

2019-2020 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, 2020 if they anticipate being evaluated for reappointment, promotion or tenure during academic year 2020-2021.

Faculty and Librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2020-2021 MUST give notice to the Vice President/Provost by **April 1, 2020**.

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, 2019**.

The Committee on Promotions must be elected by **September 30, 2019**.

The Committee on Tenure must be elected by **October 30, 2019**.

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, 2018 through December 1, 2019 are considered first year reappointments during the 2019-2020 academic year.

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

<u>Action Required</u>	<u>Date</u>
Classroom/direct observations by Chair/Library Director/LPAC	11/12/2019
Chair/Library Director/LPAC transmits observations to the Vice President	11/19/2019
Non-renewal notification deadline	3/15/2020

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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)	9/30/2019
Candidate selects third member of Peer Evaluation Committee	9/30/2019
Classroom observations by Peer Evaluation Committee	10/8/2019
Classroom/direct observations by Chair/Library Director/LPAC	10/8/2019
Evaluation/recommendation by PEC (transmit to candidate who has 10 days to respond to PEC's eval./rec.)	10/21/2019
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/31/2019
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)	11/7/2019
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/18/2019
Evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation)	12/3/2019
Dean transmits to Vice President	12/10/2019
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 Vice President's evaluation/recommendation)	1/2/2020
Vice President transmits to President (copy to candidate)	1/9/2020
Non-renewal notification deadlines	1/15/2020

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Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty
Reappointment during the THIRD and FIFTH¹ Years

<u>Action Required</u>	<u>Date</u>
Candidate submits a narrative only, addressing evaluative activities undertaken	9/30/2019
Classroom/direct observations by Chair/Library Director/LPAC	11/4/2019
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)	11/18/2019
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/28/2019
Evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation)	1/3/2020
Dean transmits to Vice President	1/10/2020
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 Vice President's evaluation/recommendation)	2/14/2020
Vice President transmits to President (copy to candidate)	2/21/2020
Non-renewal notification deadline	9/1/2020

¹ 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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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)	9/30/2019
Candidate selects third member of Peer Evaluation Committee	9/30/2019
Classroom observations by Peer Evaluation Committee	10/4/2019
Evaluation/recommendation by PEC (transmit to candidate who has 10 days to respond to PEC's eval./rec.)	10/18/2019
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/28/2019
Classroom/direct observations by Chair/Library Director/LPAC	11/8/2019
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)	11/20/2019
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	12/2/2019
Evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation)	1/17/2020
Dean transmits to Vice President	1/27/2020
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 Vice President's evaluation/recommendation)	2/14/2020
Vice President transmits to President (copy to candidate)	2/21/2020
Non-renewal notification deadline	9/1/2020

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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)	9/30/2019
Candidate selects third member of Peer Evaluation Committee	9/30/2019
Classroom observations by Peer Evaluation Committee	10/4/2019
Evaluation/recommendation by PEC (transmit to candidate, 10 days to respond to the eval./rec.)	10/21/2019
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/31/2019
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	11/1/2019
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, 10 days to respond to evaluation/recommendation)	11/15/2019
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/25/2019
Evaluation/recommendation of Dean (transmit to candidate who has 7 days to send Vice President a response to the Dean's evaluation/recommendation)	12/9/2019
Dean transmits to Committee on Promotions	12/16/2019
Evaluation/recommendation by Committee on Promotions (transmit to candidate, 7 days to respond to evaluation/recommendation)	1/20/2020
Committee on Promotions transmits to Vice President (copy to candidate) (transmit to candidate who has 7 days to send Vice President a response to the committee's evaluation/recommendation)	1/27/2020
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has 7 days to respond to the Vice President's evaluation/recommendation)	3/13/2020
Vice President transmits to President (copy to candidate)	3/20/2020
President recommends to Trustees (copy to candidate)	4/3/2020

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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)	9/30/2019
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/27/2019
Evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate, 10 days to respond to evaluation/recommendation and request PEC). If a PEC is requested/required, date candidate selects third member of PEC.	10/18/2019
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	10/28/2019
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/12/2019
Evaluation/recommendation by Peer Evaluation Committee, if requested/required (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	11/21/2019
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/28/2019
Evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	12/12/2019
Dean transmits to Committee on Tenure	12/19/2019
Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)	1/31/2020
Evaluation/recommendation by Committee on Tenure (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	2/7/2020
Committee on Tenure transmits to Vice President (copy to candidate who has 7 days to respond to the evaluation/recommendation)	2/14/2020
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has 7 days to respond to the Vice President's evaluation/recommendation)	3/13/2020
Vice President transmits to President (copy to candidate)	3/20/2020
President recommends to Trustees (copy to candidate)	4/3/2020

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Appendix M-1: Evaluation of Full-Time Unit Members Tenure with Promotion¹ (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)	9/30/2019
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/27/2019
Candidate selects third member of Peer Evaluation Committee	9/30/2019
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, 10 days to respond to evaluation/recommendation)	10/18/2019
Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)	10/28/2019
Classroom observations by Peer Evaluation Committee	11/12/2019
Evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	11/21/2019
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/28/2019
Evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	12/12/2019
Dean transmits to Committee on Tenure	12/19/2019
Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)	1/31/2020
Evaluation/recommendation by Committee on Tenure (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	2/7/2020
Committee on Tenure transmits to Vice President (copy to candidate) (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	2/14/2020
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has 7 days to respond to the Vice President's evaluation/recommendation)	3/13/2020
Vice President transmits to President (copy to candidate)	3/20/2020
President recommends to Trustees (copy to candidate)	4/3/2020

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

Promotion and Tenure¹ (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, 2019.

