

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

ACTIONS	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2016-2017	LIBRARIAN III TO TENURE LIBRARIAN II TO I 2017-2018
Rank Review Notice (HR for AUL/Director)	February 1, 2016	February 20, 2017
Rank Review Decision Due to HR by AUL/Director	February 19, 2016	March 22, 2017
60-Day Notification Letter to Promotion Candidates (HR for AUL/Director)	April 1, 2016	April 1, 2017
Peer Review Letters Solicited by HR	April 13, 2016	May 1, 2017
User Letters Solicited by AUL/Director-Candidate	April 13, 2016	May 1, 2017
Names of 10 External Evaluators due to VP/UL from AUL/Director	April 18, 2016	April 19, 2017
Pre-Solicitation Email Sent to External Evaluators by AUL/Director		April 26, 2017
Reading Committee Formed Need 2 tenured members (AUL/Director consults with tenured unit librarians)	May 2, 2016	May 22, 2017
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 2, 2016	May 22, 2017
Election of Ad Hoc Chair	May 2016	June 2017
Candidate Reading Committee Materials to HR (CV, PS, all Scholarship)	May 5, 2016	July 3, 2017
Candidate Provides CV, Ps, Major Publications to HR to include with Confidential Letter	May 11, 2016	May 12, 2017
HR sends Scholarship materials to Reading Committee	May 13, 2016	July 6, 2017
HR Solicits Confidential Letters for AUL/Director	May 17, 2016	May 17, 2017
30-Day Notification Letter to Reappointment Candidates (HR notifies AUL/Director)	June 1, 2016	June 1, 2017
Candidate Supplementary Material (Librarianship/Scholarship/Service etc.) Due to HR (Original and 1 copy)	July 1, 2016	July 3, 2017
Deadline for Return of Confidential Letters to AUL/Director	August 1, 2016	August 4, 2017
Reading Committee Report due to HR	August 1, 2016	August 17, 2017
Finalized Candidate Form 1-L, Form 2 & Appendix H to HR (Form must have both candidate and AUL/Director signatures)	August 5, 2016	August 21, 2017
Peer Group Meetings – Led by Ad Hoc Chair	September 6-9, 2016 *	September 4-12, 2017*
Ad Hoc Chair sends Peer Grp Vote Notification to Promotion Candidate (copy to HR)	5 working days after meeting	5 days working after meeting
Form 4 (Peer Group Narrative Summary) sent to HR by Ad Hoc Chair	October 3, 2016	October 2, 2017
Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director	October 4, 2016	October 17, 2017
Packet (Form 1, 2, 4, 5, Appendix H) & Supplementary Materials available For VP/UL & A&P Committee Review	October 17, 2016	October 18, 2017
A&P Committee Meetings Held	October 24-28*, 2016	October 23-27*, 2017
A&P Committee Meet with VP/UL	November 7-11 *, 2016	November 6-10*, 2017
Packets-Supplementary Materials Due to Old Queens	December 1, 2016	December 1, 2017
Board of Governor's Meets	April 2017	April 2018
Notification to Candidate of Reappointment Status	June 30, 2017	June 30, 2018

* Dates during this time period will be selected