

University of Arkansas Libraries
Schedule for Library Faculty Governance and Personnel Matters
July 1, 2022 - June 30, 2023

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

July 1	Newly elected members of the faculty personnel committees assume duties.	ILD based on ULPD Part 1, III, B, 2 and ULPD Part 1, V,E ILD and ULPD-A1
July 31	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 submit complete dossier in designated review system for external reviewers and appropriate personnel committees.	APS 1405.101
August 17	Letter sent from the dean to external reviewers of tenure and/or promotion materials.	FCC deadline based on EC IV.B.10.f.iii; ULPD-A2
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 30	Last day for candidates for tenure/promotion to be provided with a redacted copy of external review letters prior to Unit Personnel Committee review.	APS 1405.101; ULPD-A2
October 3	Last day for candidate for tenure/promotion to respond in writing any substantive issues raised in external review letters.	ULPD-A2
October 3	Alert: Candidates for third-year review should begin preparing dossiers. Faculty Review Checklists for third-year review are due January 9.	
October 10	The Unit Personnel Committee convenes to begin to review materials for tenure and promotion	ILD and ULPD
October 25	Proposals for new Off-Campus Duty Assignments are due to the dean.	ILD based on APS 1435.40
October 31	The Unit Personnel Committee sends recommendations to the appropriate committees and the Dean	ILD and ULPD
November 1	Appropriate Tenured / Promoted Faculty committees convene and elect chairs.	ILD and ULPD

APS = Academic Policy Series; **BOT** = Board of Trustees Policy Statements; **EC** = Evaluative Criteria, Procedures, and General Standards... (Campus Faculty, Revised May 8, 2015); **ILD** = Internal Library Deadline; **LAAE** = Library Administrator Annual Evaluation; **FEDPT** = Faculty Evaluation Documents, Process, and Timetable memorandum; **ULPD** = University Libraries Personnel Document; **ULPD-A1** = University Libraries Personnel Document Addendum 1; **ULPD-A2** = University Libraries Personnel Document Addendum 2

November 11	Promoted / Tenured faculty committee sends numerically recorded votes to dean.	ILD and ULPD
November 15	Proposals for Off-Campus Duty Assignments approved by the dean are due to the provost.	APS 1435.40
November 18	The Dean reports recommendations and rationale to candidates for tenure, promotion, university professor, and distinguished professor, and to their department heads and division directors.	ILD based on ULPD Part 1, IV, C, 10; APS 1200.00
November 20	Last day for candidates who received a negative recommendation to notify the dean in writing if they wish to withdraw from consideration.	ILD based on EC IV.B.14; EC IV.B.14; ULPD Part 1, IV, C, 11
December 10	Last day for the dean to submit to the provost nominations (including recommendations about and dossiers of candidates) for 3 rd year review (covid-9 exceptions) 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 IV.B.19) ILD based on APS 1200.00
December 30	Off-Campus Duty Assignment reports due to provost for OCDAs taken in previous Spring. See Academic Policy 1435.40.	APS 1200.00
January 9	Faculty Review Checklists for third-year review are available to the Unit Personnel Committee through the designated system.	ILP
January 13	UPRC elects a chair and sets a schedule of meetings.	ILD based on ULPD Part 1, III, B, 3 ILD based on ULPD Part 1, V, C
January 20	Annual Evaluation documents are due to immediate supervisors and to the Unit Peer Review Committee	FEDPT
January 24	The Unit Personnel Committee send copies of their recommendations, rationale, and numerically recorded votes for third-year review to the dean and to the tenured faculty for review.	
January 31	Last day for provost to communicate recommendations (and rationale for negative recommendations) regarding promotion and/or tenure to candidates, chairpersons, and deans and to communicate recommendations regarding appointment to university or distinguished professor.	APS 1200
January 31	Signed statements of Duties for 2023 are due to supervisors	(suggested date only; previously FEDPT (Revised per faculty vote 11/30/17)

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February 10	The Unit Peer Review Committee sends copies of their recommendations, rationale, and numerically recorded votes for annual peer review to library managers	FEDPT
February 14	Due date 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 1200.00 (Feb. 14); EC IV.B.23
February 16	Last day for the complete file of promotion and/or tenure 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
February 24	Last day for library supervisor to send draft annual review reports to a library faculty member	
February 28th	Last day for a faculty member to respond to the supervisor regarding the draft annual review 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 6	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
March 15	Last day for finalized annual review is submitted to librarian for final comments. 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 20	Last day for faculty comments regarding the final annual review	
March 30	Last day for annual review of each faculty member. Completed, signed evaluation forms are due. The Dean shall determine, in consultation with any administrator in the supervisory line, if a tenured faculty member has an overall unsatisfactory performance if the faculty member receives a rating of unsatisfactory (composite score below 1). Last day for annual evaluation of administrators.	LAAE
April 15	Last day for the remediation plan to be developed by the faculty member's supervisor, with the assent of the Dean, any administrator in the supervisory line, and the Unit Peer Review Committee.	

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May 1	Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered (faculty in their 6th year).	
May 1	Last day for the dean 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 1200.00 LAAE APS 1407.10
May 1	Elections for faculty committees are announced: UPC and UPRC and LFC. Call for volunteers for Faculty Senate. Faculty Senate terms are two years and there are no term limits. Elections are conducted by LFC if there are multiple candidates.	
May 5	Last day for faculty members to request nomination for promotion and/or tenure or for appointment to university or distinguished professorship if not scheduled for consideration.	APS 1200.00ILD LAAE
May 7	Last day for the faculty member seeking promotion/tenure and the Unit Personnel Committee to exchange lists of potential reviewers	
May 9	Last day for each faculty member to be informed in writing of his/her workload assignment and evaluation criteria for the next academic year (duties and goals signed by faculty member and supervisor)	APS 1405.101
May 10	Last day for Unit Personnel Committee and candidate to work together to identify reviewers and initiate external peer review selection process. (See guidelines).	APS 1200.00ILD based on ULPD Part 1, III, B, 2 and ULPD Part 1, V, EILD
May 10	Runoff elections for faculty committees (as needed)	
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. (Note: Individuals under terminal contract may not be considered for promotion and/or tenure.)	BOT 405.1, IV, B APS 1200.00APS 1200.00 APS 1200.00

Academic Policy 1405.101 (APS): <https://provost.uark.edu/policies/1405101.php>

Board of Trustees Policies (BOT): <https://www.uasys.edu/policies/board-policies/>

Faculty Evaluation Documents, Process, and Timetable (FEDPT):
<https://libraries.uark.edu/webdocs/humanresources/MemoToLibFacReTimetable.pdf>

Evaluative Criteria, Procedures and General Standards (EC): <https://provost.uark.edu/policies/140511.php>