

**FACULTY  
PERSONNEL ACTION CALENDAR FOR REAPPOINTMENT  
2016-2017 and 2017-2018**

<b>ACTIONS</b>	<b>LIBRARIAN III REAPPOINTMENT 2016-2017</b>	<b>LIBRARIAN III REAPPOINTMENT 2017-2018</b>
60-Day Notification Letter to Reappointment Candidates (HR for AUL/Director)	August 1, 2016	August 1, 2017
Peer Review Letters Solicited by HR	September 1, 2016	September 4, 2017
User Letters Solicited by AUL/Director-Candidate	September 1, 2016	September 4, 2017
<b>Reading Committee Formed</b> Need ( 2 ) tenured members (AUL/Director consults with tenured Unit Librarians)	<b>September 12, 2016</b>	<b>October 2, 2017</b>
Candidate Reading Committee Materials to HR (CV, PS, all Scholarship)	September 19, 2016	September 19, 2017
HR sends Scholarship materials to Reading Committee	September 26, 2016	November 3, 2017
<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>September 12, 2016</b>	<b>October 2, 2017</b>
Election of Ad Hoc Chair	October 3, 2016	October 2, 2017
30-Day Notification Letter to Reappointment Candidates (HR notifies AUL/Director)	October 1, 2016	October 1, 2017
Candidate Supplementary Material (Librarianship/Scholarship/Service etc.) Due to HR (Original and 1 copy)	November 1, 2016	November 1, 2017
<b>Reading Committee Report due to HR</b>	<b>November 18, 2016</b>	<b>December 15, 2017</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>December 1, 2016</b>	<b>December 11, 2017</b>
<b>Peer Group Meetings – Led by Ad Hoc Chair</b>	<b>January 9 – 13, 2017 *</b>	<b>January 8 – 16, 2018*</b>
Ad Hoc Chair sends Peer Grp Vote Notification to Reappointment Candidate (copy to HR)	5 working days after meeting	5 days working after meeting
<b>Form 4 (Peer Group Narrative Summary) sent to HR by Ad Hoc Chair</b>	<b>February 3, 2017</b>	<b>February 12, 2018</b>
<b>Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director</b>	<b>March 15, 2017</b>	<b>March 12, 2018</b>
Packet (Form 1, 2, 4, 5, Appendix H) & Supplementary Materials available For VP/UL & A&P Committee Review	March 17, 2017	March 16, 2018
<b>A&amp;P Committee Meetings Held</b>	<b>April 10-14*, 2017</b>	<b>April 9-16*, 2018</b>
<b>A&amp;P Committee Meet with VP/UL</b>	<b>May 1-8 *, 2017</b>	<b>April 30 – May 7 *, 2018</b>
<b>Notification to Candidate of Non-Reappointment</b>	<b>June 30, 2017</b>	<b>June 30, 2018</b>

\* Dates during this time period will be selected