

## APPENDIX M

### 2023-2024 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, 2024 if they anticipate being evaluated for reappointment, promotion, or tenure during academic year 2024-2025.

Faculty and librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2024-2025 MUST give notice to the Vice President/Provost by **April 1, 2024**.

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, 2023**.

The Committee on Promotions must be elected by **September 30, 2023**.

The Committee on Tenure must be elected by **October 30, 2023**.

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 Director/Library Program Area Chair is required to perform a direct observation.

#### **First-Year Reappointment:**

Faculty and librarians hired December 2, 2022 through December 1, 2023 are considered first year reappointments during the 2023-2024 academic year.

APPENDIX M

**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	11/13/2023
Chair/Library Director/LPAC transmits observations to the Vice President	11/20/2023
Non-renewal notification deadline	<b>3/15/2024</b>

## APPENDIX M

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

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/30/2023
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2023</b>
Classroom observations by Peer Evaluation Committee	10/10/2023
Classroom/direct observations by Chair/Library Director/LPAC	10/10/2023
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's evaluation/recommendation)	10/23/2023
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2023
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)	11/9/2023
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/20/2023
Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	12/4/2023
Dean transmits to Vice President (copy to candidate)	12/11/2023
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation/recommendation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	1/2/2024
Vice President transmits to President (copy to candidate)	1/9/2024
Non-renewal notification deadlines	<b>1/15/2024</b>

## APPENDIX M

### **Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Reappointment during the THIRD and FIFTH<sup>1</sup> Years**

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits a narrative only, addressing evaluative activities undertaken	9/30/2023
Classroom/direct observations by Chair/Library Director/LPAC	11/6/2023
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)	11/20/2023
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/30/2023
Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	1/2/2024
Dean transmits to Vice President (copy to candidate)	1/9/2024
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	2/12/2024
Vice President transmits to President (copy to candidate)	2/19/2024
Non-renewal notification deadline	<b>9/1/2024</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.

## APPENDIX M

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

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/30/2023
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2023</b>
Classroom observations by Peer Evaluation Committee	10/10/2023
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days to respond</b> to PEC's evaluation/recommendation)	10/23/2023
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2023
Classroom/direct observations by Chair/Library Director/LPAC	11/6/2023
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)	11/20/2023
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/30/2023
Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	1/12/2024
Dean transmits to Vice President (copy to candidate)	1/19/2024
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	2/16/2024
Vice President transmits to President (copy to candidate)	2/23/2024
Non-renewal notification deadline	<b>9/1/2024</b>

## APPENDIX M

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

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/30/2023
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2023</b>
Classroom observations by Peer Evaluation Committee	10/10/2023
Evaluation/recommendation by PEC (transmit to candidate, <b>10 days to respond</b> to the evaluation/recommendation)	10/23/2023
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2023
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	11/2/2023
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation)	11/20/2023
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/30/2023
Evaluation/recommendation of Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	12/8/2023
Dean transmits to Committee on Promotions (copy to candidate)	12/15/2023
Evaluation/recommendation by Committee on Promotions. Committee on Promotions transmits evaluation to Vice President (copy to candidate who has <b>7 days to send Vice President a response</b> to the committee's eval./rec.)	1/19/2024
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	3/8/2024
Vice President transmits to President (copy to candidate)	3/15/2024
President recommends to Trustees (copy to candidate)	4/1/2024

## APPENDIX M

### 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)	9/30/2023
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2023
Evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation and request PEC).	10/23/2023
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	11/2/2023
Chair/Library Director/LPAC transmits to Dean or PEC if requested (copy to candidate)	11/2/2023
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/9/2023
Evaluation/recommendation by Peer Evaluation Committee, if requested/required (transmit to candidate who has <b>7 days to respond</b> to the eval./rec.)	11/20/2023
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/27/2023
Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)	12/11/2023
Dean transmits to Committee on Tenure (copy to candidate)	12/18/2023
Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)	1/26/2024
Evaluation/recommendation by Committee on Tenure. Committee on Tenure transmits to Vice President (copy to candidate who has <b>7 days from delivery to send Vice President a response</b> to the committee's eval./rec.)	2/9/2024
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	3/8/2024
Vice President transmits to President (copy to candidate)	3/15/2024
President recommends to Trustees (copy to candidate)	4/1/2024

## APPENDIX M

### Appendix M-1: Evaluation of Full-Time Unit Members Tenure with Promotion<sup>2</sup>

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/30/2023
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2023
Candidate selects third member of Peer Evaluation Committee	<b>9/30/2023</b>
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, <b>10 days to respond</b> to evaluation/recommendation)	10/23/2023
Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)	11/2/2023
Classroom observations by Peer Evaluation Committee	11/9/2023
Evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)	11/20/2023
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/27/2023
Evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the evaluation/recommendation)	12/8/2023
Dean transmits to Committee on Tenure (copy to candidate)	12/15/2023
Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )	1/26/2024
Evaluation/recommendation by Committee on Tenure. Committee on Tenure transmits to Vice President (transmit to candidate who has <b>7 days from delivery to send Vice President a response</b> to the committee's eval./rec.)	2/9/2024
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> to the Vice President's evaluation/recommendation)	3/8/2024
Vice President transmits to President (copy to candidate)	3/15/2024
President recommends to Trustees (copy to candidate)	4/1/2024

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<sup>2</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 under this calendar and will be promoted to the next higher rank at the time tenure is granted.



