

## 2018-2019 PERSONNEL CALENDAR

### General:

Faculty and Librarians should give notice to their department chair or their Library Director or Library Program Area Chair by April 1, 2019 if they anticipate being evaluated for reappointment, promotion or tenure during academic year 2019-2020. Faculty and Librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2019-2020 should give notice to the Vice President/Provost by April 1, 2019.

All actions must be taken **no later than the dates indicated** on the appropriate page. 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.

Peer Evaluation Committees shall be formed by September 30, 2018.

The Committee on Promotions must be elected by September 30, 2018.

The Committee on Tenure must be elected by October 30, 2018.

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.

### Librarians:

If a librarian is teaching credit-bearing courses then the chair of the department in which those courses are housed conducts classroom observations whenever the Library Directors/Library Program Area Chair is required to perform a direct observation.

### First-Year Reappointment:

Faculty and librarians hired December 2, 2017 through December 1, 2018 are considered first year reappointments during the 2018-2019 academic year.

2018-2019 PERSONNEL CALENDAR

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

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Classroom/direct observations by Chair/Library Director/LPAC	11/13/2018
Chair/Library Director/LPAC transmits observations to the Vice President	11/20/2018
Non-renewal notification deadline	<b>3/15/2019</b>

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## 2018-2019 PERSONNEL CALENDAR

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

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/17/2018
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2018</b>
Classroom observations by Peer Evaluation Committee	10/9/2018
Classroom/direct observations by Chair/Library Director/LPAC	10/9/2018
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's eval./rec.)	10/22/2018
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/1/2018
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days to respond</b> to the Chair's/LD's/LPAC's evaluation/recommendation)	11/8/2018
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/19/2018
Evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation.)	12/4/2018
Dean transmits to Vice President	12/11/2018
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation/recommendation (Transmit to candidate who has <b>7 days to respond</b> to the VP's eval./rec.)	1/2/2019
Vice President transmits to President (copy to candidate)	1/9/2019
Non-renewal notification deadlines	<b>1/15/2019</b>

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2018-2019 PERSONNEL CALENDAR

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

Reappointment during the THIRD and FIFTH<sup>1</sup> Years

<u>Action Required</u>	<u>Date</u>
Candidate submits only a narrative addressing evaluative activities undertaken	9/17/2018
Classroom/direct observations by Chair/Library Director/LPAC	11/5/2018
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)	11/19/2018
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/29/2018
Evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation.)	1/4/2019
Dean transmits to Vice President	1/11/2019
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation (Transmit to candidate who has <b>7 days to respond</b> to the VP's evaluation/recommendation.)	2/15/2019
Vice President transmits to President (copy to candidate)	2/22/2019
Non-renewal notification deadline	<b>9/1/2019</b>

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<sup>1</sup> During the third and fifth pro-rated years salaried part-time faculty shall also be reviewed by the Peer Evaluation Committee.

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## 2018-2019 PERSONNEL CALENDAR

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

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/17/2018
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2018</b>
Classroom observations by Peer Evaluation Committee	10/5/2018
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's eval./rec.)	10/19/2018
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/29/2018
Classroom/direct observations by Chair/Library Director/LPAC	11/9/2018
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days to respond</b> to the Chair's/LD's/LPAC's evaluation/recommendation)	11/21/2018
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	12/3/2018
Evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation.)	1/18/2019
Dean transmits to Vice President	1/28/2019
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation (Transmit to candidate who has <b>7 days to respond</b> to the VP's evaluation/recommendation.)	2/15/2019
Vice President transmits to President (copy to candidate)	2/22/2019
Non-renewal notification deadline	<b>9/1/2019</b>

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## 2018-2019 PERSONNEL CALENDAR

