2023-2024 University Libraries Calendar Faculty Evaluations/Promotion/Tenure
(Process begins in the fall 2023-2024 AY)

DATE 2023	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Summer 2023		•Candidate schedules a meeting with their Library Director or their appropriate faculty supervisor, and the University Libraries Executive Director to review Tenure and/or Promotion Guidelines •Executive Director informs candidate(s) of eligibility for consideration for tenure and/or promotion	Executive Director appoints the Chairs of the Departmental and University Libraries Promotion and Tenure Review Committees and schedules a meeting to review evaluation procedures.
Monday, July 31, 2023		Last date for Executive Director to send an intent letter to first-time promotion-eligible faculty members and to faculty eligible for tenure and notify supervisors of faculty eligiblie for Promotion/Tenure review.	
Monday, August 14, 2023		Promotion/Tenure appointments (from previous year's cycle) are effective.	
Monday, August 14, 2023		Candidate submits completed promotion intent form and letter of intent for applying for promotion and/or tenure to the Executive Director of University Libraries.	

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DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Friday, August 25, 2023		•Executive Director sends names of all candidates applying for consideration for Promotion and/or Tenure to the University Libraries faculty. •Candidate and tenured faculty of the University Libraries senior in rank to Candidate digitally submit to the Chair of the Departmental Promotion and Tenure Review Committee a list of appropriate sources for External Review. From the USA Faculty Handbook: *External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered.*	
Monday, August 28, 2023		Candidate digitally provides the faculty supervisor or library Director with their letter of intent, Digital Measures report, Curriculum Vitae generated from Digital Measures, the Faculty Annual Report from the previous calendar year, and sample materials as evidence of the Candidate's scholarly performance, for submission to External Reviewers.	

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DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Friday, September 1, 2023			•Faculty supervisor or library Director selects names of individuals, libraries, or institutions from lists provided by Candidate , the Chair of the Departmental Review Committee, and the University Library faculty, endeavoring to choose an External Reviewer from each list for total of three External Reviewers. •The faculty supervisor or library Director contacts External Reviewers to ask if they are willing to review the candidate's materials and provide a review letter by December 1, asking them to respond by September 29.
Monday, September 11, 2023		• List of candidates and their tenure and or promotion review committees due to Academic Affairs. • University Libraries Electronic Promotion and Tenure Timeline due to Academic Affairs.	
Friday, September 29, 2023			Deadline by which External Reviewers are asked to indicate their willingness to provide reviews.
Friday, October 20, 2023			The Executive Director schedules meetings of the departmental and University Libraries Promotion Review and Tenure Review Committees for the purpose of charging the committees.
Monday, November 13, 2023		Candidate given access to Google Drive to upload DMReport.pdf and Portfolio.pdf. The Portfolio document should include the Faculty Annual Report for the current year.	

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Friday, December 1, 2023			Deadline given to External Reviewers for submission of External Reviews.
Monday, December 4, 2023		Candidate's access to Google Drive removed.	
Tuesday, December 5, 2023			•Chair of Departmental Promotion and Tenure Committee and library Director/Faculty Supervisor given access to Google drive to load Reviews.pdf •Departmental Promotion Review and Tenure Review Committee given access to Google drive.
Wednesday, January 10, 2024			•Departmental Promotion Review and Tenure Review Committees complete their evaluation(s). •The Committee Chair sends a hard copy of the Committees' written review(s) to the appropriate library Director or faculty supervisor and uploads these materials via Google drive to the Reviews pdf. document.
Thursday, January 11, 2024			Departmental Promotion and Tenure Committee(s) access removed.

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DATE 2024	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Friday, January 12, 2024	Changes in weights for 2023 should be submitted to the supervisor and the Executive Director for consideration and approval by January 12, 2024.		•Recommendations of Library Director or faculty supervisors are completed. •Library Director or faculty supervisor and Chair of the Departmental Promotion Review and Tenure Review committee(s) meet with Candidate to share copies of the Departmental Committee Review(s) and Library Director/Faculty Supervisor reviews. •The Departmental Review Notification Form(s) are shared with the Candidate, who has seven days to complete and return the form to the office of the Executive Director, along with any supplemental materials.
	Request for Change in AAP Weighting Factors		
Tuesday, January 16, 2024	Deadline for faculty to submit annual report and AAP self- evaluation to supervisor.		
	Self-evaluation form		
Friday, January 19, 2024	**NOTE ↑** : Lorene is working on an updated AAP (Self-evaluation) form - the long form (7/27/23).	•Candidate signs Departmental Review Notification Form, which is initialed by the library Director or faculty supervisor. •Deadline for candidate to email a pdf of any supplemental materials to Executive Director for uploading to the Google drive, along with the accompanying email from the Candidate, and the signed, initialed Departmental Review Notification form.	Library Director/faculty supervisor's access removed from Google Drive.
Monday, January 22, 2024			Executive Director given access to Google drive.
Thursday, January 25, 2024			University Libraries Promotion Review & Tenure Review Committee(s) given access to Google drive.

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DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Wednesday, February 7, 2024			University Libraries Promotion Review and Tenure Review Committee(s) complete review of Candidate and upload review(s) to Google drive.
Friday, February 9, 2024			•University Libraries Promotion Review and Tenure Committee(s) access to Google drive removed.
Friday, February 23, 2024	Deadline for Director/faculty supervisor to complete faculty reviews and AAP score proposals for faculty members under their supervision. Supervisor's Evaluation Form		•Executive Director completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her review(s). •Original letters, forms and other materials are retained in the office of the Executive Director of University Libraries.
Wednesday, February 28, 2024			Executive Director's access to the Google drive removed.
Wednesday, April 3, 2024		Deadline for Annual Probationary Faculty Review to be completed for eligible faculty.	
Monday, April 8, 2024		Deadline for Executive Director's report to be submitted to Academic Affairs indicating that all probationary reviews have been completed.	
June		•University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure. •University notifies candidates of the actions taken by the Board of Trustees.	

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Friday, June 28, 2024	Completed AAP Scores due to Academic Affairs.		
Thursday, August 15, 2024		Promotion and/or tenure becomes effective.	