APPENDIX M

2026-2027 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, 2027 if they anticipate being evaluated for reappointment, promotion, or tenure during academic year 2027-2028.

Faculty and librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2027-2028 MUST give notice to the Vice President/Provost by **April 1, 2027**.

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, 2026**.

The Committee on Promotions must be elected by **September 30, 2026**.

The Committee on Tenure must be elected by **October 30, 2026**.

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.

Submission of Materials for Evaluation:

Whenever possible, materials shall be submitted by the unit member electronically in a format determined by the University. **The submission window for uploading digital materials is July 15 to September 30.** Faculty and Librarians who will be evaluated in the following academic year will be notified of their access to the electronic site for submission of evaluation materials by no later than July 15. Chairpersons shall also be notified that the electronic site is open for submissions. Materials that cannot be submitted electronically shall be submitted in whatever format they exist following the University's procedures.

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, 2025 through December 1, 2026 are considered first year reappointments during the 2026-2027 academic year.

APPENDIX M

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

Action Required	**Date**
Classroom/direct observations by Chair/Library Director/LPAC	11/10/2026
Chair/Library Director/LPAC transmits observations to the Vice President	11/17/2026
Non-renewal notification deadline	**3/15/2027**

APPENDIX M

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

Action Required	**Date**
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/30/2026
Candidate selects third member of Peer Evaluation Committee	**9/30/2026**
Classroom observations by Peer Evaluation Committee	10/13/2026
Classroom/direct observations by Chair/Library Director/LPAC	10/13/2026
Evaluation/recommendation by PEC (transmit to candidate who has **10 days to respond** to PEC's evaluation/recommendation)	10/23/2026
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2026
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)	11/12/2026
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/23/2026
Evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	12/11/2026
Dean transmits to Vice President (copy to candidate)	12/18/2026
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation/recommendation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	1/4/2027
Vice President transmits to President (copy to candidate)	1/11/2027
Non-renewal notification deadlines	**1/15/2027**

APPENDIX M

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

Reappointment during the THIRD and FIFTH[1] Years

Action Required	**Date**
Candidate submits a narrative only, addressing evaluative activities undertaken	9/30/2026
Classroom/direct observations by Chair/Library Director/LPAC	11/9/2026
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)	11/23/2026
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	12/3/2026
Evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	1/11/2027
Dean transmits to Vice President (copy to candidate)	1/19/2027
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	2/16/2027
Vice President transmits to President (copy to candidate)	2/23/2027
Non-renewal notification deadline	**9/1/2027**

[1] 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

Action Required	**Date**
Candidate submits materials (include narrative and appendices A-1/A-2 and B)	9/30/2026
Candidate selects third member of Peer Evaluation Committee	**9/30/2026**
Classroom observations by Peer Evaluation Committee	10/13/2026
Evaluation/recommendation by PEC (transmit to candidate who has **10 days to respond** to PEC's evaluation/recommendation)	10/23/2026
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2026
Classroom/direct observations by Chair/Library Director/LPAC	11/12/2026
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)	11/23/2026
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	12/3/2026
Evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	1/11/2027
Dean transmits to Vice President (copy to candidate)	1/19/2027
Vice President concurs with Dean's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	2/16/2027
Vice President transmits to President (copy to candidate)	2/23/2027
Non-renewal notification deadline	**9/1/2027**

APPENDIX M

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

Action Required	**Date**
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/30/2026
Candidate selects third member of Peer Evaluation Committee	**9/30/2026**
Classroom observations by Peer Evaluation Committee	10/13/2026
Evaluation/recommendation by PEC (transmit to candidate, **10 days to respond** to the evaluation/recommendation)	10/23/2026
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	11/2/2026
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	11/2/2026
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, **10 days to respond** to evaluation/recommendation)	11/16/2026
Chair/Library Director/LPAC transmits to Dean (copy to candidate)	11/26/2026
Evaluation/recommendation of Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	12/11/2026
Dean transmits to Committee on Promotions (copy to candidate)	12/18/2026
Evaluation/recommendation by Committee on Promotions. Committee on Promotions transmits evaluation to Vice President (copy to candidate who has **7 days to send Vice President a response** to the committee's eval./rec.)	2/9/2027
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	3/8/2027
Vice President transmits to President (copy to candidate)	3/15/2027
President recommends to Trustees (copy to candidate)	4/1/2027

