

Universal Personnel Due Dates

2022/23 Schedule for Recommendations

DSI REQUESTS

(for all Departments except the Library)

Due no later than:

August 15, 2022	Individuals submit materials to the Dept. Chair for consideration
August 22, 2022	Dept. confers with the Chair as required in its procedures
August 23, 2022	Dept. Chair notifies each candidate of his/her recommendation
August 29, 2022	Individual respond to Dept. Chair recommendation
August 30, 2022	Dept. Chair submits recommendations to peer review committee
September 7, 2022	Peer review committee reports to Dept. Chairs
September 12, 2022	Dept. Chairs may respond to peer review committee notification
September 19, 2022	Peer review committee submits recommendations to dean
October 3, 2022	Dean submits recommendations to Provost
?	Provost submits recommendations to President
?	Notification of DSI sent to individuals by Human Resources

SABBATICAL LEAVE PROPOSALS

Due no later than:

November 14, 2022	Faculty proposals due to Dept. Chair
December 19, 2022	Dept. Chair recommendations to Deans
January 9, 2023	Deans/Library Director recommendations to Provost
February 3, 2023	Provost sends notification on sabbaticals
	Submission of a comprehensive and detailed report of your sabbatical is required no later than thirty days following your return to campus

REVIEW OF FACULTY MEMBERS IN THE 1ST OR 2ND YEAR OF SVC

Due no later than:

January 9, 2023	Faculty files due to Dept. Chair/Personnel Committee
January 27, 2023	Dept. Chair and Personnel Committee letters (forms 101 & 101A) due in faculty folder. Review of faculty file is complete.
January 30, 2023	Deans' Administrative Assistants send notices (5-day letter) to faculty that their completed folder is available for review.
February 6, 2023	Candidate's response (if any) is added to the folder.
February 13, 2023	Departmental Administrative Assistants forward candidate folder with recommendations to the Deans/Library Director including candidate materials, Forms 101 & 101A, faculty response (optional), and Chair/Committee response to faculty response (optional).
February 27, 2023	Deans/Library Director make recommendations in writing to the Provost on reappointments.
March 13, 2023	Provost makes recommendations to the President on reappointments.
March 27, 2023	Personnel Office sends notification of President's decision.

REVIEW OF FACULTY MEMBERS IN THE 3RD OR MORE YEAR OF SERVICE, CONTINUING APPOINTMENT AND PROMOTION

Due no later than:

January 16, 2023	Faculty files due to Dept Chair/Personnel Committee
February 10, 2023	Dept. Chair and Personnel Committee letters (forms 101 & 101A for yearly review and forms 4 & 4A for promotion) due in faculty folder. Review of faculty file is complete.
February 13, 2023	Deans' Administrative Assistants send notices (5-day letter) to Faculty that their folder is available for review.
February 20, 2023	Candidate's response (if any) is added to the folder.
February 27, 2023	Department Chairs and Committees forward recommendations on appropriate forms to the 1) Deans/Library Director for annual or

	continuing review (Forms 101 & 101A) or 2) Peer Review Committee (forms 4 & 4A) for Promotion (with the exception of the Library, which does not have a Peer Review Committee). These should include any responses of the faculty member and subsequent comments by the Committees/Chairs.
March 13, 2023	The Peer Review Committee reports to the department committee any changes as indicated in Bylaw Appendix D, section III.L.
March 27, 2023	For Promotion: Peer review committee recommendations to the Dean/Library Director. This recommendation will include any comments from the department committee.
April 14, 2023	Deans/Library Director make recommendations in writing to the Provost on continuing, reappointments and promotions.
April 28, 2023	Provost makes recommendations to the President on continuing Appointments, reappointments, and promotions.
May 19, 2023	Announcement of decisions on promotions.
May 26, 2023	College Panel shall be informed of the decisions on promotions.
June 2, 2023	Provost Office sends notice to continuing review faculty
August 28, 2023	Personnel Office sends notification of President's decision on Continuing appointments and reappointments.