

1. West Virginia State University

Faculty Personnel Committee Dates for Academic Review and Action 2012-2013 Academic Year

September 2012

- By the 3rd.** College Deans conduct an election to provide for a Merit Pay Peer Review Committee for each college.
- By the 7th.** College Deans select and notify their third-year review committees.
- By the 11th.** Department chairs notify third-year review faculty to assemble their portfolios and related materials for review.
- By the 24th.** Faculty seeking promotion and or tenure forward a letter of intent to their department chair with a copy sent to both the College Dean and Chair of the Promotion and Tenure Committee.

October

- By the 1st.** All Faculty seeking retention forward self reports and supporting portfolios to their department chair.
- Faculty seeking third-year review forward their portfolio and related materials to the third-year review committee.
- Faculty seeking promotion and or tenure forward their portfolio and related materials to their department chair.
- By the 19th.** Department Chairs can pick up faculty evaluation packets. (Chair of the Faculty Personnel Committee will notify the location.)
- By the 22nd.** Third Year Review Committees forward the results of their review to the department chairs.
- By the 22nd.** Department chairs distribute faculty evaluation packets for fall 2012 semester to all faculty. Student evaluations of faculty are conducted between October 22nd and return due date of November 15th.
- By the 29th.** Chairs forward their recommendations for promotion and tenure with portfolios to the Dean of their College.

November

- By the 2nd.** **Chairs** forward recommendations for faculty seeking retention and their portfolios to their College Dean.
- By the 9th.** **Chairs** forward their recommendations for their third-year review faculty to Deans.
- By the 15th.** **Faculty** return evaluation packets to department chair.
- By the 16th.** **Chairs** forward all faculty evaluations packets to computer services, room 112, Hamblin Hall.

December

- By the 3rd.** **College Deans** forward recommendations and portfolios for faculty seeking retention, promotion, and or tenure to the Chairs of the Promotion and Tenure and Retention Committees.

January 2013

- By the 28th.** **Department Chairs** : results of faculty evaluations are ready for pickup at Hamblin Hall, room 112.
- By the 30th.** **Department Chairs** return faculty evaluation packets to faculty members.

February

- By the 1st.** **Faculty members** forward their Annual Report for the 2011-2012 academic year to department chair.
- By the 1st.** **Chair of Promotion and Tenure Committee** forwards recommendations to Faculty applicants with copies to Deans and Department Chairs.
- By the 1st.** **Chair of the Retention Committee** forwards recommendation to the Faculty applicant with copies to their Dean and Department Chair.
- By the 1st.** **Chairs of Promotion and Tenure and Retention Committees** forwards recommendations and portfolios for faculty seeking promotion, tenure, and retention to the Vice President for Academic Affairs.
- By the 22nd.** **Vice President for Academic Affairs** forwards recommendations for retention, tenure, and promotion to the President.

By the 22nd.

Department Chairs discuss merit evaluations with faculty members and forward their recommendations to College Deans, unless a faculty member disagrees with the chair and wishes for a Peer Review Committee process to be implemented.

March

By the 5th.

The President notifies faculty of the decision regarding their retention, tenure, and or promotion.

By the 5th.

Faculty Members in merit pay dispute forward merit pay materials to the Peer Review Committee for their consideration.

By the 15th.

College Deans forward recommendations and materials for faculty merit pay to Vice President for Academic Affairs, except for those faculty members whose merit pay is under consideration by the college's Peer Review Committee.

By the 15th.

Department Chairs forward non tenure track self reports and recommendations to College Deans.

By the 15th.

Peer Review Committee forwards their review report to the faculty member, the Department Chair, and College Dean.

By the 22nd.

College Dean meets with faculty whose evaluation was under consideration by the Peer Review Committee and department chair, to resolve the issue, then forwards his/her recommendations to the Vice President of Academic Affairs

By the 28th.

The Vice President for Academic Affairs forwards recommendations for merit pay to the President.

April

By the 8th.

Department Chairs pickup faculty evaluation packets for the spring 2013 semester in Hamblin Hall, room 112.

By the 9th.

Department Chairs distribute evaluation packets to faculty.

By the 26th.

Faculty return completed evaluation packets to their Department Chair.

By the 30th.

Department Chairs deliver completed faculty evaluation packets to room 112 Hamblin Hall.

May

By the 17th. **Department Chairs** work with faculty members to develop goals for the coming academic year.

By the 17th. **Faculty Personnel Committee** delivers faculty evaluation packets to computer services.

June

By the 7th. **Computer services** completes scanning and running reports for faculty evaluations.

By the 14th. **The Vice President of Academic Affairs** notifies faculty members of their merit pay increases.

By the 14th. **Department Chairs** can pick up completed faculty evaluation packets from Hamblin Hall, room 112.

By the 28th. **Department Chairs** return faculty evaluations to faculty members and discuss the results as needed.