



## 2024– 2025 Personnel Timeline by Date

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August 20 24

Thursday 8/15/24	<u>Evaluation of Faculty</u> : 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.
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September 2024

Date	Action
Monday 9/9/24	Evaluation of Faculty: Department Chair i.9 (h)-12.3 (31.2 (u)-12.2 (l)3.1 (l)]TJ ET 50 0 9.96 >>BJ



## 2024– 2025 Personnel Timeline by Date

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Library Faculty Promotion Recommendations: Library faculty member initiates an application for promotion to the University Librarian

## 2024– 2025 Personnel Timeline by Date

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November 2024

Monday 11/4/24	<u>Evaluation of Faculty:</u> Faculty Appeals Committee reports to the Provost and Senior Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation.
Monday 11/11/24	<u>Evaluation of Faculty:</u> 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

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Library Faculty Promotion Recommendations: Library Promotion Committee submits its written recommendation on the application for promotion, including justification, to the University

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	<p>Librarian shall set forth their reasons for disagreement. If the University Librarian adds anything to the evaluation, a written copy of the University Librarians' comments shall be sent to the supervisor and to the library faculty member.</p>
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	<p><u>Evaluation of Library Faculty:</u> Revised Performance Expectations for the current year shall be developed no later than November 30.</p>
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recommendation and justification to the candidate, the Department Personnel Committee, and the Department Chair.

Library Faculty Promotion Recommendations: The University Librarian submits their written recommendation on the application for promotion, ( Pdo0(pl)3.1n (i)3.lt)-1.1 unng-12.-1.1 us tiplimot,(i)3.23 n



## 2024– 2025 Personnel Timeline by Date

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February 2025

Date	Action
Monday 2/3/25	<p><u>Annual Chair/School Director Evaluation</u>: Last day for faculty to complete chair evaluation forms.</p> <p><u>Reappointment of Tenure-Track and Special Purpose faculty in their second year of service</u>: 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.</p>
Tuesday 2/4/25	Survey software reports are sent to Personnel Committees.
Wednesday 2/5/25	<p><u>Promotion Recommendations</u>: 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.</p> <p><u>Tenure Recommendations</u>: 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.</p>
Monday 2/10/25	<p><u>Annual Chair/School Director Evaluation</u>: 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.</p> <p><u>Evaluation of faculty</u>: Adjunct (part-time) not teaching in spring 2025 signs, acknowledges via email or contests with dean evaluation for fall 2024 semester.</p>
Thursday 2/13/25	<u>Annual Chair/School Director Evaluation</u> : Last day for a Department Chair to submit response to Department Personnel Committee in appeal of their evaluation.
Friday 2/14/25	<u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service</u> : Provost and Senior Vice President for Academic Affairs submits their recommendations on the application for reappointment to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their 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.
Monday 2/17/25	<u>Annual Chair/School Director Evaluation</u> : 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 survey software reports, and its evaluation of the Department Chair as faculty member.

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Tenure Recommendations: Provost and Senior Vice President for Academic Affairs submits their written recommendation on the application for tenure to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean.

Library Faculty Promotion Recommendations Provost a

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March 2025

Date	Action
Wednesday 3/5/25	<p><u>Annual Chair/School Director Evaluation</u>: College Dean forwards their 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 Department Chair and the Personnel Committee a copy of their final evaluation of the Department Chair.</p>
Friday 3/7/25	<p><u>Reappointment of Tenure-Track and Special Purpose faculty in their first year of service and in third and subsequent years of service</u>: 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 determined by the President.</p> <p><u>Promotion Recommendations</u>: 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.</p> <p><u>Tenure Recommendations</u>: 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.</p> <p>Library Faculty Promotion(men)-12.(i)31P 141.6 2-8 (e )-12.1 (P)nal.6 426 T.2 (mot)-1 Tw [(F)-5.5 (6men)-1</p>

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Friday 5/30/25	<p>Summer sessions are excluded, unless evaluations are requested by the faculty member and/or others as outlined in section 1.4.1.3 of The Teaching and Research Faculty Handbook. In which case, the Department Personnel Committee would administer the student evaluations of said faculty for summer courses as follows:</p> <p>Maymester during the 12-14th day, Summer I and II during the 5th week of classes, and Summer III during the 12-14th week.</p>
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June 2025

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