

**FACULTY  
PERSONNEL ACTION CALENDAR FOR REAPPOINTMENT**

<b>ACTIONS</b>	<b>LIBRARIAN III REAPPOINTMENT 2017-2018</b>	<b>LIBRARIAN III REAPPOINTMENT 2018-2019 Tentative</b>	<b>LIBRARIAN III REAPPOINTMENT 2019-2020 Tentative</b>	<b>LIBRARIAN III REAPPOINTMENT 2020-2021 Tentative</b>	<b>LIBRARIAN III REAPPOINTMENT 2021-2022 Tentative</b>
60-Day Notification Letter to Reappointment Candidates (HR for AUL/Director)	August 1, 2017	August 1, 2018	August 1, 2019	August 1, 2020	August 1, 2021
Peer Review Letters Solicited by HR	September 5, 2017	September 4, 2018	September 3, 2019	September 3, 2020	September 3, 2021
User Letters Solicited by AUL/Director-Candidate	September 5, 2017	September 4, 2018	September 3, 2019	September 3, 2020	September 3, 2021
30-Day Notification Letter to Reappointment Candidates (HR notifies AUL/Director)	October 1, 2017	October 1, 2018	October 1, 2019	October 1, 2020	October 1, 2021
<b>Reading Committee Formed</b> Need (2) tenured members (AUL/Director consults with tenured Unit Librarians)	<b>October 2, 2017</b>	<b>October 1, 2018</b>	<b>October 1, 2019</b>	<b>October 1, 2020</b>	<b>October 1, 2021</b>
<b>Peer Group Formed (Additional Members determined if needed)</b> Need minimum of ( 6 ) tenured members (Additions to Peer Group recommended by AUL/Director - VP/UL appoints)	<b>October 2, 2017</b>	<b>October 1, 2018</b>	<b>October 1, 2019</b>	<b>October 1, 2020</b>	<b>October 2, 2021</b>
Election of Ad Hoc Chair	October 2, 2017	October 1, 2018	October 1, 2019	October 1, 2020	October 1, 2021
Candidate Reading Committee Materials to HR (CV, PS, all Scholarship)	October 18, 2017	October 17, 2018	October 16, 2019	October 16, 2020	October 18, 2021
HR sends Scholarship materials to Reading Committee	November 3, 2017	November 2, 2018	November 1, 2019	November 2, 2020	November 1, 2021
Candidate Supplementary Material (Librarianship/Scholarship/Service etc.) Due to HR (Original and 1 copy)	December 4, 2017	December 3, 2018	December 2, 2019	December 1, 2020	December 3, 2021
<b>Finalized Candidate Form 1-L, Form 2 &amp; Appendix H to HR</b> (Form must have both candidate and AUL/Director signatures)	<b>December 11, 2017</b>	<b>December 10, 2018</b>	<b>December 9, 2019</b>	<b>December 8, 2020</b>	<b>December 10, 2021</b>
<b>Reading Committee Report due to HR</b>	<b>December 15, 2017</b>	<b>December 16, 2018</b>	<b>December 16, 2019</b>	<b>December 15, 2020</b>	<b>December 15, 2021</b>
<b>Peer Group Meetings – Led by Ad Hoc Chair</b>	<b>January 8 – 12, 2018 *</b>	<b>January 7 – 11, 2019*</b>	<b>January 6-10, 2020*</b>	<b>January 4-8, 2021*</b>	<b>January 3-7, 2022*</b>
Ad Hoc Chair sends Peer Grp Vote Notification to Reappointment 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>February 12, 2018</b>	<b>February 11, 2019</b>	<b>February 12, 2020</b>	<b>February 11, 2021</b>	<b>February 10, 2022</b>
<b>Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director</b>	<b>March 12, 2018</b>	<b>March 11, 2019</b>	<b>March 11, 2020</b>	<b>March 10, 2021</b>	<b>March 10, 2022</b>
Packet (Form 1, 2, 4, 5, Appendix H) & Supplementary Materials available For VP/UL & A&P Committee Review	March 16, 2018	March 15, 2019	March 16, 2020	March 15, 2021	March 15, 2022
<b>A&amp;P Committee Meetings Held</b>	<b>April 9 - 13, 2018*</b>	<b>April 8 - 12, 2019*</b>	<b>April 6 - 10, 2020*</b>	<b>April 5 - 9 , 2021*</b>	<b>April 4 - 8, 2022*</b>
<b>A&amp;P Committee Meet with VP/UL</b>	<b>April 30 - May 4, 2018*</b>	<b>May 6 -10, 2019*</b>	<b>May 4 - 8, 2020*</b>	<b>May 3 - 7, 2021*</b>	<b>May 2 - 6, 2022*</b>
<b>Notification to Candidate of Non-Reappointment</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