## APPENDIX M

### Appendix M-1: Evaluation of Full-Time Unit Members Promotion and Tenure<sup>3</sup>

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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)	9/30/2023
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2023
Candidate selects third member of Peer Evaluation Committee for promotion evaluation	<b>9/30/2023</b>
Classroom observations by Peer Evaluation Committee for promotion	10/10/2023
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)	10/23/2023
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)	10/23/2023
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	11/2/2023
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	11/2/2023
Chair transmits tenure evaluation/recommendation to Dean (copy to candidate)	11/2/2023
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/6/2023
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)	11/9/2023
Tenure evaluation/recommendation by Peer Evaluation Committee, (conducted only if requested or required) (transmit to candidate who has <b>7 days to respond</b> to the PEC's tenure evaluation)	11/20/2023

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<sup>3</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.

## APPENDIX M

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

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<u>Action Required</u>	<u>Date</u>
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Dean (copy to candidate)	11/20/2023
Peer Evaluation Committee transmits tenure evaluation/recommendation to Dean (if such evaluation was requested or required, copy to candidate)	11/27/2023
Promotion evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	12/11/2023
Tenure evaluation/recommendation by Dean (transmit to candidate who has <b>7 days to respond</b> to the Dean's evaluation/recommendation)	12/11/2023
Dean transmits promotion eval./rec. to Committee on Promotions (copy to candidate)	12/18/2023
Dean transmits tenure eval./rec. to Committee on Tenure (copy to candidate)	12/18/2023
Committee on Promotions transmits evaluation/recommendation to Vice President (transmits to candidate who has <b>7 days to send Vice President a response</b> to the committee's eval./rec.)	1/19/2024
Committee on Tenure meets with candidate (candidate has <b>7 days to provide additional information</b> )	1/26/2024
Committee on Tenure transmits to evaluation/recommendation to Vice President (transmit copy to candidate who has <b>7 days from delivery to send Vice President a response</b> to the committee's eval./rec.)	2/9/2024
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> )	3/8/2024
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/15/2024
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts their own evaluation (transmit to candidate who has <b>7 days to respond</b> )	3/15/2024
Vice President transmits promotion evaluation/recommendation to President (copy to candidate)	3/22/2024
President recommends to Trustees regarding tenure (copy to candidate)	4/1/2024
President recommends to Trustees regarding promotion (copy to candidate)	4/1/2024

## APPENDIX M

### 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	9/30/2023
Receipt of comments from department by Peer Evaluation Committee	11/13/2023
Evaluation by PEC (transmit to Chair who has <b>10 days to respond</b> to the PEC's evaluation)	12/4/2023
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/14/2023

#### Sabbatical Approval Deadlines

<u>Action Required</u>	<u>Date</u>
Candidate submits proposal for leave during AY 2023-2024 to Chair/Library Director/LPAC (Note: A year-long sabbatical at half-pay earns a half year of creditable service only.)	10/1/2023
Chair/Library Director/LPAC recommends to Vice President	10/13/2023
Vice President recommends to President	11/02/2023
President recommends to Trustees	11/17/2023

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

Fall 2023 Semester		Spring 2024 Semester	
<u>Action Required</u>	<u>Date</u>	<u>Action Required</u>	<u>Date</u>
Candidate submits material	10/2/2023	Candidate submits material	2/9/2024 <sup>4</sup>
Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)	11/16/2023	Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)	4/1/2024
Chair transmits to Dean (copy to faculty member)	11/27/2023	Chair transmits to Dean (copy to faculty member)	4/11/2024

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<sup>4</sup> At Massachusetts Maritime Academy, the second Friday of the Spring 2024 Semester.

## APPENDIX M

### Appendix M-3: Post-Tenure Review

<u>Action Required</u>	<u>Date</u>
Candidate submits materials to Vice President	9/30/2023
Classroom observation by Chair	11/13/2023
Dean completes review and transmits assessment to candidate (Chapter President notified of the results of the assessments only)	4/1/2024
Upon receipt of Dean's assessment	<b>10 days</b> to submit a response in writing and request a meeting
Meeting held	<b>10 days</b> after submitting the response to the Dean (candidate may bring union representative)
Dean's final assessment	<b>5 days</b> after the meeting
Upon receipt of Dean's final assessment	<b>5 days</b> to appeal to the President in writing and request a meeting in writing
If no meeting is requested	<b>5 days</b> for the President to make a final decision
If meeting is requested, it must be held	<b>10 days</b> after the appeal (candidate may bring union representative)
President's final decision	<b>5 days</b> after the meeting
Members who are eligible (see pages 151-153 of the 2020-2023 collective bargaining agreement) and who wish to be reviewed under post-tenure review during the 2023-2024 academic year <b>must give notice to the Vice President.</b>	4/1/24