

2016-2017 PERSONNEL CALENDAR

**Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty
Reappointment during the FIRST Year¹**

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
<u>Classroom/direct observations by Chair/Library Director/LPAC²</u>	<u>11/14/16</u>
<u>Chair/Library Director/LPAC transmits observations to next step (Vice President or Dean)</u>	<u>11/21/16</u>
<u>Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)</u>	<u>1/20/17</u>
<u>Dean transmits to Vice President</u>	<u>1/27/17</u>
<u>Vice President concurs with Dean's evaluation/recommendation (if assigned) or conducts his/he own evaluation/recommendation (Transmit to candidate who has 7 days to respond to the VP's eval./rec.)</u>	<u>2/17/17</u>
<u>Vice President transmits to President (copy to candidate)</u>	<u>2/24/17</u>
<u>Non-renewal notification deadline</u>	<u>3/15/16</u>
<u>Faculty who expect to be candidates³ for promotion and/or tenure in 2017-2018 should give notice to Chair</u>	<u>4/1/17</u>
<u>Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans</u>	<u>4/8/17</u>

Evaluation of any Alternative Professional Responsibilities (Article XII, Section D), shall be completed no later than thirty (30) days after the end of the semester in which they were undertaken.

¹ Includes unit members hired December 2, 2015 through December 1, 2016.

² For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

³ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester. If classroom observations cannot be conducted in the spring, they should be conducted in the Fall 2017 semester, no later than two (2) weeks before the Chair's evaluation is due.

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2016-2017 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Reappointment during the SECOND Year

Actions must be taken **no later than** the dates indicated. Deadlines falling on a weekend or holiday are moved to the next business day. Boldfaced dates are contractual dates. Responses are due the number of days *after receipt* by the candidate.

Action Required	Date
Candidate submits materials (include Appendices A-1/A-2 and B)	9/30/16
Candidate selects third member of Peer Evaluation Committee ¹	9/30/16
Classroom observations by Peer Evaluation Committee	10/7/16
Classroom/direct observations by Chair/Library Director/LPAC ²	10/7/16
Evaluation/recommendation by PEC (transmit to candidate who has 10 days to respond to PEC's eval./rec.)	10/21/16
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/31/16
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has 10 days to respond to the Chair's/LD's/LPAC's evaluation/recommendation)	11/7/16
Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)	11/17/16
Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)	12/5/16
Dean transmits to Vice President	12/12/16
Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation/recommendation (Transmit to candidate who has 7 days to respond to the VP's eval./rec.)	12/30/16
Vice President transmits to President (copy to candidate)	1/6/17
Non-renewal notification deadlines	1/15/17
Faculty who expect to be candidates ³ for promotion and/or tenure in 2017-2018 should give notice to Chair	4/1/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans	4/8/17

Evaluation of any Alternative Professional Responsibilities (Article XII, Section D), shall be completed no later than thirty (30) days after the end of the semester in which they were undertaken.

¹ Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee. Given the early deadlines for classroom observations, it is recommended that PECs be formed as early as possible.

² For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

³ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester. If classroom observations cannot be conducted in the spring, they should be conducted in the Fall 2017 semester, no later than two (2) weeks before the Chair's evaluation is due.

2016-2017 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty

Reappointment during the THIRD and FIFTH¹ Years

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
Candidate submits only a narrative addressing evaluative activities undertaken	9/30/16
Classroom/direct observations by Chair/Library Director/LPAC ²	11/4/16
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has 10 days to respond to the Chair's/LD's/LPAC's evaluation/recommendation)	11/18/16
Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)	11/30/16
Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)	1/6/17
Dean transmits to Vice President	1/13/17
Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)	2/17/17
Vice President transmits to President (copy to candidate)	2/24/17
Faculty who expect to be candidates ³ for promotion and/or tenure in 2017-2018 should give notice to Chair	4/1/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans	4/8/17
Non-renewal notification deadline	9/1/17

Evaluation of any Alternative Professional Responsibilities (Article XII, Section D), shall be completed no later than thirty (30) days after the end of the semester in which they were undertaken.

¹ During the fifth pro-rated year salaried part-time faculty shall also be reviewed by the Peer Evaluation Committee.

² For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

³ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester. If classroom observations cannot be conducted in the spring, they should be conducted in the Fall 2017 semester, no later than two (2) weeks before the Chair's evaluation is due.