<u>Action Required</u>	<u>Date</u>
Candidate submits single portfolio for promotion and tenure (including narrative and appendix A-1 or A-2)	9/30/2019
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/27/2019
Candidate selects third member of Peer Evaluation Committee for promotion evaluation	9/30/2019
Classroom observations by Peer Evaluation Committee for promotion	10/4/2019
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)	10/16/2019
Promotion evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has 10 days to respond to the PEC's promotion evaluation/recommendation)	10/18/2019
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	10/28/2019
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/28/2019
Chair transmits tenure evaluation/recommendation to Dean (copy to candidate)	10/28/2019
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/12/2019
Promotion evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate who has 10 days to respond to the Chair's promotion evaluation/recommendation)	11/15/2019
Tenure evaluation/recommendation by Peer Evaluation Committee, (conducted only if requested or required (Committee transmits to candidate who has 7 days to respond to the PEC's tenure evaluation.))	11/21/2019
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Dean (copy to candidate)	11/25/2019
Peer Evaluation Committee transmits tenure evaluation/recommendation to Dean (if such evaluation was requested or required, copy to candidate)	11/28/2019
Promotion evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation)	12/10/2019

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 during the sixth year.

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Promotion and Tenure (page 2 of 2)

Tenure evaluation/recommendation by Dean (transmit to candidate who has 7 days to respond to the Dean's evaluation/recommendation)	12/12/2019
Dean transmits to promotion evaluation/recommendation Committee on Promotions	12/17/2019
Dean transmits to tenure evaluation/recommendation to Committee on Tenure	12/19/2019
Evaluation/recommendation by Committee on Promotions (transmit to candidate, 7 days to respond to evaluation/recommendation)	1/17/2020
Committee on Promotions transmits to Vice President (copy to candidate who has 7 days to respond to the Committee's evaluation/recommendation)	1/24/2020
Committee on Tenure meets with candidate (candidate has 7 days to provide additional information)	1/31/2020
Evaluation/recommendation by Committee on Tenure (transmit to candidate who has 7 days to respond to the evaluation/recommendation)	2/13/2020
Committee on Tenure transmits evaluation/recommendation to Vice President (copy to candidate who has 7 days to respond to the Committee's evaluation/recommendation.)	2/20/2020
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has 7 days to respond to the Vice President's evaluation/recommendation)	3/13/2020
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/20/2020
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has 7 days to respond to the Vice President's evaluation/recommendation)	3/20/2020
Vice President transmits promotion evaluation/recommendation to President (copy to candidate)	
President recommends to Trustees regarding tenure (copy to candidate)	4/3/2020
President recommends to Trustees regarding promotion (copy to candidate)	4/3/2020

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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	9/30/2019
Receipt of comments from department by Peer Evaluation Committee	11/15/2019
Evaluation by PEC (transmit to Chair who has 10 days to respond to the PEC's evaluation)	12/4/2019
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/16/2019

Sabbatical Approval Deadlines

<u>Action Required</u>	<u>Date</u>
Candidate submits proposal for leave during AY 2020-2021 to Chair/Library Director/LPAC (Note: A year-long sabbatical at half-pay earns a half year of creditable service only.)	9/30/2019
Chair/Library Director/LPAC recommends to Vice President	10/8/2019
Vice President recommends to President	11/1/2019
President recommends to Trustees	11/15/2019

Appendix M-2: Evaluation of Part-Time Faculty

<u>Fall 2019 Semester</u>	<u>Date</u>	<u>Spring 2020 Semester</u>	<u>Date</u>
<u>Candidate submits material</u>	<u>9/30/19</u>	<u>Candidate submits material</u>	<u>2/14/20¹</u>
<u>Evaluation by Chair, including classroom observations (transmit to faculty member, 10 days to respond to the Chair's eval.)</u>	<u>11/15/19</u>	<u>Evaluation by Chair, including classroom observations (transmit to faculty member, 10 days to respond to the Chair's eval.)</u>	<u>3/31/20</u>
<u>Chair transmits to Dean (copy to faculty member)</u>	<u>11/25/19</u>	<u>Chair transmits to Dean (copy to faculty member)</u>	<u>4/10/20</u>

¹ At Massachusetts Maritime Academy, the second Friday of the Spring 2020 Semester.

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Appendix M-3: Post-Tenure Review

<u>Action Required</u>	<u>Date</u>
Candidate submits materials to Vice President	9/30/19
Classroom observation by Chair	11/15/19
Dean completes review and transmits assessment to candidate (Chapter President notified of the results of the assessments only.)	4/1/20
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 2020-2021 academic year must give notice to the Vice President.	4/1/20