

**2011-2012 PERSONNEL CALENDAR**

**APPENDIX M-I**

**Evaluation of Full-Time Unit Members<sup>1</sup>**

**All actions must be taken no later than the dates indicated. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day<sup>∇</sup>.**

Evaluation of Alternative Professional Responsibilities (APR) 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.

**REAPPOINTMENT**

<b><u>Action Required</u></b>	<b><u>During 1<sup>st</sup> Year*</u></b>	<b><u>During 2<sup>nd</sup> Year</u></b>	<b><u>During 3<sup>rd</sup> &amp; 5<sup>th</sup> Years</u></b>	<b><u>During 4<sup>th</sup> Year</u></b>
Candidate submits materials (including Appendix A-1 or A-2)	N.A.	9/15	9/15	9/15
Candidate selects third member of Peer Evaluation Committee <sup>2</sup>	N.A.	9/30	N.A.	9/30
Classroom/direct observations by Chair/Library Director/LPAC <sup>3,4</sup>	12/14	(See Note 5)	(See Note 5)	(See Note 5)
Classroom observations by Peer Evaluation Committee	N.A.	10/3	N.A.	10/14
Evaluation by Peer Evaluation Committee (Transmit to candidate who has 10 calendar days from receipt to respond.)	N.A.	10/11	N.A.	10/28
Peer Evaluation Committee transmits to Chair/Library Director/LPAC	N.A.	10/21	N.A.	11/7
Evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond.)	N.A.	10/28	11/23	11/23
Chair/Library Director/LPAC transmits to Vice President <sup>4</sup>	N.A.	11/7	12/5	12/5
Evaluation by Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	N.A.	11/23	1/6	1/6
Vice President transmits to President	2/15	12/5	1/18	1/18
Non-renewal notification deadlines	3/15	1/15 <sup>∇</sup>	9/1 <sup>∇</sup> of final year	9/1 <sup>∇</sup> of final year
Members who expect to be candidates <sup>5</sup> for reappointment, promotion and/or tenure in 2012-2013 should give notice to Chair/Library Director/LPAC	4/1	4/1	4/1	4/1

**\*Including unit members hired after December 1, 2010 but on or before December 1, 2011.**

## 2011-2012 PERSONNEL CALENDAR

### PROMOTION

#### Action Required<sup>5</sup>

Candidate submits materials (Including Appendix A-1 or A-2)	9/15
Candidate selects third member of Peer Evaluation Committee <sup>2</sup>	9/30
Classroom/direct observations by Chair/ Library Director/LPAC <sup>3</sup>	(See Note 5)
Classroom observations by Peer Evaluation Committee	10/21
Evaluation by Peer Evaluation Committee (Transmit to candidate who has 10 calendar days from receipt to respond.)	10/28
Peer Evaluation Committee transmits to Chair/Library Director/LPAC	11/10
Evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond.)	11/28
Chair/Library Director/LPAC transmits to Committee on Promotions <sup>6</sup> via Vice President	12/9
Committee on Promotions transmits to VP (initial)	1/27
Committee on Promotions transmits to VP (final)	2/10
Evaluation/recommendation of Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	2/24
Vice President transmits to President	3/9
President recommends to Trustees	3/23

### TENURE

#### Action Required<sup>5</sup>

Candidate submits materials (Including Appendix A-1 or A-2)	9/15
Classroom/direct observations by Chair/ Library Director/LPAC <sup>3</sup>	(See Note 5)
Evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond and request <sup>7</sup> to be evaluated for tenure by PEC <sup>2</sup> ; if requested, candidate selects third member.)	10/3
Chair/Library Director/LPAC transmits to next step	10/14
Classroom Observations by Peer Evaluation Committee (if candidate requested <sup>7</sup> evaluation by PEC)	10/28
Evaluation by Peer Evaluation Committee (if requested <sup>7</sup> ) (Transmit to candidate who has 7 calendar days from receipt to respond.)	11/4
Peer Evaluation Committee transmits to Committee on Tenure via Vice President	11/14
Evaluation/recommendation by Committee on Tenure <sup>8</sup> (Transmit to candidate who has 7 calendar days from receipt to respond.)	1/27
Committee on Tenure transmits to Vice President	2/6
Evaluation/recommendation of Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	2/21
Vice President transmits to President	3/2
President recommends to Trustees	3/16

## 2011-2012 PERSONNEL CALENDAR

### SABBATICAL LEAVE

#### Action Required

Candidate submits proposal to Chair/ Library Director/LPAC	10/1 <sup>∇</sup>
Chair/Library Director/LPAC recommends To Vice President	10/11
Vice President recommends to President	11/1
President recommends to Trustees	11/14

### DEPARTMENT CHAIR EVALUATION AS CHAIR

#### Action Required

Chair selects third member of Peer Evaluation Committee <sup>2</sup>	9/30
Receipt of comments from department by Peer Evaluation Committee	11/14
Evaluation by Peer Evaluation Committee (Transmit to Chair who has 10 calendar days from receipt to respond.)	12/5
Peer Evaluation Committee transmits to Vice President	12/16

