evaluation of Faculty

Date	Action
Thursday 8/15/24	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 9/9/24	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

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Date	Action
Monday 2/10/25	Adjunct (part-time) not teaching in spring 2025 signs, acknowledges via email or contests with dean for fall 2024 semester.
Monday 6/9/25	Department chair provides a written evaluation for the 2024-2025 AY (those teaching during both fall 2024 and spring 2025) OR spring 2025 semester (those teaching only during spring 2025), to the adjunct (part-time) based on assigned responsibilities outlined in their letter of appointment.
Monday 6/23/25	Adjunct (part-time) signs, acknowledges via email or contests with dean for 2024-2025 AY OR spring 2025 semester.

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Faculty Evaluation of Deans

Date	Action
Wednesday 2/26/25	The Provost and Senior Vice President for Academic Affairs and Faculty Senate Governance Committee develop the form to be effective the next 9.7 (f)-140(-13.514[V]-9.7 (i)3 y(i)-8

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Reappointment of Tenure-Track and Special Purpose Faculty in First Year of Service and in Third and Subsequent Years of Service

Date	Action
Monday 10/14/24	Department Personnel Committee shall initiate the reappointment6 (s)5.8d[R]31534 0.481 r1e 10/n TH

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Date	Action
Friday 2/21/25	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.
Friday 3/7/25	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 3/17/25	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 their decision including justification. The final decision is determined by the President.

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(By Action)

2024-2025 Time Schedule by Action

Date	Action
Monday 1/27/25	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 2/3/25	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 their decision including justification. The final decision is determined by the President.

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Promotion Recommendations

Date	Action
Friday 9/20/24	

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Wednesday 2/26/25	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 3/7/25	

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Tenure Recommendations

Date	Action
Friday 9/20/24	Faculty member notifies the Department Chair of intent to apply for tenure.
Monday 10/21/24	<p>Faculty member initiates an application for tenure to the Department Chair and shall provide supporting documentation, which must include a statement justifying the granting of tenure, all past evaluations including a summary of student evaluations and faculty evaluations (if applicable), current curriculum vita, and any additional information appropriate to support a recommendation for tenure.</p> <p>Faculty who are applying simultaneously for promotion and for tenure may submit a single application that applies to both. The application should include documentation supporting the application for both promotion and tenure, as outlined above.</p>
Friday 10/25/24	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 11/18/24	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 12/4/24	Department Chair submits their 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 their recommendation and justification to the candidate and to the Department Personnel Committee.
Tuesday 1/7/25	College Dean submits their 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

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Library Faculty Promotion Recommendations

Date	Action
Friday 9/20/24	Library faculty member notifies University Librarian of intent to apply for promotion.
Monday 10/21/24	Library faculty member initiates an application for promotion to the University Librarian and shall provide supporting documentation which must include a statement justifying promotion; evaluations of the faculty member for the years of service at Radford University, up to six years; current curriculum vita; and any additional information appropriate to support a recommendation for promotion.
Friday 10/25/24	The University Librarian submits all applications for promotion and supporting documentation to the Chair of the appropriate Library Promotion Committee.
Monday 11/18/24	Library Promotion Committee submits its written recommendation on the application for promotion, including justification, to the University Librarian with all supporting documentation. The Library Promotion Committee shall provide a copy of its recommendation and justification to the candidate.
Wednesday 12/4/24	Last day for a library faculty member to submit response to the Library Promotion Committee and the University Librarian regarding the promotion recommendation and/or justification from the Library Promotion Committee.
Tuesday 1/7/25	The University Librarian submits their 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 University Librarian shall provide a copy of their recommendation and justification to the candidate and the Library Promotion Committee.
Tuesday 1/21/25	Last day for a library faculty member to submit response to the University Librarian and the Provost and Senior Vice President for Academic Affairs regarding the promotion recommendation and/or justification from the University Librarian.

Wednesday

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2024-2025 TIME SCHEDULE FOR PERSONNEL DECISIONS

Schedule for Administrative and Professional Faculty in Academic Affairs

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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 10/31/24	Annual evaluations for the preceding year shall be completed no later than November 1.
Saturday 11/30/24	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 consecutive years of service in any classification as follows:</p> <p><u>Length of Notice:</u></p> <p style="padding-left: 40px;">Less than 1 year of service - 1 month notice 1 to 5 years of service - 3 months notice More than 5 years of service – 12 months notice</p> <p>For additional information refer to the <u>A/P Handbook: 1.2 Terms and Conditions of Appointment and Continuing Employment</u></p>

Before any non-