APPENDIX M

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

Tenure Only

Action Required	**Date**
Candidate submits materials (including narrative and appendix A-1 or A-2)	9/30/2026
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2026
Evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate, **10 days to respond** to evaluation/recommendation and request PEC).	10/20/2026
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/30/2026
Chair/Library Director/LPAC transmits to Dean or PEC if requested (copy to candidate)	11/2/2026
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/7/2026
Evaluation/recommendation by Peer Evaluation Committee, if requested/required (transmit to candidate who has **7 days to respond** to the eval./rec.)	11/18/2026
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/25/2026
Evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the evaluation/recommendation)	12/11/2026
Dean transmits to Committee on Tenure (copy to candidate)	12/18/2026
Committee on Tenure meets with candidate (candidate has **7 days** to provide additional information)	1/29/2026
Evaluation/recommendation by Committee on Tenure. Committee on Tenure transmits to Vice President (copy to candidate who has **7 days from delivery to send Vice President a response** to the committee's eval./rec.)	2/9/2026
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	3/8/2027
Vice President transmits to President (copy to candidate)	3/15/2027
President recommends to Trustees (copy to candidate)	4/1/2027

APPENDIX M

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

Tenure with Promotion[2]

Action Required	**Date**
Candidate submits materials (including narrative and appendix A-1 or A-2	9/30/2026
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2026
Candidate selects third member of Peer Evaluation Committee	**9/30/2026**
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, **10 days to respond** to evaluation/recommendation)	10/20/2026
Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)	10/30/2026
Classroom observations by Peer Evaluation Committee	11/7/2026
Evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has **7 days to respond** to the evaluation/recommendation)	11/18/2026
Peer Evaluation Committee transmits to Dean (copy to candidate)	11/25/2026
Evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the evaluation/recommendation)	12/11/2026
Dean transmits to Committee on Tenure (copy to candidate)	12/18/2026
Committee on Tenure meets with candidate (candidate has **7 days to provide additional information**)	1/29/2027
Evaluation/recommendation by Committee on Tenure. Committee on Tenure transmits to Vice President (transmit to candidate who has **7 days from delivery to send Vice President a response** to the committee's eval./rec.)	2/9/2027
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond** to the Vice President's evaluation/recommendation)	3/8/2027
Vice President transmits to President (copy to candidate)	3/15/2027
President recommends to Trustees (copy to candidate)	4/1/2027

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

[2] Unit members at the rank of Assistant Professor and Assistant Librarian who apply for tenure during the sixth year will only be evaluated under this calendar and will be promoted to Associate Professor and Associate Librarian, respectively, at the time tenure is granted.

APPENDIX M

Promotion and Tenure[3]

(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.

Action Required	Date
Candidate submits single portfolio for promotion and tenure (including narrative and appendix A-1 or A-2)	9/30/2026
Direct observations by Library Director/LPAC (no classroom observations by Chair, unless not conducted in the spring)	9/30/2026
Candidate selects third member of Peer Evaluation Committee for promotion evaluation	**9/30/2026**
Classroom observations by Peer Evaluation Committee for promotion	10/13/2026
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)	10/20/2026
Promotion evaluation/recommendation by Peer Evaluation Committee (transmit to candidate who has **10 days to respond** to the PEC's promotion evaluation/recommendation)	10/20/2026
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/30/2026
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	10/30/2026
Chair transmits tenure evaluation/recommendation to Dean (copy to candidate)	10/30/2026
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/6/2026
Promotion evaluation/recommendation by Chair/Library Director/LPAC (transmit to candidate who has **10 days to respond** to the Chair's promotion evaluation /recommendation)	11/9/2026
Tenure evaluation/recommendation by Peer Evaluation Committee, (conducted only if requested or required) (transmit to candidate who has **7 days to respond** to the PEC's tenure evaluation)	11/18/2026

[3] The process shall NOT be used for faculty at the rank of Assistant Professor or for librarians at the rank of Assistant Librarian who apply for tenure during the sixth year.

