

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.**