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2016-2017 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Reappointment during the FOURTH Year

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
<u>Candidate submits materials (include Appendices A-1/A-2 and B)</u>	<u>9/30/16</u>
<u>Candidate selects third member of Peer Evaluation Committee¹</u>	<u>9/30/16</u>
<u>Classroom observations by Peer Evaluation Committee</u>	<u>10/7/16</u>
<u>Evaluation/recommendation by PEC (transmit to candidate who has 10 days to respond to PEC's eval./rec.)</u>	<u>10/21/16</u>
<u>Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)</u>	<u>10/31/16</u>
<u>Classroom/direct observations by Chair/Library Director/LPAC²</u>	<u>11/10/16</u>
<u>Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has 10 days to respond to the Chair's/LD's/LPAC's evaluation/recommendation)</u>	<u>11/22/16</u>
<u>Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)</u>	<u>12/2/16</u>
<u>Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)</u>	<u>1/20/17</u>
<u>Dean transmits to Vice President</u>	<u>1/27/17</u>
<u>Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)</u>	<u>2/17/17</u>
<u>Vice President transmits to President (copy to candidate)</u>	<u>2/24/17</u>
<u>Faculty who expect to be candidates³ for promotion and/or tenure in 2017-2018 should give notice to Chair</u>	<u>4/1/17</u>
<u>Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans</u>	<u>4/8/17</u>
<u>Non-renewal notification deadline</u>	<u>9/1/17</u>

Evaluation of any Alternative Professional Responsibilities (Article XII, Section D), shall be completed no later than thirty (30) days after the end of the semester in which they were undertaken.

¹ Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee. Given the early deadlines for classroom observations, it is recommended that PECs be formed as early as possible.

² For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

³ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester. If classroom observations cannot be conducted in the spring, they should be conducted in the Fall 2017 semester, no later than two (2) weeks before the Chair's evaluation is due.

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2016-2017 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Promotion Only

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including Appendix A-1 or A-2)	9/30/16
Candidate selects third member of Peer Evaluation Committee ¹	9/30/16
Classroom observations by Peer Evaluation Committee	10/7/16
Evaluation/recommendation by PEC (transmit to candidate, 10 days to respond to the eval./rec.)	10/21/16
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/31/16
Classroom/direct observations by Chair/ Library Director/LPAC ²	11/4/16
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, 10 days to respond to eval./rec.)	11/18/16
Chair/Library Director/LPAC transmits to Committee on Promotions ³ via VP (copy to candidate)	12/2/16
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, 7 days to respond to eval./rec.)	1/20/17
Committee on Promotions transmits to VP (copy to candidate) (Transmit to candidate who has 7 days to send VP a response to the committee's evaluation/recommendation.)	1/27/17
Evaluation/recommendation of Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to send VP a response to the Dean's evaluation/recommendation.)	2/17/17
Dean transmits to Vice President	2/24/17
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)	3/17/17
Vice President transmits to President (copy to candidate)	3/24/17
Faculty intending to apply for promotion or tenure ⁴ during AY 2017-2018 should give notice to Chair	4/1/17
President recommends to Trustees (copy to candidate)	4/7/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans	4/8/17

¹ Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee. Given the early deadlines for classroom observations, it is recommended that PECs be formed as early as possible.

² For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

³ The Committee on Promotions must be elected no later than **9/30/16**.

⁴ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester.

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Appendix M-1: Evaluation of Full-Time Unit Members

Tenure Only

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including Appendix A-1 or A-2)	9/30/16
Classroom/direct observations by Chair/ Library Director/LPAC ¹	9/30/16
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate, 10 days to respond to eval.rec. and request ² PEC. If a PEC is requested/required, date candidate selects third member of PEC.)	10/21/16
Chair/Library Director/LPAC transmits to the next step (copy to candidate)	10/31/16
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/14/16
Evaluation/recommendation by Peer Evaluation Committee (if requested/required) (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)	11/23/16
Peer Evaluation Committee transmits to Committee on Tenure ³ via VP (copy to candidate)	11/30/16
Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)	2/3/17
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)	2/10/17
Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)	2/17/17
Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)	2/24/17
Dean transmits to Vice President	3/3/17
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation/ recommendation (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)	3/17/17
Vice President transmits to President (copy to candidate)	3/24/17
Faculty intending on applying for promotion or tenure ⁴ during AY 2017-2018 should give notice to Chair	4/1/17
President recommends to Trustees (copy to candidate)	4/7/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans	4/8/17

¹ For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

² For faculty in the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program; or any unit member who has met the time requirements for promotion to the next higher rank, evaluation by the Peer Evaluation Committee is mandatory.

³ The Committee on Tenure should be formed no later than **10/31/16**.

⁴ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester.

