

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

<b>ACTIONS</b>	<b>LIBRARIAN III TO TENURE LIBRARIAN II TO I 2017-2018</b>	<b>LIBRARIAN III TO TENURE LIBRARIAN II TO I 2018-2019</b>	<b>LIBRARIAN III TO TENURE LIBRARIAN II TO I 2019-2020 Tentative</b>	<b>LIBRARIAN III TO TENURE LIBRARIAN II TO I 2020-2021 Tentative</b>	<b>LIBRARIAN III TO TENURE LIBRARIAN II TO I 2021-2022 Tentative</b>
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
<b>60-Day Notification Letter to Promotion Candidates</b> (HR for AUL/Director)	<b>April 1, 2017</b>	<b>April 1, 2018</b>	<b>April 1, 2019</b>	<b>April 1, 2020</b>	<b>April 1, 2021</b>
<b>Names of 10 External Evaluators due to VP/UL from AUL/Director</b>	<b>April 19, 2017</b>	<b>April 18, 2018</b>	<b>April 18, 2019</b>	<b>April 17, 2020</b>	<b>April 19, 2021</b>
<b>Pre-Solicitation Email Sent to External Evaluators by AUL/Director</b>	<b>April 26, 2017</b>	<b>April 25, 2018</b>	<b>April 25, 2019</b>	<b>April 24, 2020</b>	<b>April 26, 2021</b>
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
<b>HR Solicits Confidential Letters for AUL/Director</b> Confidential Letter	<b>May 17, 2017</b>	<b>May 16, 2018</b>	<b>May 15, 2019</b>	<b>May 18, 2020</b>	<b>May 17, 2021</b>
<b>Reading Committee Formed</b> Need 2 tenured members (AUL/Director consults with tenured unit librarians)	<b>May 22, 2017</b>	<b>May 21, 2018</b>	<b>May 20, 2019</b>	<b>May 20, 2020</b>	<b>May 20, 2021</b>
<b>Peer Group Formed</b> (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
<b>Deadline for Return of Confidential Letters to AUL/Director</b>	<b>August 4, 2017</b>	<b>August 3, 2018</b>	<b>August 5, 2019</b>	<b>August 3, 2020</b>	<b>August 4, 2021</b>
<b>Reading Committee Report due to HR</b>	<b>August 17, 2017</b>	<b>August 16, 2018</b>	<b>August 15, 2019</b>	<b>August 17, 2020</b>	<b>August 17, 2021</b>
<b>Candidate Supplementary Material (Librarianship/Scholarship/Service Due to HR (Original and 1 copy))</b>	<b>July 3, 2017</b>	<b>August 13, 2018</b>	<b>August 12, 2019</b>	<b>August 12, 2020</b>	<b>August 12, 2021</b>
<b>Finalized Candidate Form 1-L, Form 2 &amp; Appendix H to HR</b> (Form must have both candidate and AUL/Director signatures)	<b>August 21, 2017</b>	<b>August 20, 2018</b>	<b>August 19, 2019</b>	<b>August 19, 2020</b>	<b>August 19, 2021</b>
<b>Peer Group Meetings – Led by Ad Hoc Chair</b>	<b>September 4-12, 2017*</b>	<b>September 3-10, 2018*</b>	<b>September 3-9, 2019*</b>	<b>September 1-8, 2020*</b>	<b>September 1-8, 2021*</b>
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
<b>Form 4 (Peer Group Narrative Summary) sent to HR by Ad Hoc Chair</b> <b>Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director</b>	<b>October 2, 2017</b> <b>October 17, 2017</b>	<b>October 1, 2018</b> <b>October 16, 2018</b>	<b>October 1, 2019</b> <b>October 16, 2019</b>	<b>October 1, 2020</b> <b>October 16, 2020</b>	<b>October 1, 2021</b> <b>October 15, 2021</b>
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
<b>A&amp;P Committee Meetings Held</b>	<b>October 23-27, 2017*</b>	<b>October 22-26, 2018*</b>	<b>October 21-25, 2019*</b>	<b>October 19-23, 2020 *</b>	<b>October 18-22, 2021*</b>
<b>A&amp;P Committee Meet with VP/UL</b>	<b>November 6-10, 2017</b>	<b>November 12-16, 2018*</b>	<b>November 11-15, 2019*</b>	<b>November 9-13, 2020*</b>	<b>November 8-12, 2021*</b>
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
<b>Notification to Candidate of Reappointment Status</b>	<b>June 30, 2018</b>	<b>June 30, 2019</b>	<b>June 30, 2020</b>	<b>June 30, 2021</b>	<b>June 30, 2022</b>

\* Dates during this time period will be selected