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

(page 2 of 2)

Action Required	**Date**
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Dean (copy to candidate)	11/19/2026
Peer Evaluation Committee transmits tenure evaluation/recommendation to Dean (if such evaluation was requested or required, copy to candidate)	11/25/2026
Promotion evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	12/11/2026
Tenure evaluation/recommendation by Dean (transmit to candidate who has **7 days to respond** to the Dean's evaluation/recommendation)	12/11/2026
Dean transmits promotion eval./rec. to Committee on Promotions (copy to candidate)	12/18/2026
Dean transmits tenure eval./rec. to Committee on Tenure (copy to candidate)	12/18/2026
Committee on Promotions transmits evaluation/recommendation to Vice President (transmits to candidate who has **7 days to send Vice President a response** to the committee's eval./rec.)	1/22/2027
Committee on Tenure meets with candidate (candidate has **7 days to provide additional information**)	1/29/2027
Committee on Tenure transmits to evaluation/recommendation to Vice President (transmit copy to candidate who has **7 days from delivery to send Vice President a response** to the committee's eval./rec.)	2/9/2027
Vice President concurs with Committee on Tenure's evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond**)	3/8/2027
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/15/2027
Vice President concurs with Committee on Promotions' evaluation and recommendation or conducts their own evaluation (transmit to candidate who has **7 days to respond**)	3/15/2027
Vice President transmits promotion evaluation/recommendation to President (copy to candidate)	3/22/2027
President recommends to Trustees regarding tenure (copy to candidate)	4/1/2027
President recommends to Trustees regarding promotion (copy to candidate)	4/1/2027

APPENDIX M

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

Department Chair Evaluation as Chair

Action Required	Date
Chair selects third member of Peer Evaluation Committee	**9/30/2026**
Receipt of comments from department by Peer Evaluation Committee	11/13/2026
Evaluation by PEC (transmit to Chair who has **10 days to respond** to the PEC's evaluation)	12/2/2026
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/14/2026

Sabbatical Approval Deadlines

Action Required	Date
Candidate submits proposal for leave during AY 2027-2028 to Chair/Library Director/LPAC (Note: A year-long sabbatical at half-pay earns a half year of creditable service only.)	**10/1/2026**
Chair/Library Director/LPAC recommends to Vice President	10/15/2026
Vice President recommends to President	11/02/2026
President recommends to Trustees	11/17/2026

Appendix M-2: Evaluation of Part-Time Faculty

Fall 2026 Semester		Spring 2027 Semester	
Action Required	**Date**	**Action Required**	**Date**
Candidate submits material	10/2/2026	Candidate submits material	2/12/2027[4]
Evaluation by Chair, including classroom observations (transmit to faculty member, **10 days** to respond to the Chair's eval.)	11/17/2026	Evaluation by Chair, including classroom observations (transmit to faculty member, **10 days** to respond to the Chair's eval.)	4/1/2027
Chair transmits to Dean (copy to faculty member)	/11/30/2026	Chair transmits to Dean (copy to faculty member)	4/12/2027

[4] At Massachusetts Maritime Academy, the second Friday of the Spring 2027 Semester.

APPENDIX M

Appendix M-3: Post-Tenure Review

Action Required	**Date**
Candidate submits materials to Vice President	**9/30/2026**
Classroom observation by Chair	11/15/2026
Dean completes review and transmits assessment to candidate (Chapter President notified of the results of the assessments only)	**4/1/2027**
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 147-151 of the 2023-2024 collective bargaining agreement**) and who wish to be be reviewed under post-tenure review during the 2027-2028 academic year **must give notice to the Vice President**.	**4/1/27**