

## 2021-2022 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, 2022 if they anticipate being evaluated for reappointment, promotion or tenure during academic year 2022-2023.

Faculty and Librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2022-2023 MUST give notice to the Vice President/Provost by **April 1, 2022**.

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, 2021**.

The Committee on Promotions must be elected by **September 30, 2021**.

The Committee on Tenure must be elected by **October 30, 2021**.

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, 2020 through December 1, 2021 are considered first year reappointments during the 2021-2022 academic year.

**2021-2022 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             | 11/12/2021         |
| Chair/Library Director/LPAC transmits observations to the Vice President | 11/19/2021         |
| Non-renewal notification deadline  | <b>3/15/2022</b>   |

## 2021-2022 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)  | 9/30/2021        |
| Candidate selects third member of Peer Evaluation Committee   | <b>9/30/2021</b> |
| Classroom observations by Peer Evaluation Committee   | 10/8/2021        |
| Classroom/direct observations by Chair/Library Director/LPAC  | 10/8/2021        |
| Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's eval./rec.)  | 10/21/2021       |
| Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)  | 11/1/2021        |
| 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)   | 11/8/2021        |
| Chair/Library Director/LPAC transmits to Dean (copy to candidate)   | 11/18/2021       |
| Evaluation/recommendation by Dean<br>(transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)   | 12/3/2021        |
| Dean transmits to Vice President  | 12/10/2021       |
| 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 Vice President's evaluation/recommendation) | 1/3/2022         |
| Vice President transmits to President (copy to candidate)   | 1/10/2022        |
| Non-renewal notification deadlines  | <b>1/15/2022</b> |

## 2021-2022 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 a narrative only, addressing evaluative activities undertaken  | 9/30/2021       |
| Classroom/direct observations by Chair/Library Director/LPAC   | 11/8/2021       |
| Evaluation/recommendation by Chair/Library Director/LPAC<br>(transmit to candidate who has <b>10 days to respond</b> to the Chair's/LD's/LPAC's<br>evaluation/recommendation)  | 11/18/2021      |
| Chair/Library Director/LPAC transmits to Dean (copy to candidate)  | 12/3/2021       |
| Evaluation/recommendation by Dean<br>(transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)  | 1/3/2022        |
| Dean transmits to Vice President   | 1/10/2022       |
| Vice President concurs with Dean's evaluation and recommendation or conducts his/her own<br>evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's<br>evaluation/recommendation) | 2/11/2022       |
| Vice President transmits to President (copy to candidate)  | 2/18/2022       |
| Non-renewal notification deadline  | <b>9/1/2022</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.

## 2021-2022 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)   | 9/30/2021        |
| Candidate selects third member of Peer Evaluation Committee  | <b>9/30/2021</b> |
| Classroom observations by Peer Evaluation Committee  | 10/8/2021        |
| Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's eval./rec.)   | 10/21/2021       |
| Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)   | 11/1/2021        |
| Classroom/direct observations by Chair/Library Director/LPAC   | 11/8/2021        |
| 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)  | 11/18/2021       |
| Chair/Library Director/LPAC transmits to Dean (copy to candidate)  | 12/3/2021        |
| Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)   | 1/14/2022        |
| Dean transmits to Vice President   | 1/21/2022        |
| 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 Vice President's evaluation/recommendation) | 2/18/2022        |
| Vice President transmits to President (copy to candidate)  | 2/25/2022        |
| Non-renewal notification deadline  | <b>9/1/2022</b>  |