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

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/17/2018
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2018</b>
Classroom observations by Peer Evaluation Committee	10/5/2018
Evaluation/recommendation by PEC (transmit to candidate, <b>10 days to respond</b> to the eval./rec.)	10/22/2018
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/1/2018
Direct observations by Library Director/LPAC	11/2/2018
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, <b>10 days to respond</b> to eval./rec.)	11/16/2018
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/26/2018
Evaluation/recommendation of Dean (Transmit to candidate who has <b>7 days to send VP a response</b> to the Dean's evaluation/recommendation.)	12/10/2018
Dean transmits to Committee on Promotions	12/17/2018
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, <b>7 days to respond</b> to eval./rec.)	1/21/2019
Committee on Promotions transmits to VP (copy to candidate) (Transmit to candidate who has <b>7 days to send VP a response</b> to the committee's evaluation/recommendation.)	1/28/2019
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation (Transmit to candidate who has <b>7 days to respond</b> to the VP's evaluation/recommendation.)	3/15/2019
Vice President transmits to President (copy to candidate)	3/22/2019
President recommends to Trustees (copy to candidate)	4/5/2019

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## 2018-2019 PERSONNEL CALENDAR

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

#### Tenure Only

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/17/2018
Direct observations by Library Director/LPAC	9/28/2018
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate, <b>10 days to respond</b> to eval.rec. and request PEC. If a PEC is requested/required, date candidate selects third member of PEC.)	10/19/2018
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	10/29/2018
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/13/2018
Evaluation/recommendation by Peer Evaluation Committee (if requested/required) (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	11/22/2018
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/29/2018
Evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	12/13/2018
Dean transmits to Committee on Tenure	12/20/2018
Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)	2/1/2019
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/8/2019
Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/15/2019
Evaluation/recommendation by Vice President (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)	3/15/2019
Vice President transmits to President (copy to candidate)	3/22/2019
President recommends to Trustees (copy to candidate)	4/5/2019

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## 2018-2019 PERSONNEL CALENDAR

### Appendix M-1: Evaluation of Full-Time Unit Members Tenure with Promotion<sup>1</sup> (eligibility to be certified by the Vice President)

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/17/2018
Direct observations by Library Director/LPAC	9/28/2018
Candidate selects third member of Peer Evaluation Committee	10/1/2018
Evaluation/recommendation by Chair/LD/LPAC (Transmit to candidate, <b>10 days to respond</b> to eval./rec.)	10/19/2018
Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)	10/29/2018
Classroom observations by Peer Evaluation Committee	11/13/2018
Evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	11/22/2018
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/29/2018
Evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	12/13/2018
Dean transmits to Committee on Tenure	12/20/2018
Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )	2/1/2019
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	2/8/2019
Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	2/15/2019
Evaluation/recommendation by Vice President (Transmit to candidate who has 7 days to respond to the VP's evaluation/recommendation.)	3/15/2019
Vice President transmits to President (copy to candidate)	3/22/2019
President recommends to Trustees (copy to candidate)	4/5/2019

<sup>1</sup> Faculty at the rank of Assistant Professor and librarians at the rank of Assistant Librarian or Associate Librarian who apply for tenure *during the sixth year* will only be evaluated for tenure, but will be promoted to the next higher rank at the time tenure is granted.

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## 2018-2019 PERSONNEL CALENDAR

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

#### Promotion and Tenure<sup>1</sup> (page 1 of 2)

Given the complicated calendar below, the promotion-tenure portfolio is to be maintained in the Office of Academic Affairs as of October 1, 2018.

