

West Virginia State University
Faculty Personnel Committee Dates for
Academic Review and Action
2011-2012 Academic Year

September 2011

- By the 1st.** **College Deans** conduct an election to provide for a Merit Pay Peer Review Committee for each college.
- By the 9th.** **College Deans** select and notify their third-year review committees.
- By the 13th.** **Department chairs** notify third-year review faculty to assemble their portfolios and related materials for review.
- By the 26th.** **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 3th.** **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 21rd.** **Department Chairs** can pick up faculty evaluation packets at Hamblin Hall, room 116.
- By the 24th.** **Third Year Review Committees** forward the results of their review to the department chairs.
- By the 24th.** **Department chairs** distribute faculty evaluation packets for fall 2009 semester to all faculty. Student evaluations of faculty are conducted between October 25th and return due date of November 18th.
- By the 31st.** **Chairs** forward their recommendations for promotion and tenure with portfolios to the Dean of their College.

November

- By the 4th.** **Chairs** forward recommendations for faculty seeking retention and their portfolios to their College Dean.
- By the 11th.** **Chairs** forward their recommendations for their third-year review faculty to Deans.
- By the 17th.** **Faculty** return evaluation packets to department chair.
- By the 18th.** **Chairs** forward all faculty evaluations packets to computer services, room 116, Hamblin Hall.

December

- By the 5th.** **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 2012

- By the 25th.** **Department Chairs** : results of faculty evaluations are ready for pickup at Hamblin Hall, room 116.
- By the 27th.** **Department Chairs** return faculty evaluation packets to faculty members.

February

- By the 3th.** **Faculty members** forward their Annual Report for the 2008-2009 academic year to department chair.
- By the 3th.** **Chair of Promotion and Tenure Committee** forwards recommendations to Faculty applicants with copies to Deans and Department Chairs.
- By the 3th.** **Chair of the Retention Committee** forwards recommendation to the Faculty applicant with copies to their Dean and Department Chair.
- By the 3th.** **Chairs of Promotion and Tenure and Retention Committees** forward recommendations and portfolios for faculty seeking promotion, tenure, and retention to the Vice President for Academic Affairs.
- By the 24th.** **Vice President for Academic Affairs** forwards recommendations for retention, tenure, and promotion to the President.
- By the 24th.** **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 6th.** **The President** notifies faculty of the decision regarding their retention, tenure, and or promotion.
- By the 6th.** **Faculty Members in merit pay dispute** forward merit pay materials to the Peer Review Committee for their consideration.
- By the 16th.** **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 16th.** **Department Chairs** forward non tenure track self reports and recommendations to College Deans.
- By the 16th.** **Peer Review Committee** forwards their review report to the faculty member, the Department Chair, and College Dean.
- By the 23th.** **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 recommendations to the Vice President of Academic Affairs
- By the 29st.** **The Vice President for Academic Affairs** forwards recommendations for merit pay to the President.

April

- By the 9th.** **Department Chairs** pickup faculty evaluation packets for the spring 2010 semester in Hamblin Hall, room 112.
- By the 10th.** **Department Chairs** distribute evaluation packets to faculty.
- By the 27th.** **Faculty** return completed evaluation packets to their Department Chair.

May

- By the 1st.** **Department Chairs** deliver completed faculty evaluation packets to room 112 Hamblin Hall.
- By the 18th.** **Department Chairs** work with faculty members to develop goals for the coming academic year.

By the 18th.

Faculty Personnel Committee delivers faculty evaluation packets to computer services.

June

By the 8th.

Computer services completes scanning and running reports for faculty evaluations.

By the 15th.

The Vice President of Academic Affairs notifies faculty members of their merit pay increases.

By the 15th.

Department Chairs can pick up completed faculty evaluation packets from Hamblin Hall, room 116.

By the 29th.

Department Chairs return faculty evaluations to faculty members and discuss the results as needed.