

2011-2012 PERSONNEL CALENDAR

APPENDIX M-I

Evaluation of Full-Time Unit Members¹

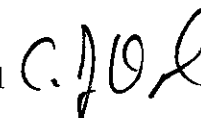
All actions must be taken no later than the dates indicated. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day^v.

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

<u>Action Required</u>	<u>During 1st Year*</u>	<u>During 2nd Year</u>	<u>During 3rd & 5th Years</u>	<u>During 4th Year</u>
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 ²	N.A.	9/30	N.A.	9/30
Classroom/direct observations by Chair/Library Director/LPAC ^{3,4}	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 ⁴	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 ^v	9/1 ^v of final year	9/1 ^v of final year
Members who expect to be candidates ⁵ 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.

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PROMOTION

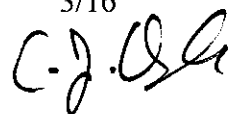
Action Required⁵

Candidate submits materials (Including Appendix A-1 or A-2)	9/15
Candidate selects third member of Peer Evaluation Committee ²	9/30
Classroom/direct observations by Chair/ Library Director/LPAC ³	(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 ⁶ 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 Required⁵

Candidate submits materials (Including Appendix A-1 or A-2)	9/15
Classroom/direct observations by Chair/ Library Director/LPAC ³	(See Note 5)
Evaluation by Chair/Library Director/LPAC (Transmit to candidate who has 10 calendar days from receipt to respond and request ⁷ to be evaluated for tenure by PEC ² ; 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 ⁷ evaluation by PEC)	10/28
Evaluation by Peer Evaluation Committee (if requested ⁷) (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 ⁸ (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




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SABBATICAL LEAVE

Action Required

Candidate submits proposal to Chair/ Library Director/LPAC	10/1 ^v
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 ²	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^v 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.

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C. J. Oel