### NOTES:

1. Including salaried part-time faculty at Massachusetts College of Art and Design (reappointment and promotion only) and Clinical Nursing Instructors (reappointment only).
2. Peer Evaluation Committees must be formed no later than 9/30/11. Candidate selects the third member of the committee. Given the early deadlines for classroom observations for reappointments, it is recommended that PECs be formed as early as possible.
3. For librarians, Library Director or Library Program Area Chair (LPAC) conducts direct observation; if librarian is teaching a credit-bearing course, Chair also conducts classroom observations.
4. During first year, direct observations of librarians and classroom observations for faculty/librarian will be completed and transmitted to Vice President by 12/15/11.
5. Faculty should give notice to Chair by 4/1/12<sup>∇</sup> so that classroom observations can be conducted during the Spring 2012 semester. If classroom observations cannot be conducted in the spring, they should be conducted in the Fall 2012 semester, no later than two (2) weeks before the Chair's evaluation is due. Librarians should give notice to Library Director/LPAC by 4/1/12 so that direct observations can be conducted prior to 9/15/12. If direct observations cannot be conducted prior to 9/15/12, they should be conducted no later than two (2) weeks before the Library Director's/LPAC's evaluation is due.
6. The Committee on Promotions must be formed no later than 9/30/11.
7. For faculty in the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program, evaluation by the Peer Evaluation Committee is mandatory (see note 2).
8. The Committee on Tenure should be formed no later than 10/31/11.

**2011-2012 PERSONNEL CALENDAR**

**APPENDIX M-II**

**Evaluation of Part-Time Faculty**

**(Exclusive of salaried part-time faculty at Massachusetts College of Art and Design and Clinical Nursing Instructors)**

**All actions must be taken no later than the dates indicated.  
Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.**

**Fall Semester, 2011**

Candidate submits material	9/15
Evaluation by Chair, including classroom observations (Transmit to candidate who has 10 calendar days from receipt to respond.)	11/18
Chair transmits to Vice President	12/2

**Spring Semester, 2012**

Candidate submits material	1/27*
Evaluation by Chair, including classroom observations (Transmit to candidate who has 10 calendar days from receipt to respond.)	4/6
Chair transmits to Vice President	4/20

**\* At Massachusetts Maritime Academy, the second Friday of the Spring Semester.**

## 2011-2012 PERSONNEL CALENDAR

### APPENDIX M-III

#### Post-Tenure Review

**All actions must be taken no later than the dates indicated.  
Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.**

Candidate submits materials to Vice President	9/30
Classroom Visit by Chair	12/1
Vice President completes review and transmits Assessment to Candidate, with copy to Chapter President	4/1 <sup>∇</sup>
<b>Members who are eligible (see pages 137-8 of the 2009-2012 collective bargaining agreement) and wish to be reviewed under post-tenure review during the 2012-2013 academic year must give notice to the Vice President.</b>	4/1 <sup>∇</sup>
Upon receipt of Vice President's assessment	10 calendar days to submit a response in writing and request a meeting
Meeting held	10 calendar days after submitting the response to the Vice President (Candidate may bring union representative.)
Vice President's final assessment	5 calendar days after the meeting
Upon receipt of Vice President's final assessment	5 calendar days to appeal to the President in writing and request a meeting in writing
If no meeting is requested	5 calendar days for the President to make a final decision
If meeting is requested, it must be held	10 calendar days after the appeal (Candidate may bring union representative.)
President's final decision	5 calendar days after the meeting

**SUPPLEMENT TO APPENDIX M-I (AY 2011-2012)  
CANDIDATES APPLYING FOR BOTH PROMOTION AND TENURE**

**All actions must be taken no later than the dates indicated.  
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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, 2011.**
- **Promotion evaluations and responses are transmitted separately from tenure evaluations and responses.**

**Action Required**<sup>3,5</sup>

Candidate submits materials for promotion and tenure (including Appendix A-1 or A-2)	9/15
Candidate selects third member of Peer Evaluation Committee <sup>2</sup> (for promotion)	9/30
Classroom observations by Chair <sup>3</sup>	(See Notes 3 & 5)
Chair/Library Director/LPAC evaluation for tenure (Transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC; if candidate requests a Peer Evaluation Committee for tenure, candidate selects third member.)	10/3
Chair transmits tenure evaluation and response to next step	10/14
Classroom observations by Peer Evaluation Committee <sup>2</sup> (regarding promotion)	10/21
Promotion evaluation by Peer Evaluation Committee (Transmit to candidate who has 10 calendar days from receipt to respond.)	10/28
Tenure evaluation by Peer Evaluation Committee (Only if requested <sup>7</sup> ; if requested, candidate selects third member. Committee transmits to candidate who has 7 calendar days from receipt to respond.)	11/4
Peer Evaluation Committee transmits promotion evaluation to Chair/Library Director/LPAC	11/10
PEC transmits tenure evaluation to Committee on Tenure via Vice President	11/15
Promotion evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond.)	11/28
Chair/Library Director/LPAC transmits promotion evaluation to Committee on Promotions <sup>6</sup> via Vice President	12/9
Evaluation by Committee on Tenure <sup>8</sup> (Transmit to candidate who has 7 calendar days from receipt to respond.)	1/27
Committee on Promotions transmits to Vice President (initial)	2/3
Committee on Tenure transmits to Vice President	2/8
Committee on Promotions transmits to Vice President, copy to candidate (final)	2/10
Tenure evaluation and promotion evaluation by Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	2/24
Vice President transmits to President (promotion and tenure)	3/7
President recommends to Trustees	3/21