

Schedule for Library Faculty Governance and Personnel Matters May 1, 2018 - June 30, 2019

The *appointment* year is the fiscal year (July 1 - June 30). The *evaluation* year is the calendar year.

May 1, 2018	<p>Last day for the dean (through the Library Human Resources Office [LHRO]) to inform in writing each faculty member who is being considered for third year review, tenure, and/or promotion that he or she is being considered. (Note: Individuals under terminal contract may not be considered for promotion and/or tenure.)</p> <p>Last day for the dean (through LHRO) to inform each faculty member in writing of the annual review schedule, criteria, procedures, requirements, and instruments for the current year (including a copy of this schedule). (New faculty members are informed of the annual review schedule, etc., within 30 days of start date.)</p>	<p>APS 1405.101</p> <p>APS 1405.101</p>
May 4	Last day for faculty members to request nomination for promotion and/or tenure or for appointment to university or distinguished professorship.	APS 1405.101
May 10	Appropriate personnel committees and candidates for tenure, promotion, university professor, and/or distinguished professor supply lists of potential external reviewers (see guidelines).	APS 1405.101
May 15	LHRO announces need for volunteers for Faculty Concerns Committee and Faculty Senate.	ILD
May 17	Last day for candidate to strike potential external reviewers from list(s) provided by committee(s).	ILD based on EC III, B, 8, g.
May 24	Last day for committee(s) to provide finalized list of external reviewers.	FCC deadline based on EC III, B, 8, g. (ULPD-A2 under review)
May 30	LHRO announces elections for Reappointment Committee, Post-Tenure Review Committee, library faculty representative to Faculty Senate (alternate years), and FCC members (if necessary).	ILD based on ULPD Part 1, III, B, 2 and ULPD Part 1, V, E
June 12	LHRO announces any runoff elections.	ILD
June 30	Last day for notice of non-reappointment to twelve-month faculty who are entitled to twelve months' notice before the end of a terminal contract.	BOT 405.1, IV, B and APS 1405.101
July 1	<p>New Faculty Concerns, Reappointment, and Post-Tenure Review committees assume duties.</p> <p>Alert: Candidates for third year review should begin to prepare materials for review; materials are due to LHRO by October 12.</p>	<p>ILD based on ULPD Part 1, III, B, 2 and ULPD Part 1, V, E</p> <p>ILD and ULPD-A1</p>
July 13	Reports about Off-Campus Duty Assignments are due to the dean.	ILD based on APS 1200.00
July 31	Off-Campus Duty Assignment reports submitted to the dean are due to the provost.	APS 1200.00
August 10	Last day for candidates for tenure, promotion, university professor, and/or distinguished professor to supply to LHRO electronic copies of documents for external reviewers and appropriate personnel committees.	APS 1405.101
August 17	Letter sent from the dean (through LHRO) to external reviewers of tenure and/or promotion materials.	FCC deadline based on EC III, B, 8, g. (ULPD-A2 under review)

