

**POST TENURE REVIEW CALENDAR  
2011/12**

<b><u>To Occur By</u></b>	<b><u>Activity</u></b>
September 1, 2011	List of eligible faculty determined by VP/IS&UL
September 15	VP/IS&UL forwards list of eligible faculty to D
October 3	Eligible faculty notified that review will take place by D
November	FC (at least two tenured members of the unit) to be determined by the tenured members of the unit
January 2012	EF provides D with CV, 5 yr plan, any other information, D distributes to FC
February/March	D/FC meeting(s) to conduct review with EF
April 16	D prepares summary memo in consultation with FC
April 23	D forwards summary memo to EF
June 4	D forwards individual summary memo to VP/IS&UL, with EF response, if any (20 days) and list of reviews conducted
July 1	VP/IS&UL provides UVPAF with libraries wide summary

D = unit director

EF = faculty eligible for post tenure review

FC = tenured faculty committee

VP/IS&UL = Vice President for Information Services and University Librarian

UVPAF = University Vice President for Academic Affairs

Relevant planning documents are available from the unit director or the library human resources office.

9/1/11