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Appendix M-1: Evaluation of Full-Time Unit Members

Tenure with Promotion¹ (of limited application)

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

<u>Action Required</u>	<u>Date</u>
<u>Candidate submits materials (including Appendix A-1 or A-2)</u>	<u>9/30/16</u>
<u>Candidate selects third member of Peer Evaluation Committee²</u>	<u>9/30/16</u>
<u>Classroom/direct observations by Chair/ Library Director/LPAC³</u>	<u>9/30/16</u>
<u>Evaluation/recommendation by Chair/LD/LPAC (Transmit to candidate, 10 days to respond to eval./rec.)</u>	<u>10/21/16</u>
<u>Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)</u>	<u>10/31/16</u>
<u>Classroom observations by Peer Evaluation Committee</u>	<u>11/14/16</u>
<u>Evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)</u>	<u>11/23/16</u>
<u>Peer Evaluation Committee transmits to Committee on Tenure⁴ via VP (copy to candidate)</u>	<u>11/30/16</u>
<u>Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)</u>	<u>2/3/17</u>
<u>Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)</u>	<u>2/10/17</u>
<u>Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)</u>	<u>2/17/17</u>
<u>Evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)</u>	<u>2/24/17</u>
<u>Dean transmits to Vice President</u>	<u>3/3/17</u>
<u>Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation/recommendation (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)</u>	<u>3/17/17</u>
<u>Vice President transmits to President (copy to candidate)</u>	<u>3/24/17</u>
<u>Faculty intending on applying for promotion or tenure⁵ during AY 2017-2018 should give notice to Chair</u>	<u>4/1/17</u>
<u>President recommends to Trustees (copy to candidate)</u>	<u>4/7/17</u>
<u>Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans</u>	<u>4/8/17</u>

¹ Faculty at the rank of Assistant Professor and librarians at the rank of Assistant Librarian or Associate Librarian who apply for tenure and who has met the time requirements for promotion to the next higher rank will *only be evaluated for tenure*, but will be promoted at the time tenure is granted. The Vice President shall verify that the time requirements have been met.

² Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee. Given the early deadlines for classroom observations, it is recommended that PECs be formed as early as possible.

³ For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

⁴ The Committee on Tenure should be formed no later than **10/31/16**.

⁵ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester.

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2016-2017 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members

Promotion and Tenure¹ (page 1 of 2)

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate. **Given the complicated calendar below, the promotion-tenure portfolio is to be maintained in the Office of Academic Affairs as of October 1, 2016.**

<u>Action Required</u>	<u>Date</u>
Candidate submits single portfolio for promotion and tenure (including Appendix A-1 or A-2)	9/30/16
Candidate selects third member of Peer Evaluation Committee ² for promotion evaluation	9/30/16
Classroom/direct observations by Chair/Library Director/LPAC ³	9/30/16
Classroom observations by Peer Evaluation Committee for promotion	10/7/16
Chair/Library Director/LPAC evaluation/recommendation for tenure (Transmit to candidate who has 10 days to respond to the Chair's evaluation/recommendation and to request PEC tenure evaluation, if candidate requests/is required ⁴ to have a PEC evaluation for tenure, candidate selects third member.)	10/18/16
Promotion evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has 10 days to respond to the PEC's promotion evaluation/recommendation.)	10/21/16
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/28/16
Chair transmits tenure evaluation/recommendation to next step (copy to candidate)	10/31/16
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	11/4/16
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/14/16
Promotion evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has 10 days to respond to the Chair's promotion evaluation/recommendation.)	11/18/16
Tenure evaluation/recommendation by Peer Evaluation Committee (Only conducted if requested or required. Committee transmits to candidate who has 7 days to respond to the PEC's tenure evaluation.)	11/23/16
Peer Evaluation Committee transmits tenure evaluation/recommendation to Committee on Tenure ⁵ via Vice President (if such evaluation was requested or required, copy to candidate)	11/30/16
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Committee on Promotions ⁶ via Vice President (copy to candidate)	12/2/16
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, 7 days to respond to eval./rec.)	1/20/17

¹ The process shall NOT be used for faculty at the rank of Assistant Professor or for librarians at the rank of Assistant Librarian or Associate Librarian who apply for tenure and who has met the time requirements for promotion to the next higher rank.

² Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee. Given the early deadlines for classroom observations, it is recommended that PECs be formed as early as possible.

³ For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation. If librarian is teaching a credit-bearing course, Department Chair also conducts classroom observations.

⁴ For faculty in the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program evaluation by the Peer Evaluation Committee is mandatory.

⁵ The Committee on Tenure should be formed no later than **10/31/16**.

⁶ The Committee on Promotions must be elected no later than **9/30/16**.

