

**APPENDIX M-I
PERSONNEL CALENDAR 2009-2010**

All actions must be taken no later than the dates indicated. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.

Evaluation of Full-time Unit Members¹

Evaluation of Alternative Professional Responsibilities done pursuant to Article XII, §D, shall be completed no later than thirty (30) days after the end of the semester in which the APR is undertaken.

REAPPOINTMENTS

<u>Action Required</u>	<u>During First Year*</u>	<u>During Second Year³</u>	<u>During Third or Later Years³</u>
Classroom observations by Chair ²	11/13	(See Note 3)	(See Note 3)
Candidate submits materials ⁴	N.A.	9/15	9/15
Classroom observations by Peer Evaluation Committee ⁵	N.A.	10/2	10/16
Evaluation by Peer Evaluation Committee ⁵ (Transmit to candidate who has 10 calendar days from receipt to respond.)	N.A.	10/9	10/30
Peer Evaluation Committee transmits to Chair	N.A.	10/23	11/12
Evaluation by Chair (Transmit to candidate who has 10 calendar days from receipt to respond.)	N.A.	10/30	11/23
Chair transmits recommendation to Vice President ²	N/A	11/12	12/4
Evaluation by Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	N.A.	11/24	1/8
Vice President transmits recommendation to President	2/16	12/3	1/19
Non-renewal notification deadlines	3/15	1/15	9/1 of final year

***Including unit members hired in the preceding Spring and Summer.**

C. J. D.

PROMOTION

Action Required³

Classroom observations by Chair -- See Note 3

Candidate submits materials⁴

Classroom observations by Peer Evaluation Committee⁵

Evaluation by Peer Evaluation Committee
(Transmit to candidate who has 10 calendar days from receipt to respond.)

Peer Evaluation Committee transmits to Chair

Evaluation by Chair
(Transmit to candidate who has 10 calendar days from receipt to respond.)

Chair transmits to Committee on Promotions⁶ via VP

Committee on Promotions recommends to VP (initial)

Committee on Promotions recommends to VP (final)

Evaluation/recommendation of VP
(Transmit to candidate who has 7 calendar days from receipt to respond.)

Vice President transmits recommendation to President

President recommends to Trustees

TENURE

Action Required³

Classroom observations by Chair -- See Note 3

Candidate submits materials⁴

9/15

Evaluation by Chair
(Transmit to candidate who has 10 calendar days from receipt to respond.)

10/30

Chair transmits to next step

11/12

Evaluation by Peer Evaluation Committee⁵
(Only if requested⁷, transmit to candidate who has 7 calendar days from receipt to respond.)

11/30

PEC transmits to Committee on Tenure via VP

12/11

Evaluation/recommendation by Committee on Tenure⁸
(Transmit to candidate who has 7 calendar days from receipt to respond.)

1/29

Committee on Tenure transmits to VP

2/12

2/26

Evaluation/recommendation of VP
(Transmit to candidate who has 7 calendar days from receipt to respond.)

3/8

2/22

VP transmits recommendation to President

3/22

3/2

President recommends to Trustees

3/16

3/16

C.J.O'D

SABBATICAL LEAVE

DEPARTMENT CHAIR EVALUATION AS CHAIR

Action Required

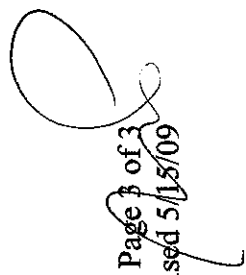
Action Required

Candidate submits proposal to Chair	10/1	Receipt of comments from department by Peer Evaluation Committee	11/13
Chair recommends to Vice President	10/9	Evaluation by Peer Evaluation Committee (Transmit to candidate who has 10 calendar days from receipt to respond.)	12/1
Vice President recommends to President	10/30	Peer Evaluation Committee transmits to Vice President	12/14
President recommends to Trustees	11/13		

NOTES:

1. Includes salaried part-time faculty at the College of Art and Design and Clinical Nursing Instructors; for librarians the classroom observations are replaced with director observations.
2. For first year reappointment candidates, Chair will complete classroom observation process and transmit Appendix D-1(a) to Vice President by 11/13/09.
3. Candidates for these actions as well as for promotion and/or tenure should notify chairs by April 1st of the preceding year so that classroom observations may be conducted, if possible, during the spring semester preceding the evaluation period. If classroom observations are not possible in the spring, they should be conducted in the fall during the evaluation period, no later than two (2) weeks before the Chair's evaluation is due.
4. Appendix A-1 or A-2, as appropriate, is submitted by the unit member at the same time as the unit member submits other materials.
5. Peer Evaluation Committees must be formed no later than 9/30/09.
6. The Committee on Promotions must be formed no later than 9/30/09.
7. For faculty at the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program, evaluation by the Peer Evaluation Committee is mandatory.
8. The Committee on Tenure should be formed no later than 10/31/09.

C.J.O'D



**APPENDIX M-II
Evaluation of Part-Time Faculty**

(Exclusive of salaried part-time faculty at the College of Art and Design and Clinical Nursing Instructors)

**All actions must be taken no later than the dates indicated.
Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.**

Fall Semester, 2009

Candidate submits material
9/15
Evaluation by Chair,
including classroom observation(s)
(Transmit to candidate who has 10 calendar
days from receipt to respond.)
11/20
Chair transmits to Vice President
12/4

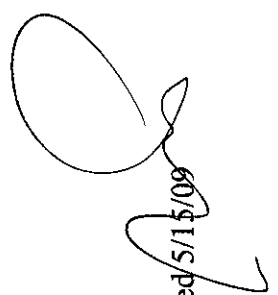
Spring Semester, 2010

Candidate submits material
1/29*
Evaluation by Chair,
including classroom observation(s)
(Transmit to candidate who has 10 calendar
days from receipt to respond.)
4/5
Chair transmits to Vice President
4/20

* At the Maritime Academy, the second Friday of the Spring Semester.

C. J. O'D

Revised 5/15/09



**SUPPLEMENT TO APPENDIX M (AY 2009-2010)
CANDIDATES APPLYING FOR BOTH PROMOTION AND TENURE**

All actions must be taken no later than the dates indicated.
Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day.

- **The tenure-promotion portfolio is to be maintained in the Office of Academic Affairs.**
- **Promotion evaluations and responses are to be transmitted separately from tenure evaluations and responses.**
- **Footnotes 3 – 8 of Appendix M-I apply.**

Action Required

Classroom observations by Chair	(See Note 3)
Candidate submits materials for promotion and tenure	9/15
Chair evaluation for tenure (Transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC.)	10/2
Chair transmits tenure evaluation and response to next step	10/15
Classroom observations by PEC (regarding promotion)	10/23
Promotion evaluation by PEC (Transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC.)	10/30
Tenure evaluation by PEC (If requested; transmit to candidate who has 7 calendar days from receipt to respond and/or request PEC.)	11/6
PEC transmits promotion evaluation to Chair	11/12
PEC transmits tenure evaluation to Committee on Tenure through Vice President	11/16
Promotion evaluation by Chair (Transmit to candidate who has 10 calendar days from receipt to respond.)	11/30
Chair transmits promotion evaluation to COP through Vice President	12/11
Evaluation by Committee on Tenure (Transmit to candidate who has 7 calendar days from receipt to respond.)	1/29
Committee on Promotions transmits initial promotion evaluation to Vice President	2/5
Committee on Tenure transmits tenure evaluation to Vice President	2/8
Committee on Promotions transmits final promotion evaluation to Vice President	2/12
Tenure evaluation and promotion evaluation by Vice President (Transmit to candidate who has 7 calendar days from receipt to respond.)	2/19
Vice President transmits tenure evaluation and promotion evaluation to President	3/1
President recommends to Trustees	3/15

Revised 5/15/09

C. J. O'J

