

**FACULTY
PERSONNEL ACTION CALENDAR FOR REAPPOINTMENT**

ACTIONS	LIBRARIAN III REAPPOINTMENT 2017-2018	LIBRARIAN III REAPPOINTMENT 2018-2019	LIBRARIAN III REAPPOINTMENT 2019-2020	LIBRARIAN III REAPPOINTMENT 2020-2021 Tentative	LIBRARIAN III REAPPOINTMENT 2021-2022 Tentative
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
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
Reading Committee Formed Need (2) tenured members (AUL/Director consults with tenured Unit Librarians)	October 2, 2017	October 1, 2018	October 1, 2019	October 1, 2020	October 1, 2021
Peer Group Formed (Additional Members determined if needed) Need minimum of (6) tenured members (Additions to Peer Group recommended by AUL/Director - VPIS/UL appoints)	October 2, 2017	October 1, 2018	October 1, 2019	October 1, 2020	October 2, 2021
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
Finalized Candidate Form 1-L, Form 2 & Appendix H to HR (Form must have both candidate and AUL/Director signatures)	December 11, 2017	December 10, 2018	December 9, 2019	December 8, 2020	December 10, 2021
Reading Committee Report due to HR	December 15, 2017	December 16, 2018	December 16, 2019	December 15, 2020	December 15, 2021
Peer Group Meetings – Led by Ad Hoc Chair	January 8 – 12, 2018 *	January 7 – 11, 2019*	January 6-10, 2020*	January 4-8, 2021*	January 3-7, 2022*
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
Form 4 (Peer Group Narrative Summary) sent to HR by Ad Hoc Chair	February 12, 2018	February 11, 2019	February 12, 2020	February 11, 2021	February 10, 2022
Form 5 (AUL/Director Narrative Summary) sent to HR by AUL/Director	March 12, 2018	March 11, 2019	March 11, 2020	March 10, 2021	March 10, 2022
Packet (Form 1, 2, 4, 5, Appendix H) & Supplementary Materials available For VPIS/UL & A&P Committee Review	March 16, 2018	March 15, 2019	March 16, 2020	March 15, 2021	March 15, 2022
A&P Committee Meetings Held	April 9 - 13, 2018*	April 8 - 12, 2019*	April 6 - 10, 2020*	April 5 - 9, 2021*	April 4 - 8, 2022*
A&P Committee Meet with VPIS/UL	April 30 - May 4, 2018*	May 6 -10, 2019*	May 4 - 8, 2020*	May 3 - 7, 2021*	May 2 - 6, 2022*
Notification to Candidate of Non-Reappointment	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022

* Dates during this time period will be selected