## 2021-2022 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)  | 9/30/2021        |
| Candidate selects third member of Peer Evaluation Committee  | <b>9/30/2021</b> |
| Classroom observations by Peer Evaluation Committee  | 10/8/2021        |
| Evaluation/recommendation by PEC (transmit to candidate, <b>10 days to respond</b> to the eval./rec.)  | 10/21/2021       |
| Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)   | 11/1/2021        |
| Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)  | 11/1/2021        |
| Evaluation/recommendation by Chair/LD/LPAC<br>(transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation)  | 11/19/2021       |
| Chair/Library Director/LPAC transmits to Dean (copy to candidate)  | 11/29/2021       |
| Evaluation/recommendation of Dean (transmit to candidate who has <b>7 days to send Vice President a response</b> to the Dean's evaluation/recommendation)  | 12/10/2021       |
| Dean transmits to Committee on Promotions  | 12/17/2021       |
| Evaluation/recommendation by Committee on Promotions (transmit to candidate, <b>7 days to respond</b> to evaluation/recommendation)  | 1/21/2022        |
| Committee on Promotions transmits to Vice President (copy to candidate)<br>(transmit to candidate who has <b>7 days to send Vice President a response</b> to the committee's evaluation/recommendation)                          | 1/28/2022        |
| Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation) | 3/11/2022        |
| Vice President transmits to President (copy to candidate)  | 3/18/2022        |
| President recommends to Trustees (copy to candidate)   | 4/1/2022         |

## 2021-2022 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)   | 9/30/2021   |
| Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)   | 9/30/2021   |
| Evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation and request PEC). If a PEC is requested/required, date candidate selects third member of PEC. | 10/19/2021  |
| Chair/Library Director/LPAC transmits to Dean (copy to candidate)   | 10/29/2021  |
| Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)   | 11/12/2021  |
| Evaluation/recommendation by Peer Evaluation Committee, if requested/required (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)   | 11/22/2021  |
| Peer Evaluation Committee transmits to Dean (copy to candidate)   | 11/29/2021  |
| Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)   | 12/10/2021  |
| Dean transmits to Committee on Tenure   | 12/17/2021  |
| Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)  | 1/28/2022   |
| Evaluation/recommendation by Committee on Tenure (transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation)  | 2/4/2022    |
| Committee on Tenure transmits to Vice President (copy to candidate who has <b>7 days</b> to respond to the evaluation/recommendation)   | 2/11/2022   |
| Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)         | 3/11/2022   |
| Vice President transmits to President (copy to candidate)   | 3/18/2022   |
| President recommends to Trustees (copy to candidate)  | 4/1/2022    |

## 2021-2022 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)   | 9/30/2021        |
| Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)   | 9/30/2021        |
| Candidate selects third member of Peer Evaluation Committee   | <b>9/30/2021</b> |
| Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation)  | 10/18/2021       |
| Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)  | 10/29/2021       |
| Classroom observations by Peer Evaluation Committee   | 11/12/2021       |
| Evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)  | 11/22/2021       |
| Peer Evaluation Committee transmits to Dean (copy to candidate)   | 11/29/2021       |
| Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)   | 12/10/2021       |
| Dean transmits to Committee on Tenure   | 12/17/2021       |
| Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )   | 1/28/2022        |
| Evaluation/recommendation by Committee on Tenure (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)  | 2/4/2022         |
| 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)   | 2/11/2022        |
| Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation) | 3/11/2022        |
| Vice President transmits to President (copy to candidate)   | 3/18/2022        |
| President recommends to Trustees (copy to candidate)  | 4/1/2022         |

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<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.

## 2021-2022 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, 2021.

| <u>Action Required</u>   | <u>Date</u>      |
|--|------------------|
| Candidate submits single portfolio for promotion and tenure (including narrative and appendix A-1 or A-2)  | 9/30/2021        |
| Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)  | 9/30/2021        |
| Candidate selects third member of Peer Evaluation Committee for promotion evaluation   | <b>9/30/2021</b> |
| Classroom observations by Peer Evaluation Committee for promotion  | 10/8/2021        |
| 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)     | 10/19/2021       |
| 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)                                  | 10/19/2021       |
| Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)   | 10/29/2021       |
| Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)  | 10/29/2021       |
| Chair transmits tenure evaluation/recommendation to Dean (copy to candidate)   | 10/29/2021       |
| Classroom observations by Peer Evaluation Committee for tenure (if requested or required)  | 11/12/2021       |
| 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)                              | 11/12/2021       |
| Tenure evaluation/recommendation by Peer Evaluation Committee, (conducted only if requested or required (Committee transmits to candidate who has <b>7 days to respond</b> to the PEC's tenure evaluation.)) | 11/22/2021       |
| Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Dean (copy to candidate)  | 11/22/2021       |
| Peer Evaluation Committee transmits tenure evaluation/recommendation to Dean (if such evaluation was requested or required, copy to candidate)   | 11/29/2021       |
| Promotion evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)   | 12/10/2021       |

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<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.