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September 15	Alert: Off-Campus Duty Assignment proposals (including review by and approval letters from department heads and division directors) are due to the dean by October 25.	ILD based on APS 1435.40
Fall, every five years	Alert: Fifth year review of dean conducted by committee appointed by the provost (120 days).	APS 1407.20
September 28	Last day for LHRO to provide candidate with redacted copy of external review letters prior to personnel committee review.	APS 1405.101
October 5	Last day for candidate to respond in writing to any substantive issues raised in external review letters.	APS 1405.101
October 12	Dossiers for candidates for third year review are due to LHRO.	ILD and ULPD-A1
October 19	LHRO announces first meetings of Tenure, Promotion, and/or Reappointment committees, as needed.	ILD and ULPD-A1
October 25	Proposals for new Off-Campus Duty Assignments are due to the dean.	ILD based on APS 1435.40
November 2	Tenure and Promotion committees (for tenure, promotion, university professor, and distinguished professor) send copies of their recommendations, rationale, and numerically recorded votes to the dean, the candidates, and LHRO.	ILD based on ULPD Part 1, IV, C, 9 and ULPD-A1
November 15	Proposals for Off-Campus Duty Assignments approved by the dean are due to the provost. The Reappointment Committee sends a copy of its recommendations, rationale, and numerically recorded votes to the dean, to the candidates for third year review, and to LHRO.	APS 1435.40 ILD and ULPD-A1
November 16	Dean reports her recommendations and rationale to candidates for tenure, promotion, university professor, and distinguished professor, and to their department heads and division directors (with copy to LHRO).	ILD based on ULPD Part 1, IV, C, 10
November 30	Last day for candidates who received a negative recommendation to notify the dean in writing if they wish to withdraw from consideration (with copy to LHRO). Dean reports her recommendations and rationale to candidates for third year review and to their department heads and division directors (with copy to LHRO).	ILD based on EC III, B, 16-18 ILD based on ULPD Part 1, IV, C, 10
December 7	Last day for the dean to submit (through LHRO) to the provost nominations (including recommendations about and dossiers of candidates) for tenure, promotion, university professorships, and distinguished professorships. Reports about Off-Campus Duty Assignments taken in the previous Spring are due to the dean.	APS 1405.101 and EC III, B, 16-18 ILD based on APS 1200.00
December 15	Last day for notice of non-reappointment to twelve-month faculty who are entitled to six months' notice before the end of a terminal contract.	BOT 405.1, IV, B
December 21	Off-Campus Duty Assignment reports submitted to the dean are due to the provost.	APS 1200.00
January 18, 2019	Faculty Review Checklists are due to immediate supervisors and to LHRO.	FEDPT
January 22	Reappointment Committee elects a chair and establishes a schedule of meetings if they did not convene for third year review candidates.	ILD based on ULPD Part 1, III, B, 3

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January 22 (continued)	Post-Tenure Review Committee elects a chair and establishes a schedule of meetings.	ILD based on ULPD Part 1, V, C
January 25	Signed Statement of Duties for 2019 are due to LHRO.	FEDPT (Revised per faculty vote 11/30/17)
January 28	Last day for the provost to communicate to the candidates and the dean recommendations (and rationale for negative recommendations) regarding tenure, promotion, university professorships, and/or distinguished professorships.	APS 1405.101
February 4	Reappointment Committee reports are due to faculty members.	FEDPT
February 11	Faculty responses to Reappointment Committee reports are due to LHRO. Post-Tenure Review Committee reports are due to faculty members.	FEDPT FEDPT
February 14	Last day for a candidate with a negative promotion and/or tenure recommendation from the provost to submit in writing to the chancellor a request for review by the campus Appointment, Promotion, and Tenure Committee.	APS 1405.101 and EC III, B, 20
February 16	Last day for the complete file of materials to be submitted by the provost to the chairperson of the campus Appointment, Promotion, and Tenure Committee on behalf of candidates requesting a review.	APS 1405.101 and EC III, B, 20
February 18	Faculty responses to Post-Tenure Review Committee reports are due to LHRO.	FEDPT
March 1	Completed, signed evaluation forms are due to LHRO. If necessary, faculty members should meet with supervisors to initiate professional development plans to improve performance. Last day for notice of non-reappointment to twelve-month faculty who are entitled to three months' notice before the end of a terminal contract. Letters regarding reappointment are due from the dean to tenure-track faculty.	FEDPT BOT 405.1, IV, B ILD based on ULPD Part 1, III, B, 4
March 5	Last day for the campus Appointment, Promotion, and Tenure Committee to provide the chancellor with a written statement of its recommendation and rationale. Copies go to the provost, the candidate, and the dean.	APS 1405.101 and EC III, B, 20
March 15	Administrator's Annual Evaluation Document, with names of three representative constituents, are due to the dean. (Procedures are under development). Dean's annual evaluation statement is due to the provost.	LAAE APS 1407.10
March 29	Last day for annual evaluation of administrators.	LAAE
May 1	Last day for the dean (through LHRO) to inform in writing each faculty member who is being considered for third year review, tenure, and/or promotion that he or she is being considered. (Note: Individuals under terminal contract may not be considered for promotion and/or tenure.) Last day for the dean (through LHRO) to inform each faculty member in writing of the annual review schedule, criteria, procedures, requirements, and instruments for the current year (including a copy of this schedule). (New faculty members are informed of the annual review schedule, etc., within 30 days of start date.)	APS 1405.101 APS 1405.101
May 3	Last day for faculty members to request nomination for promotion and/or tenure or for appointment to university or distinguished professorship.	APS 1405.101

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4/30/18