

**APPENDIX M-I  
PERSONNEL CALENDAR 2008-2009**

All actions must be taken no later than the dates indicated, except that if a deadline falls on a Saturday, Sunday or holiday, the action is due on the next business day.

**FULL-TIME**

For all full-time unit members: 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**

<b><u>ACTION REQUIRED</u></b>	<b><u>DURING FIRST YEAR*</u></b>	<b><u>DURING SECOND YEAR<sup>2</sup></u></b>	<b><u>DURING THIRD AND FOURTH YEAR<sup>2</sup></u></b>
Classroom Visits by Chair <sup>1</sup>	11/14	(See Note 2)	(See Note 2)
Candidate submits materials <sup>4</sup>	N.A.	9/15	9/15
Classroom Visits by Peer Evaluation Committee <sup>3</sup>	N.A.	10/3	10/17
Evaluation by Peer Evaluation Committee <sup>3</sup> (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	10/10	10/31
Peer Evaluation Committee transmits to Chair	N.A.	10/24	11/13
Evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	10/31	11/24
Chair transmits recommendation to Vice President <sup>1</sup>	N/A	11/13	12/5
Evaluation by Vice President (transmit to candidate who has 7 calendar days from receipt to respond)	N.A.	11/25	1/9
Vice President transmits recommendation to President	2/16	12/4	1/18
Non-renewal notification deadlines	3/15	1/15	9/1 of final year

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

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## PROMOTION

### ACTION REQUIRED<sup>2</sup>

Classroom Visits by Chair - See Note 2

Candidate submits materials<sup>4</sup> 9/15

Classroom visits by Peer Evaluation Committee<sup>3</sup> 10/24

Evaluation by Peer Evaluation Committee 10/31  
(transmit to candidate who has 10 calendar days from receipt to respond)

Peer Evaluation Committee transmits to Chair 11/13

Evaluation by Chair 11/28  
(transmit to candidate who has 10 calendar days from receipt to respond)

Chair transmits to Committee on Promotions<sup>5</sup> through VP 12/10

Committee on Promotions recommends to VP (initial) 1/30

Committee on Promotions recommends to VP (final) 2/13

Evaluation/recommendation of VP 2/27  
(transmit to candidate who has 7 calendar days from receipt to respond)

Vice President transmits recommendation to President 3/9

President recommends to Trustees 3/23

## TENURE

### ACTION REQUIRED<sup>2</sup>

Classroom Visits by Chair - See Note 2

Candidate submits materials<sup>4</sup> 9/15

Evaluation by Chair 10/3  
(transmit to candidate who has 10 calendar days from receipt to respond and/or to request a Peer Evaluation)

Chair transmits to next step 10/16

Evaluation by Peer Evaluation Committee<sup>3</sup> 11/7  
(only if requested,<sup>7</sup> transmit to candidate who has 7 calendar days from receipt to respond)

Peer Evaluation Committee transmits to Committee on Tenure through VP 11/16

Evaluation/recommendation by Committee on Tenure<sup>6</sup> 1/30  
(transmit to candidate who has 7 calendar days from receipt to respond)

Committee on Tenure transmits to VP 2/9

Evaluation/recommendation of VP 2/22  
(transmit to candidate who has 7 calendar days from receipt to respond)

VP transmits recommendation to President 3/3

President recommends to Trustees 3/17

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**SABBATICAL LEAVE**

**ACTION REQUIRED**

Candidate submits proposal to Chair	10/1
Chair recommends to Vice President	10/10
Vice President recommends to President	10/31
President recommends to Trustees	11/14

**DEPT. CHAIR EVALUATION AS CHAIR**

**ACTION REQUIRED**

Receipt of comments from department by Peer Evaluation Committee	11/14
Evaluation by Peer Evaluation Committee (transmit to candidate who has 10 calendar days from receipt to respond)	12/2
Peer Evaluation Committee transmits to Vice President	12/15

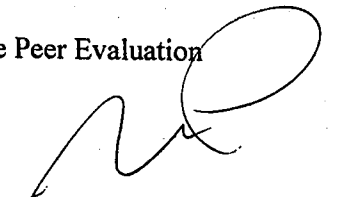
Appendix M-1  
Page 3 of 3 - Revised 4/18/08

