Faculty Personnel Committee

Dates for Academic Review and Action

2021 – 2022 Academic Year

**September 2021**

By the 1st College Deans conduct an election to provide a Merit Pay Peer Review Committee (if merit pay is available) for each college

By the 3rd College Deans select and notify Third Year Review Committee(s)

By the 7th Department Chair notifies faculty needing third year review to assemble his/her portfolio and related materials for review

By the 17th Course Evaluations (1st 8-week courses) The COL makes course evaluations available to all 1st 8-week courses.

By the 24th Faculty seeking promotion and/or tenure forward letters of intent to his/her Department Chair with copies sent to both the College Dean and Chair of the Promotion and Tenure Committee

**October 2021**

By the 1st ALL Faculty forward self-reports to his/her Department Chair.

Faculty seeking retention forward his/her portfolio and supporting materials to their Department Chair.

Faculty requiring third-year review forward his/her portfolio and related materials to the appointed Third Year Review Committee.

Faculty seeking promotion and/or tenure forward his/her portfolio and related material to his/her Department Chair

By the 22nd Third-Year Review Committees forward their results to the department chairs

**November 2021**

By the 1st Department Chairs forward their recommendations for faculty applying for retention, promotion, and/or tenure, along with portfolios, to the College Dean

By the 5th Course Evaluations (16-week and 2nd 8-week courses). Department Chairs distribute evaluation packets to members of the faculty. The COL makes course evaluations available to all 2nd 8-week courses

By the 15th Department Chairs forward remaining evaluated faculty self-reports to their college dean

**December 2021**

By the 3rd ALL Faculty return sealed course evaluation packets to the Department Chair

By the 5th College Deans forward recommendations and portfolios for faculty seeking promotion and/or tenure to the Chair of the Promotion and Tenure Committee

College Deans forward recommendations and portfolios for faculty seeking retention to the Chair of the Retention Committee

Department Chair collects all evaluation packets and arranges for them to be scanned. Results are tabulated by IT and packets, with summary sheets forwarded to College Deans

**January 2022**

By the 14th College Deans complete remaining college faculty self-evaluations

College Deans forward course evaluations packets to Department Chairs to distribute to the Department Faculty

**February 2022**

By the 4th Department Chairs return course evaluation packets, with summary sheets, to the faculty.

By the 11th Chair, Promotion and Tenure Committee forwards recommendations to faculty applicants with copies to College Deans and Department Chairs

By the 18th Course Evaluations (1st 8-week courses.) The COL makes course evaluations available to all 1st 8-week courses

By the 25th Provost / VPAA forwards recommendations for retention, tenure, and promotion to the University President

Department Chairs discuss merit evaluations with faculty members and forward recommendations to College Dean. If a faculty member disagrees with merit evaluation they may opt for a Peer Review Committee process to be implemented.

**March 2022**

By the 4th University President notifies faculty of the decision regarding retention, tenure, and/or promotion

Faculty Members disputing merit evaluation forward materials to Peer Review Committee for consideration

By the 14th College Deans forward recommendations for merit pay (if available) to the Provost/VPAA, except for faculty whose merit pay is under consideration by the Peer Review Committee

Peer Review Committees forward their review reports to the faculty members, the Department Chairs, and College Deans

By the 18th College Deans meet with faulty whose evaluation was under consideration by the Merit Pay Peer Review Committees and Department Chair, to resolve the issue, then forward their recommendations to the Provost / Vice President of Academic Affairs

By the 28th The Provost / VPAA forwards recommendations for merit pay to the President.

**April 2022**

By the 15th Course Evaluations (16-week and 2nd 8-week courses). Department Chairs distribute evaluation packets to members of the faculty.

The COL makes course evaluations available to all 2nd 8-week courses

**May 2022**

By the 6th ALL Faculty return sealed course evaluation packets to the Department Chair

By the 9th Department Chairs collect all evaluation packets and arrange for them to be scanned. Results are tabulated by IT and packets, with summary sheets forwarded to College Deans