

**FACULTY
PERSONNEL ACTION CALENDAR FOR PROMOTION & PROMOTIONS WITH TENURE
2016-2017 and 2017-2018 and 2018-2019 and 2019-2020 and 2020-2021**

ACTIONS	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2017-2018	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2018-2019 Tentative	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2019-2020 Tentative	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2020-2021 Tentative	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2021-2022 Tentative
Rank Review Notice (HR for AUL/Director)	February 20, 2017	February 19, 2018	February 19, 2019	February 18, 2020	February 18, 2021
Rank Review Decision Due to HR by AUL/Director	March 22, 2017	March 21, 2018	March 19, 2019	March 20, 2020	March 19, 2021
60-Day Notification Letter to Promotion Candidates (HR for AUL/Director)	April 1, 2017	April 1, 2018	April 1, 2019	April 1, 2020	April 1, 2021
Names of 10 External Evaluators due to VP/UL from AUL/Director	April 19, 2017	April 18, 2018	April 18, 2019	April 17, 2020	April 19, 2021
Pre-Solicitation Email Sent to External Evaluators by AUL/Director	April 26, 2017	April 25, 2018	April 25, 2019	April 24, 2020	April 26, 2021
Peer Review Letters Solicited by HR	May 1, 2017	May 1, 2018	April 30, 2019	April 29, 2020	April 29, 2021
User Letters Solicited by AUL/Director-Candidate	May 1, 2017	May 1, 2018	April 30, 2019	April 29, 2020	April 29, 2021
Candidate Provides CV, Ps, Major Publications to HR to include with Confidential Letter	May 12, 2017	May 11, 2018	May 10, 2019	May 11, 2020	May 10, 2021
HR Solicits Confidential Letters for AUL/Director Confidential Letter	May 17, 2017	May 16, 2018	May 15, 2019	May 18, 2020	May 17, 2021
Reading Committee Formed Need 2 tenured members (AUL/Director consults with tenured unit librarians)	May 22, 2017	May 21, 2018	May 20, 2019	May 20, 2020	May 20, 2021
Peer Group Formed (Additional members determined if needed) Need minimum of 6 tenured members (Additions to Peer Group recommended by AUL/Director (VP/UL appoints))	May 22, 2017	May 21, 2018	May 20, 2019	May 20, 2020	May 21, 2021
30-Day Notification Letter to Reappointment Candidates (HR notifies AUL/Director)	June 1, 2017	June 1, 2018	June 1, 2019	June 1, 2020	June 1, 2021
Election of Ad Hoc Chair	June 2017	June 2018	June 2019	June 2020	June 2021
Candidate Reading Committee Materials to HR (CV, PS, all Scholarship)	July 3, 2017	July 2, 2018	July 1, 2019	July 1, 2020	July 1, 2021
HR sends Scholarship materials to Reading Committee	July 6, 2017	July 5, 2018	July 5, 2019	July 6, 2020	July 6, 2021
Deadline for Return of Confidential Letters to AUL/Director	August 4, 2017	August 3, 2018	August 5, 2019	August 3, 2020	August 4, 2021
Reading Committee Report due to HR	August 17, 2017	August 16, 2018	August 15, 2019	August 17, 2020	August 17, 2021
Candidate Supplementary Material (Librarianship/Scholarship/Service Due to HR (Original and 1 copy))	July 3, 2017	August 13, 2018	August 12, 2019	August 12, 2020	August 12, 2021
Finalized Candidate Form 1-L, Form 2 & Appendix H to HR (Form must have both candidate and AUL/Director signatures)	August 21, 2017	August 20, 2018	August 19, 2019	August 19, 2020	August 19, 2021
Peer Group Meetings – Led by Ad Hoc Chair	September 4-12, 2017*	September 3-10, 2018*	September 3-9, 2019*	September 1-8, 2020*	September 1-8, 2021*
Ad Hoc Chair sends Peer Grp Vote Notification to Promotion Candidate (copy to HR)	5 working days after meeting	5 working days after meeting	5 working days after meeting	5 working days after meeting	5 working days after meeting
Form 4 (Peer Group Narrative Summary) sent to HR by Ad Hoc Chair	October 2, 2017	October 1, 2018	October 1, 2019	October 1, 2020	October 1, 2021
Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director	October 17, 2017	October 16, 2018	October 16, 2019	October 16, 2020	October 15, 2021
Packet (Form 1, 2, 4, 5, Appendix H) & Supplementary Materials available For VP/UL & A&P Committee Review	October 18, 2017	October 17, 2018	October 17, 2019	October 17, 2020	October 19, 2021
A&P Committee Meetings Held	October 23-27, 2017*	October 22-26, 2018*	October 21-25, 2019*	October 19-23, 2020 *	October 18-22, 2021*
A&P Committee Meet with VP/UL	November 6-10, 2017	November 12-16, 2018*	November 11-15, 2019*	November 9-13, 2020*	November 8-12, 2021*
Packets-Supplementary Materials Due to Old Queens	December 1, 2017	December 1, 2018	December 1, 2019	December 1, 2020	December 1, 2021
Board of Governor's Meets	April 2018	April 2019	April 2020	April 2021	April 2022
Notification to Candidate of Reappointment Status	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022

* Dates during this time period will be selected