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**NOTES:**

1. For first year reappointment candidates, Chair will complete classroom observation process and transmit Appendix D-1(a) to Vice President by 11/14/08.
2. Candidates for these actions as well as for promotion and/or tenure should notify chairs by 4/1 of the preceding year so that classroom visitations may be conducted during the spring semester preceding the evaluation period.
3. Peer Evaluation Committees must be formed no later than 9/30/08.
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. The Committee on Promotions must be formed no later than 9/30/08.
6. The Committee on Tenure should be formed no later than 9/30/08.
7. For faculty at the Salem School of Social Work, Westfield Program in Social Work and Bridgewater MSW Program, evaluation by the Peer Evaluation Committee is mandatory.

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**APPENDIX M-II**

**Evaluation of Part-Time Faculty**  
(exclusive of salaried part-time faculty at the College of Art)

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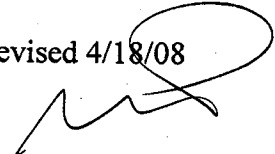
**FALL SEMESTER, 2008**

Candidate submits material	9/15
Evaluation by Chair, including classroom visit(s) (transmit to candidate who has 10 calendar days from receipt to respond)	11/21
Chair transmits to Vice President	12/5

**SPRING SEMESTER, 2009**

Candidate submits material	1/30
Evaluation by Chair, including classroom visit(s) (transmit to candidate who has 10 calendar days from receipt to respond)	4/6
Chair transmits to Vice President	4/20

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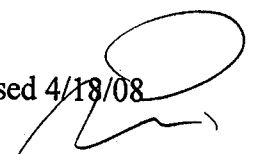


**APPENDIX M-III**  
**2008-2009 Post-Tenure Review (Alternative One)**

All actions must be taken no later than the dates indicated, except that if a deadline falls on a Saturday, Sunday or holiday, the action is due on the next business day.

Candidate submits materials to Vice President	9/30
Classroom Visit by Chair	12/1
Vice President completes review and transmits Assessment to Candidate, with copy to Chapter President	4/1 (Fitchburg, Framingham, Mass Art, MCLA, Maritime, Worcester) 5/1 (Bridgewater, Salem, Westfield)
Upon receipt of Vice President's assessment	10 calendar days to submit a response in writing and request a meeting
Meeting held	10 calendar days after submitting the response to the Vice President (Candidate may bring union representative.)
Vice President's final assessment	5 calendar days after the meeting
Upon receipt of Vice President's final assessment	5 calendar days to appeal to the President in writing and request a meeting in writing
If no meeting is requested	5 calendar days for the President to make a final decision
If meeting is requested, it must be held	10 calendar days after the appeal (Candidate may bring union representative.)
President's final decision	5 calendar days after the meeting

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**SUPPLEMENT TO APPENDIX M 2008-2009  
FOR  
CANDIDATES APPLYING FOR BOTH PROMOTION AND TENURE**

All actions must be taken no later than the dates indicated, except that if a deadline falls on a Saturday, Sunday or holiday, the action is due on 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 2 – 7 of Appendix M-I apply.**

**ACTION REQUIRED**

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)	10/3
Chair transmits tenure evaluation and response to next step	10/16
Classroom visits by PEC (regarding promotion)	10/24
Promotion evaluation by PEC (transmit to candidate who has 10 calendar days from receipt to respond and/or request PEC)	10/31
Tenure evaluation by PEC (if requested; transmit to candidate who has 7 calendar days from receipt to respond and/or request PEC)	11/7
PEC transmits promotion evaluation to Chair	11/13
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)	11/28
Chair transmits promotion evaluation to COP through Vice President	12/10
Evaluation by Committee on Tenure (transmit to candidate who has 7 calendar days from receipt to respond)	1/30
Committee on Promotion transmits promotion evaluation to Vice President	2/6
Committee on Tenure transmits tenure evaluation to Vice President	2/9
Tenure evaluation and promotion evaluation by Vice President (transmit to candidate who has 7 calendar days from receipt to respond)	2/20
Vice President transmits tenure evaluation and promotion evaluation to President	3/2
President recommends to Trustees	3/16