

**APPENDIX M-I
PERSONNEL CALENDAR 2002-2003
(All actions must be taken no later than the dates indicated.)**

FULL-TIME

For all full-time unit members: Evaluation of Alternative Professional Responsibilities done pursuant to Article XII, §D, shall be completed no later than thirty (30) days after the end of the semester in which the APR is undertaken.

REAPPOINTMENTS

<u>ACTION REQUIRED</u>	<u>DURING FIRST YEAR</u>	<u>DURING SECOND YEAR¹</u>	<u>DURING THIRD OR FOURTH YEAR¹</u>
Classroom Visits by Chair	11/8	(See Note 1)	(See Note 1)
Classroom Visits by Peer Evaluation Committee ²	11/8	10/11	10/25
Candidate submits materials ³	11/15	9/20	9/20
Evaluation by Peer Evaluation Committee ² (share with candidate who has 10 days to respond)	11/29	10/18	11/8
Peer Evaluation Committee transmits to Chair	12/9	11/1	11/18
Evaluation by Chair (share with candidate who has 10 days to respond)	1/24	11/8	11/29
Chair transmits to Vice President	2/3	11/18	12/9
Evaluation by Vice President (share with candidate who has 7 days to respond)	2/17	12/2	1/17
Vice President transmits to President	2/24	12/9	1/24
Non-renewal notification deadlines	3/15	1/15	9/1 of final yr

PROMOTION

ACTION REQUIRED¹

Classroom Visits by Chair - See Note 1	
Candidate submits materials ³	9/20
Evaluation by Peer Evaluation Committee ² (share with candidate who has 10 days to respond)	11/8
Peer Evaluation Committee transmit to Chair	11/18
Evaluation by Chair (share with candidate who has 10 days to respond)	12/6
Chair transmits to Committee on Promotions ⁴ through VP	12/16
Committee on Promotions recommends to VP	2/14
Evaluation/recommendation of VP (share with candidate who has 7 days to respond)	2/28
Vice President transmits to President	3/7
President recommends to Trustees	3/21

TENURE

ACTION REQUIRED¹

Classroom Visits by Chair - See Note 1	
Candidate submits materials ³	9/20
Evaluation by Chair (share with candidate who has 10 days to respond and/or to request a Peer Evaluation)	10/11
Chair transmits to next step	10/21
Evaluation by Peer Evaluation Committee ² (only if requested, ⁶ share with candidate who has 7 days to respond)	11/15
Peer Evaluation Committee transmits to Committee on Tenure through VP	11/22
Evaluation/recommendation by Committee on Tenure ⁵ (share with candidate who has 7 days to respond)	2/7
Committee on Tenure transmits to VP	2/14
Evaluation/recommendation of VP (share with candidate who has 7 days to respond)	2/28
VP transmits recommendation to President	3/7
President recommends to Trustees	3/21

SABBATICAL LEAVE

ACTION REQUIRED

Candidate submits proposal to Chair	10/1
Chair recommends to Vice President	10/11
Vice President recommends to President	11/8
President recommends to Trustees	11/22

ANNUAL DEPT. CHAIR EVALUATION

ACTION REQUIRED

Chair submits material ³ to Peer Evaluation Committee ²	10/4
Evaluation by Peer Evaluation Committee (share with chair who has 10 days to respond)	10/25
Peer Evaluation Committee transmits to Vice President	11/4

NOTES:

1. Candidates for these actions as well as for promotion and/or tenure should notify chairs by 4/1 of the preceding year so that classroom visitations may be conducted during the spring semester preceding the evaluation period.
2. Peer Evaluation Committees must be formed no later than 9/30/02.
3. Appendix A-1 or A-2, as appropriate, is submitted by the unit member at the same time as the unit member submits other materials.
4. The Committee on Promotions must be formed no later than 9/30/02.
5. The Committees on Tenure should be formed no later than 10/31/02.
6. For faculty at the Salem School of Social Work, evaluation by the Peer Evaluation Committee is mandatory.

APPENDIX M-II

Evaluation of Part-Time Faculty¹ (exclusive of part-time faculty at the College of Art)

FALL SEMESTER, 2002

Candidate submits material	9/20
Evaluation by Chair, including classroom visit(s) (share with candidate who has 10 days to respond)	11/29
Chair transmits to Vice President	12/13

SPRING SEMESTER, 2003

Candidate submits material	2/7
Evaluation by Chair, including classroom visit(s) (share with candidate who has 10 days to respond)	4/11
Chair transmits to Vice President	4/25

NOTE:

1. All dates represent the latest date by which the designated action should take place.

**APPENDIX M-III
Post-Tenure Review¹**

ACTION REQUIRED

Unit member submits materials to Chair	9/30
Chair completes evaluation (including classroom visit)	11/30
Chair transmits review materials, including any response from unit member, to Vice President	12/15
Vice President completes evaluation	1/25
Vice President prescribes plan of professional development (for unit members whose performance is found to be unsatisfactory)	3/31

NOTE:

1. All dates represent the latest date by which the designated action should take place.

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