

UNIVERSITY LIBRARIES FACULTY PERSONNEL ACTION CALENDAR 2009-2010

STEPS TO BE TAKEN	LIB III TO TENURE LIB II TO LIB I	LIB III REAPPOINTMENTS
Rank review notice (HR for D)	February 20, 2009	N/A
Rank review decision due	March 20	N/A
NOTICE - 60 DAY (HR for D)	April 3	August 1, 2009
Solicit: Peer Review Letters (HR) and User Letters (D)	May 1	September 4
Names of 10 external evaluators due to VP/UL (D)	April 21	N/A
READING COMMITTEE: -D (consults with tenured unit librarians) VP/UL confirms 2 tenured faculty	May 22	October 2
ADDITIONS TO UNITS: (need 6 tenured members) -D recommends to VP/UL who appoints	May 22	October 2
Solicit CONFIDENTIAL LETTERS: (Tenure & Promotion to Librarian I)		
Candidate's CV, MAJOR PUBLICATIONS & Personal Statement to HR to send with external letters for D	June 3	N/A
Solicit external letters (HR for D) (deadline August 7, 2009)	June 5	N/A
Scholarship materials to RC (D)	June 2	November 3
NOTICE - 30 DAY (HR for D)	June 3	October 1
Units with Personnel Actions elect Ad Hoc Chair	June	June
CANDIDATE SUPPLEMENTARY MATERIAL DUE TO D Original and 2 copies	July 3	November 3
Reading Committee Report due to D	August	November 20
FORM 1-L DUE (C)	September 4	December 4
FORM 2 DUE (D)	September 4	December 4
Unit tenured faculty meetings (A)	September 8 - 15 *	January 5 - 19, 2010 *
Results letter to candidate (A)	5 days after meeting	5 days after meeting
Packet & Supplementary Materials due to D (3) from A	October 2	February 11
Packet & Supplementary Materials due (3) from D to HR	October 20	March 12
Packet & Supplementary Materials due to VP/UL & A&P (HR)	October 23	March 17
A&P meetings	October 27 – Nov 3 *	March 19 - 23 *
A&P meetings with VP/UL	November 12 – 17 *	April 9 - 14 *
Packet/SM to Old Queens (VP/UL)	December 1	N/A
Board of Governors meets	April 2010	N/A
Notification of non-reappointment	June 30, 2010	June 30, 2010

* Dates during this time period will be selected
A - Performed by Ad Hoc Chair
C – Performed by Candidate
D - Performed by Unit Director
HR - Performed by Human Resources

VP/UL - Performed by Vice President/IS & University Librarian
Packet - forms
RC - Reading Committee
SM - Supplementary Materials