

**APPENDIX M-1
PERSONNEL CALENDAR 2007-2008**

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

<u>ACTION REQUIRED</u>	<u>DURING FIRST YEAR*</u>	<u>DURING SECOND YEAR²</u>	<u>DURING THIRD AND FOURTH YEAR²</u>
Classroom Visits by Chair ¹	11/16	(See Note 2) 9/15	(See Note 2) 9/15
Candidate submits materials ⁴	N.A.	9/15	10/19
Classroom Visits by Peer Evaluation Committee ³	N.A.	10/5	11/2
Evaluation by Peer Evaluation Committee ³ (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	10/12	11/15
Peer Evaluation Committee transmits to Chair	N.A.	10/26	11/26
Evaluation by Chair (transmit to candidate who has 10 calendar days from receipt to respond)	N.A.	11/2	12/7
Chair transmits recommendation to Vice President ¹	N/A	11/15	1/11
Evaluation by Vice President (transmit to candidate who has 7 calendar days from receipt to respond)	N.A.	11/27	1/20
Vice President transmits recommendation to President	2/18	12/6	9/1 of final year
Non-renewal notification deadlines	3/15	1/15	

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

RJM



APPENDIX M-II

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

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.

FALL SEMESTER, 2007

Candidate submits material

9/15

2/1

Evaluation by Chair, including classroom visit(s)
(transmit to candidate who has 10 calendar days from
receipt to respond)

11/23

Evaluation by Chair, including classroom visit(s)
(transmit to candidate who has 10 calendar days from
receipt to respond)

4/7

Chair transmits to Vice President

12/7

Chair transmits to Vice President

4/21

SPRING SEMESTER, 2008

Candidate submits material

Pin

APPENDIX M-III
2007-2008 Post-Tenure Review

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	
Upon receipt of Vice President's assessment Meeting held	10 calendar days to submit a response in writing and request a meeting	
Vice President's final assessment	10 calendar days after submitting the response to the Vice President (Candidate may bring union representative.)	
Upon receipt of Vice President's final assessment	5 calendar days after the meeting	
If no meeting is requested	5 calendar days to appeal to the President in writing and request a meeting in writing	
If meeting is requested, it must be held	5 calendar days for the President to make a final decision	
President's final decision	10 calendar days after the appeal (Candidate may bring union representative.)	
	5 calendar days after the meeting	





SABBATICAL LEAVE

ACTION REQUIRED

Candidate submits proposal to Chair

10/1

Chair recommends to Vice President

10/5

Vice President recommends to President

11/2

President recommends to Trustees

11/16

DEPT. CHAIR EVALUATION AS CHAIR

ACTION REQUIRED

Receipt of comments from department by Peer Evaluation Committee

11/16

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

12/4

Peer Evaluation Committee transmits to Vice President

12/17

Appendix M-1

Page 3 of 3 - Revised 4/23/07

NOTES:

1. For first year reappointment candidates, Chair will complete classroom observation process and transmit Appendix D-1(a) to Vice President by 11/16/07.
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 9/30/07.
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 9/30/07.
6. The Committee on Tenure should be formed no later than 9/30/07.
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.

PROVISION

ACTION REQUIRED²

Classroom Visits by Chair - See Note 2

Candidate submits materials⁴

Classroom visits by Peer Evaluation Committee³

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 Promotions⁵ through VP

Committee on Promotions recommends to VP

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 REQUIRED²

Classroom Visits by Chair - See Note 2

Candidate submits materials⁴

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

Chair transmits to next step

Evaluation by Peer Evaluation Committee³ (only if requested,⁷ transmit to candidate who has 7 calendar days from receipt to respond)

Peer Evaluation Committee transmits to Committee on Tenure through VP

Evaluation/recommendation by Committee on Tenure⁶ (transmit to candidate who has 7 calendar days from receipt to respond)

Committee on Tenure transmits to VP

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

VP transmits recommendation to President

President recommends to Trustees

9/15

10/26

11/2

11/15

11/30

12/12

2/8

2/22

3/3

3/17

9/15

10/5

10/18

11/9

11/18

2/1

2/11

2/22

3/3

3/17

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Appendix M-1
Page 2 of 3 - Revised 4/23/07