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Promotion and Tenure (page 2 of 2)

Committee on Promotions transmits to Vice President (copy to candidate who has 7 days to respond to the Committee's evaluation/recommendation)	1/27/17
Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)	2/3/17
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has 7 days to respond to the evaluation/recommendation.)	2/10/17
Committee on Tenure transmits evaluation/recommendation to Vice President (copy to candidate who has 7 days to respond to the Committee's evaluation/recommendation.)	2/17/17
Tenure evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)	2/24/17
Promotion evaluation/recommendation by Dean (only if VP assigned evaluations to the Dean) (Transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation.)	2/24/17
Dean transmits to tenure evaluation/recommendation to Vice President	3/3/17
Dean transmits to promotion evaluation/recommendation to Vice President	3/3/17
Vice President concurs with Dean's tenure evaluation/recommendation or conducts his/her own evaluation (Transmit to candidate, 7 days to respond to the Vice President's evaluation/recommendation.)	3/17/17
Vice President concurs with Dean's promotion evaluation/recommendation or conducts his/her own evaluation (Transmit to candidate, 7 days to respond to the Vice President's evaluation/recommendation.)	3/17/17
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/24/17
Vice President transmits promotion evaluation/recommendation to President (copy to candidate)	3/24/17
Faculty intending on applying for promotion and tenure ¹ during AY 2017-2018 should give notice to Chair	4/1/17
President recommends to Trustees regarding tenure (copy to candidate)	4/7/17
President recommends to Trustees regarding promotion (copy to candidate)	4/7/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2016-2017 academic year is to be assigned to deans	4/8/16

¹ Faculty should give notice to Chair by 4/1/17 so classroom observations can be conducted during the Spring 2017 semester.

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Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

Department Chair Evaluation as Chair

<u>Action Required</u>	<u>Date</u>
Chair selects third member of Peer Evaluation Committee ¹	9/30/16
Receipt of comments from department by Peer Evaluation Committee	11/18/16
Evaluation by PEC (transmit to Chair who has 10 days to respond to the PEC's evaluation)	12/6/16
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/16/16

Sabbatical Approval Deadlines

<u>Action Required</u>	<u>Date</u>
Candidate submits proposal for 2016-2017 leave to Chair/Library Director/LPAC (Note: A year-long sabbatical at half-pay earns only a half year of creditable service.)	10/1/16
Chair/Library Director/LPAC recommends to Vice President	10/10/16
Vice President recommends to President	11/4/16
President recommends to Trustees	11/18/16

Appendix M-2: Evaluation of Part-Time Faculty

<u>Fall 2015 Semester</u>	<u>Date</u>	<u>Spring 2016 Semester</u>	<u>Date</u>
Candidate submits material	9/30/16	Candidate submits material	2/17/17 ²
Evaluation by Chair, including classroom observations (transmit to faculty member, 10 days to respond to the Chair's eval.)	11/18/16	Evaluation by Chair, including classroom observations (transmit to faculty member, 10 days to respond to the Chair's eval.)	4/4/17
Chair transmits to Vice President (copy to faculty member)	11/28/16	Chair transmits to Vice President (copy to faculty member)	4/14/17

¹ Peer Evaluation Committees must be formed no later than **9/30/16**. Candidate selects the third member of the committee.

² At Massachusetts Maritime Academy, the second Friday of the Spring 2017 Semester.

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Appendix M-3: Post-Tenure Review

All actions must be taken **no later than the dates indicated**. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.

<u>Action Required</u>	<u>Date</u>
Candidate submits materials to Vice President	9/30/16
Classroom observation by Chair	11/18/16
Vice President (or Dean if the Vice President delegated responsibility for assessments) completes review and transmits assessment to candidate (Chapter President notified of the results only of the assessments.)	4/1/17
Upon receipt of Vice President's/Dean's assessment	10 days to submit a response in writing and request a meeting
Meeting held	10 days after submitting the Response to the Vice President/Dean (candidate may bring union representative)
Vice President's (Dean's) final assessment	5 days after the meeting
Upon receipt of Vice President's (Dean's) final assessment	5 days to appeal to the President in writing and request a meeting in writing
If no meeting is requested	5 days for the President to make a final decision
If meeting is requested, it must be held	10 days after the appeal (candidate may bring union representative)
President's final decision	5 days after the meeting
Members who are eligible (see pages 151-152 of the 2014-2017 collective bargaining agreement) and who wish to be reviewed under post-tenure review during the 2017-2018 academic year must give notice to the Vice President.	4/1/17
Vice President shall give notice to candidates for personnel actions if the responsibility for evaluations during the 2017-2018 academic year is to be assigned to deans	4/8/17

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