

To: Academic Deans
Library Directors
Chairs
Athletic Director

From: Dr. David Crago

Date: August 7, 2009

Subject: **Personnel Actions**

The following are annual personnel matters that require the attention of the Deans. The calendar dates listed are either the dates listed in the Faculty Handbook or dates by which completed actions are to be received in this office. The deans and head librarian are responsible for informing their faculties of their expectations and timetable for these actions requiring prior notification of the dean (e.g., sabbatical applications, etc.).

Action	Date Materials to be Sent to the Office of Academic Affairs
Submission of notice of faculty members' preplanned absences (professional meeting, etc.)	Beginning August 15, 2009 (Law), or September 1, 2009 (Undergraduate), and thereafter. At the time approval is given by the Dean, a copy should be sent to the Office of Academic Affairs.
Approval of faculty outside employment notification	Copy of form from all faculty members to be sent to the Office of Academic Affairs by September 15, 2009 . If new outside employment activities arise during the academic year, please provide these faculty members with a new form to be updated and returned to you with a copy sent to the Office of Academic Affairs.
Recommendations on terminal contracts/non-renewal.* (See evaluation schedule on back)	December 1, 2009.* (See note below.)
Recommendations on non-renewal for first-year faculty	February 1, 2010.* (See note below.)

(Note: Notice to faculty is governed by the following dates: **March 1** 1st academic year of service; **December 15**, 2nd academic year of service; 12 months, thereafter; notice **March 1**, that next year is terminal year if renewal or tenure not granted.)

Action

**Date Materials to be Sent
to the Office of Academic Affairs**

Staffing requests (new and replacements of known vacancies)

September 15, 2009.

Recommendations on sabbatical requests (statement from chair and dean)

December 1, 2009. (Sent directly to Chair of Personnel Committee.)

Unpaid leave recommendations

December 1, 2009

Promotion recommendations

December 1, 2009

Tenure recommendations

December 1, 2009

Four-year contract recommendations

December 1, 2009

Recommendations on emeritus

December 15, 2009

Recommendations on endowed chairs

February 1, 2010

Recommendation on change of department chair(s) or other administrative officers in college.

February 1, 2010

Submission of signed merit evaluations.

March 15, 2010

Recommendations on merit pay**

April 4, 2010

Chair/Dean notification of merit pay distributions to faculty.

April 30, 2010

*Preliminary Evaluation of first-year faculty for recommendation for contract offer for 2010-11.

February 1, 2010

*Preliminary Evaluation of second-year faculty for recommendation for contract offer for 2010-11.

December 1, 2009

Evaluation of non-tenured/non-renewable contract faculty. Copies of evaluations should be sent to the Office of the Vice President for Academic Affairs.

May 31, 2010

Evaluation of tenured/renewable contract faculty (rotating 4-year basis if college has not adopted a shorter time-span for this process). Please provide this office with a list of renewable contract faculty to be evaluated in your college/library by September 8, 2009.

May 31, 2010

*Note full evaluation is due May 31. The preliminary evaluation meets requirements of notification of non-renewal.

**Dates dependent upon availability of salary information given to deans/directors/department chairs.

Please notify this office, in writing, by August 24, 2009 if you anticipate your inability to implement this timetable during the 2009-10 academic year.