

**APPENDIX M-1  
PERSONNEL CALENDAR 2008-2009**

All actions must be taken no later than the dates indicated, except that if a deadline falls on a Saturday, Sunday or holiday, the action is due on the next business day.

**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**

<b><u>ACTION REQUIRED</u></b>	<b><u>DURING FIRST YEAR*</u></b>	<b><u>DURING SECOND YEAR<sup>2</sup></u></b>	<b><u>DURING THIRD AND FOURTH YEAR<sup>2</sup></u></b>
Classroom Visits by Chair <sup>1</sup>	11/14	(See Note 2)	(See Note 2)
Candidate submits materials <sup>4</sup>	N.A.	9/15	9/15
Classroom Visits by Peer Evaluation Committee <sup>3</sup>	N.A.	10/3	10/17
Evaluation by Peer Evaluation Committee <sup>3</sup> (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	10/10	10/31
Peer Evaluation Committee transmits to Chair	N.A.	10/24	11/13
Evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	10//31	11/24
Chair transmits recommendation to Vice President <sup>1</sup>	N/A	11/13	12/5
Evaluation by Vice President (transmit to candidate who has 7 calendar days from receipt to respond)	N.A.	11/25	1/9
Vice President transmits recommendation to President	2/16	12/4	1/18
Non-renewal notification deadlines	3/15	1/15	9/1 of final year

\*Including unit members hired in the preceding Spring and Summer.

*P.M.*

## PROMOTION

### ACTION REQUIRED<sup>2</sup>

Classroom Visits by Chair - See Note 2

Candidate submits materials <sup>4</sup>	9/15
Classroom visits by Peer Evaluation Committee <sup>3</sup>	10/24
Evaluation by Peer Evaluation Committee (transmit to candidate who has 10 calendar days from receipt to respond)	10/31
Peer Evaluation Committee transmits to Chair	11/13
Evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond)	11/28
Chair transmits to Committee on Promotions <sup>5</sup> through VP	12/10
Committee on Promotions recommends to VP (initial)	1/30
Committee on Promotions recommends to VP (final)	2/13
Evaluation/recommendation of VP (transmit to candidate who has 7 calendar days from receipt to respond)	2/27
Vice President transmits recommendation to President	3/9
President recommends to Trustees	3/23

## TENURE

### ACTION REQUIRED<sup>2</sup>

Classroom Visits by Chair - See Note 2

Candidate submits materials <sup>4</sup>	9/15
Evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond and/or to request a Peer Evaluation)	10/3
Chair transmits to next step	10/16
Evaluation by Peer Evaluation Committee <sup>3</sup> (only if requested, <sup>7</sup> transmit to candidate who has 7 calendar days from receipt to respond)	11/7
Peer Evaluation Committee transmits to Committee on Tenure through VP	11/16
Evaluation/recommendation by Committee on Tenure <sup>6</sup> (transmit to candidate who has 7 calendar days from receipt to respond)	1/30
Committee on Tenure transmits to VP	2/9
Evaluation/recommendation of VP (transmit to candidate who has 7 calendar days from receipt to respond)	2/22
VP transmits recommendation to President	3/3
President recommends to Trustees	3/17

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**SABBATICAL LEAVE**

**ACTION REQUIRED**

Candidate submits proposal to Chair	10/1
Chair recommends to Vice President	10/10
Vice President recommends to President	10/31
President recommends to Trustees	11/14

**DEPT. CHAIR EVALUATION AS CHAIR**

**ACTION REQUIRED**

Receipt of comments from department by Peer Evaluation Committee	11/14
Evaluation by Peer Evaluation Committee (transmit to candidate who has 10 calendar days from receipt to respond)	12/2
Peer Evaluation Committee transmits to Vice President	12/15

Appendix M-1  
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**NOTES:**

1. For first year reappointment candidates, Chair will complete classroom observation process and transmit Appendix D-1(a) to Vice President by 11/14/08.
2. 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.
3. Peer Evaluation Committees must be formed no later than 9/30/08.
4. 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.
5. The Committee on Promotions must be formed no later than 9/30/08.
6. The Committee on Tenure should be formed no later than 9/30/08.
7. For faculty at the Salem School of Social Work, Westfield Program in Social Work and Bridgewater MSW Program, evaluation by the Peer Evaluation Committee is mandatory.

*PVM*