<u>Action Required</u>	<u>Date</u>
Candidate submits single portfolio for promotion and tenure (including narrative and appendix A-1 or A-2)	9/17/2018
Direct observations by Library Director/LPAC	9/28/2018
Candidate selects third member of Peer Evaluation Committee for promotion evaluation	<b>9/30/2018</b>
Classroom observations by Peer Evaluation Committee for promotion	10/5/2018
Chair/Library Director/LPAC evaluation recommendation for tenure (Transmit to candidate who has <b>10 days to respond</b> to the Chair's evaluation/recommendation and to request PEC tenure evaluation, if candidate requests/is required to have a PEC evaluation for tenure, candidate selects third member.)	10/17/2018
Promotion evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has <b>10 days to respond</b> to the PEC's promotion evaluation/recommendation.)	10/19/2018
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	10/29/2018
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/29/2018
Chair transmits tenure evaluation/recommendation to Dean (copy to candidate)	10/29/2018
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/13/2018
Promotion evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days to respond</b> to the Chair's promotion evaluation/recommendation.)	11/16/2018
Tenure evaluation/recommendation by Peer Evaluation Committee (Only conducted if requested or required. Committee transmits to candidate who has <b>7 days to respond</b> to the PEC's tenure evaluation.)	11/22/2018
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Dean (copy to candidate)	11/26/2018
Peer Evaluation Committee transmits tenure evaluation/recommendation to Dean (if such evaluation was requested or required, copy to candidate)	11/29/2018
Promotion evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation.)	12/11/2018
Tenure evaluation/recommendation by Dean (Transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation.)	12/13/2018
Dean transmits to promotion evaluation/recommendation Committee on promotions	12/18/2018
Dean transmits to tenure evaluation/recommendation to Committee on tenure	12/20/2018
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, <b>7 days to respond</b> to evaluation/recommendation)	1/18/2019
Committee on Promotions transmits to Vice President (copy to candidate who has <b>7 days to respond</b> to the Committee's evaluation/recommendation)	1/25/2019

<sup>1</sup> 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 during the sixth year.

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**2018-2019 PERSONNEL CALENDAR**

**Promotion and Tenure  
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Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )	2/1/2019
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation.)	2/14/2019
Committee on Tenure transmits evaluation/recommendation to Vice President (copy to candidate who has <b>7 days to respond</b> to the Committee's evaluation/recommendation.)	2/21/2019
Tenure evaluation/recommendation by Vice President (Transmit to candidate, <b>7 days to respond</b> to the Vice President's evaluation/recommendation.)	3/15/2019
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/22/2019
Vice President promotion evaluation/recommendation to President (copy to candidate)	3/22/2019
President recommends to Trustees regarding tenure (copy to candidate)	4/5/2019
President recommends to Trustees regarding promotion (copy to candidate)	4/5/2019

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**2018-2019 PERSONNEL CALENDAR**

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

**Department Chair Evaluation as Chair**

<u>Action Required</u>	<u>Date</u>
Chair selects third member of Peer Evaluation Committee	10/1/2018
Receipt of comments from department by Peer Evaluation Committee	11/16/2018
Evaluation by PEC (transmit to Chair who has <b>10 days to respond</b> to the PEC's evaluation)	12/5/2018
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/17/2018

**Sabbatical Approval Deadlines**

<u>Action Required</u>	<u>Date</u>
Candidate submits proposal for leave during AY 2019-2020 to Chair/Library Director/LPAC (Note: A year-long sabbatical at half-pay earns only a half year of creditable service.)	10/1/2018
Chair/Library Director/LPAC recommends to Vice President	10/9/2018
Vice President recommends to President	11/2/2018
President recommends to Trustees	11/16/2018

**Appendix M-2: Evaluation of Part-Time Faculty**

<u>Fall 2018 Semester</u>	<u>Date</u>	<u>Spring 2019 Semester</u>	
<u>Candidate submits material</u>	<u>10/1/18</u>	<u>Candidate submits material</u>	<u>2/15/19<sup>1</sup></u>
<u>Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)</u>	<u>11/16/18</u>	<u>Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)</u>	<u>4/2/19</u>
<u>Chair transmits to Dean (copy to faculty member)</u>	<u>11/26/18</u>	<u>Chair transmits to Dean (copy to faculty member)</u>	<u>4/12/19</u>

<sup>1</sup> At Massachusetts Maritime Academy, the second Friday of the Spring 2019 Semester.

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2018-2019 PERSONNEL CALENDAR

Appendix M-3: Post-Tenure Review

<u>Action Required</u>	<u>Date</u>
Candidate submits materials to Vice President	9/30/18
Classroom observation by Chair	11/16/18
Dean completes review and transmits assessment to candidate (Chapter President notified of the results only of the assessments.)	4/1/19
Upon receipt of 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 Dean (candidate may bring union representative)
Dean's final assessment	5 days after the meeting
Upon receipt of 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 2018-2019 academic year <b>must give notice to the Vice President.</b>	4/1/19