

**TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW OF LIBRARY FACULTY - 2018-2019 AY**

APPENDIX 12

	Call for LAR	LAR Due	File Access*	Library Evaluator Due	Library Eval Comm. Due	DEAN evaluation Due	University Evaluation Committee Due	VP/Provost Decision Due
Tenured Librarian (Periodic Eval)	June 3	Oct. 3	Oct. 10	Nov. 9	Dec. 14	Jan. 18	N/A	N/A
2nd Yr. Probationary Librarian (Perf. Rev. - Ret. Only)	June 6	Oct. 1	Oct. 8	Nov.9	Dec. 7	Jan. 11	Feb. 1	Feb. 15 (CBA 13.12)
4th Year Probationary Librarian (Perf. Rev. - Ret. Only)	Sept. 24	Oct. 22	Oct. 29	Nov. 30	Jan. 18	Feb. 25	March 15	May 3
3rd, 4th & 5th Yr. Prob. Librarian Applying for Early Tenure/Promotion (Performance Review)	Oct. 8	Dec. 3	Dec. 10	Jan. 28	Feb. 25	Mar 18	Apr. 26	**June 1 for Tenure (CBA 13.18) ***June 15 (CBA 14.9)
6th Year Librarian Eligible for Tenure & Promotion (Performance Review)	Oct. 8	Dec. 3	Dec. 10	Jan. 28	Feb. 25	Mar 18	Apr. 26	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
Tenured Librarian Applying for Promotion (Performance Review)	Oct. 8	Dec. 3	Dec. 10	Jan. 28	Feb. 25	Mar 18	Apr. 26	***June 15 for Promotion (CBA 14.9)
2nd Yr. Prob Librarian Applying for Early Tenure/Promotion (Performance Review)		Feb. 25	Feb. 27	Mar. 13	Mar. 29	Apr. 15	May 6	**June 1 for Tenure (CBA 13.18) ***June 15 for Promotion (CBA 14.9)
1st, 3rd & 5th Year Prob. Librarian (Periodic Evaluation)	Jan. 16	Mar. 12	Apr. 3	May 25	Jun. 22	Jul. 20	N/A	N/A
Full-time Temporary Librarian (Periodic Evaluation)	Feb. 1	Apr. 2	Apr. 15	May 10	May 31	Jun. 10	N/A	N/A
Part-Time Temporary Librarian	Feb. 1	Apr. 2	Apr. 15	May 10	May 31	Jun. 10	N/A	N/A

**Librarians who plan to apply for Promotion should notify Academic Personnel by October 1st.**

\* This date shall serve as the specific deadline date at which time the Working Personnel Action File is declared complete per CBA 15.12b

\*\* The President shall officially notify the probationary faculty unit employee of the final decision on the award or denial of tenure no later than June 1. per CBA 13.18

\*\*\* The President shall notify the faculty unit employee in writing of the final decision on the promotion no later than June 15. per CBA 14.9

Evaluation Rebuttal Timeline per CBA 15.5: A faculty member may submit a response/rebuttal in writing and/or request a meeting to discuss the recommendation within (10) days after receiving the recommendation.

Per CBA 15.46: Failure to meet deadlines will result in the file being moved to the next level without unsubmitted materials/recommendations. Such materials will not be part of the current evaluation cycle.

Revised: 5/22/18 (rt/bp)