## 2021-2022 PERSONNEL CALENDAR

### Promotion and Tenure (page 2 of 2)

|  |            |
|--|------------|
| Tenure evaluation/recommendation by Dean<br>(transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)   | 12/10/2021 |
| Dean transmits promotion evaluation/recommendation to Committee on Promotions  | 12/17/2021 |
| Dean transmits tenure evaluation/recommendation to Committee on Tenure   | 12/17/2021 |
| Evaluation/recommendation by Committee on Promotions (transmit to candidate,<br><b>7 days to respond</b> to evaluation/recommendation)   | 1/14/2022  |
| Committee on Promotions transmits to Vice President (copy to candidate who has <b>7 days to respond</b> to the Committee's evaluation/recommendation)  | 1/21/2022  |
| Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )  | 1/28/2022  |
| Evaluation/recommendation by Committee on Tenure (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)   | 2/11/2022  |
| 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.)   | 2/18/2022  |
| Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)    | 3/11/2022  |
| Vice President transmits tenure evaluation/recommendation to President (copy to candidate)   | 3/18/2022  |
| Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts his/her own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation) | 3/18/2022  |
| Vice President transmits promotion evaluation/recommendation to President (copy to candidate)  |            |
| President recommends to Trustees regarding tenure (copy to candidate)  | 4/1/2022   |
| President recommends to Trustees regarding promotion (copy to candidate)   | 4/1/2022   |

**2021-2022 PERSONNEL CALENDAR**

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

| <b><u>Action Required</u></b>   | <b><u>Date</u></b> |
|---|--------------------|
| Chair selects third member of Peer Evaluation Committee   | <b>9/30/2021</b>   |
| Receipt of comments from department by Peer Evaluation Committee                                | 11/12/2021         |
| Evaluation by PEC (transmit to Chair who has <b>10 days to respond</b> to the PEC's evaluation) | 12/3/2021          |
| Peer Evaluation Committee transmits to Vice President (copy to Chair)                           | 12/13/2021         |

**Sabbatical Approval Deadlines**

| <b><u>Action Required</u></b>   | <b><u>Date</u></b> |
|---|--------------------|
| Candidate submits proposal for leave during AY 2022-2023 to Chair/Library Director/LPAC<br>(Note: A year-long sabbatical at half-pay earns a half year of creditable service only.) | <b>10/1/2021</b>   |
| Chair/Library Director/LPAC recommends to Vice President  | 10/8/2021          |
| Vice President recommends to President  | 10/29/2021         |
| President recommends to Trustees  | 11/12/2021         |

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

| <b><u>Fall 2021 Semester</u></b>  | <b><u>Date</u></b> | <b><u>Spring 2022 Semester</u></b>  | <b><u>Date</u></b>           |
|---|--------------------|---|------------------------------|
| <u>Candidate submits material</u>   | <u>9/30/2021</u>   | <u>Candidate submits material</u>   | <u>2/11/2022<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>11/14/2021</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>4/1/2022</u>              |
| <u>Chair transmits to Dean (copy to faculty member)</u>   | <u>11/29/2021</u>  | <u>Chair transmits to Dean (copy to faculty member)</u>   | <u>4/11/2022</u>             |

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

2021-2022 PERSONNEL CALENDAR

Appendix M-3: Post-Tenure Review

| <u>Action Required</u>   | <u>Date</u>   |
|--|---|
| Candidate submits materials to Vice President  | 9/30/2021   |
| Classroom observation by Chair   | 11/12/2021  |
| Dean completes review and transmits assessment to candidate<br>(Chapter President notified of the results of the assessments only.)  | 4/1/2022  |
| 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<br>(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 151-153 of the 2017-2020 collective bargaining agreement) and who wish to be reviewed under post-tenure review during the 2022-2023 academic year <b>must give notice to the Vice President.</b> | 4/1/22  |