

## 2017-2018 PERSONNEL CALENDAR

### General:

Faculty and Librarians should give notice to their department chair or their Library Director or Library Program Area Chair by April 1, 2018 if they anticipate being evaluated for reappointment, promotion or tenure during academic year 2018-2019. Faculty and Librarians who are eligible and wish to be reviewed under Post-Tenure Review during academic year 2018-2019 should give notice to the Vice President/Provost by April 1, 2018.

A Vice President/Provost wishing to assign the responsibility for evaluations to a dean for academic year 2018-2019 is required to notify the faculty and librarians by April 8, 2018 the Dean who will be conducting their evaluation.

All actions must be taken **no later than the dates indicated** on the appropriate page. Deadlines falling on a Saturday, Sunday or holiday are moved to the next business day. Dates in boldface are contractual dates. Written responses are due the specified number of days *after receipt* by the candidate.

Peer Evaluation Committees shall be formed by September 30, 2017.

The Committee on Promotions must be elected by September 30, 2017.

The Committee on Tenure must be elected by October 30, 2017.

Evaluation of any Alternative Professional Responsibilities (Article XII, Section D), shall be completed no later than thirty (30) days after the end of the semester in which they were undertaken.

### Librarians:

If a librarian is teaching credit-bearing courses then the chair of the department in which those courses are housed conducts classroom observations whenever the Library Directors/Library Program Area Chair is required to perform a direct observation.

### First-Year Reappointment:

Faculty and librarians hired December 2, 2016 through December 1, 2017 are considered first year reappointments during the 2017-2018 academic year.

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Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty  
Reappointment during the FIRST Year

<u>Action Required</u>	<u>Date</u>
Classroom/direct observations by Chair/Library Director/LPAC	11/13/17
Chair/Library Director/LPAC transmits observations to the Vice President	11/20/17
Non-renewal notification deadline	3/15/18

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## 2017-2018 PERSONNEL CALENDAR

### Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Reappointment during the SECOND Year

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (include Appendices A-1/A-2 and B)	9/29/17
Candidate selects third member of Peer Evaluation Committee	<b>9/30/17</b>
Classroom observations by Peer Evaluation Committee	10/6/17
Classroom/direct observations by Chair/Library Director/LPAC	10/6/17
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days</b> to respond to PEC's eval./rec.)	10/20/17
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/30/17
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days</b> to respond to the Chair's/LD's/LPAC's evaluation/recommendation)	11/6/17
Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)	11/16/17
Evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the Dean's evaluation/recommendation.)	12/4/17
Dean transmits to Vice President	12/11/17
Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation/recommendation (Transmit to candidate who has <b>7 days</b> to respond to the VP's eval./rec.)	12/29/17
Vice President transmits to President (copy to candidate)	1/5/18
Non-renewal notification deadlines	<b>1/15/18</b>

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2017-2018 PERSONNEL CALENDAR

Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty

Reappointment during the THIRD and FIFTH<sup>1</sup> Years

<u>Action Required</u>	<u>Date</u>
<u>Candidate submits only a narrative addressing evaluative activities undertaken</u>	<u>9/29/17</u>
<u>Classroom/direct observations by Chair/Library Director/LPAC</u>	<u>11/3/17</u>
<u>Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days</b> to respond to the Chair's/LD's/LPAC's evaluation/recommendation)</u>	<u>11/17/17</u>
<u>Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)</u>	<u>11/29/17</u>
<u>Evaluation/recommendation by Dean (<b>only if VP assigned evaluations to the Dean</b>) (Transmit to candidate who has <b>7 days</b> to respond to the Dean's evaluation/recommendation.)</u>	<u>1/5/18</u>
<u>Dean transmits to Vice President</u>	<u>1/12/18</u>
<u>Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)</u>	<u>2/16/18</u>
<u>Vice President transmits to President (copy to candidate)</u>	<u>2/23/18</u>
<u>Non-renewal notification deadline</u>	<u>9/1/18</u>

<sup>1</sup> During the third and fifth pro-rated years salaried part-time faculty shall also be reviewed by the Peer Evaluation Committee.

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## 2017-2018 PERSONNEL CALENDAR

### Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty Reappointment during the FOURTH Year

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (include Appendices A-1/A-2 and B)	9/29/17
Candidate selects third member of Peer Evaluation Committee	<b>9/30/17</b>
Classroom observations by Peer Evaluation Committee	10/6/17
Evaluation/recommendation by PEC (transmit to candidate who has <b>10 days</b> to respond to PEC's eval./rec.)	10/20/17
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/30/17
Classroom/direct observations by Chair/Library Director/LPAC	11/9/17
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days</b> to respond to the Chair's/LD's/LPAC's evaluation/recommendation)	11/21/17
Chair/Library Director/LPAC transmits to next step (VP or Dean – copy to candidate)	12/1/17
Evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the Dean's evaluation/recommendation.)	1/19/18
Dean transmits to Vice President	1/26/18
Vice President concurs with Dean's evaluation and recommendation (if assigned) or conducts his/her own evaluation (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)	2/16/18
Vice President transmits to President (copy to candidate)	2/23/18
Non-renewal notification deadline	<b>9/1/18</b>

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2017-2018 PERSONNEL CALENDAR

**Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty  
Promotion Only**

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including Appendix A-1 or A-2)	9/29/17
Candidate selects third member of Peer Evaluation Committee	<b>9/30/17</b>
Classroom observations by Peer Evaluation Committee	10/6/17
Evaluation/recommendation by PEC (transmit to candidate, <b>10 days</b> to respond to the eval./rec.)	10/20/17
Peer Evaluation Committee transmits to Chair/Library Director/LPAC (copy to candidate)	10/30/17
Direct observations by Library Director/LPAC	11/3/17
Evaluation/recommendation by Chair/LD/LPAC (transmit to candidate, <b>10 days</b> to respond to eval./rec.)	11/17/17
Chair/Library Director/LPAC transmits to Committee on Promotions via VP (copy to candidate)	12/1/17
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, <b>7 days</b> to respond to eval./rec.)	1/19/18
Committee on Promotions transmits to VP (copy to candidate) (Transmit to candidate who has <b>7 days</b> to send VP a response to the committee's evaluation/recommendation.)	1/26/18
Evaluation/recommendation of Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to send VP a response to the Dean's evaluation/recommendation.)	2/16/18
Dean transmits to Vice President	2/23/18
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)	3/16/18
Vice President transmits to President (copy to candidate)	3/23/18
President recommends to Trustees (copy to candidate)	4/6/18

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**2017-2018 PERSONNEL CALENDAR**

**Appendix M-1: Evaluation of Full-Time Unit Members  
Tenure Only**

<b><u>Action Required</u></b>	<b><u>Date</u></b>
Candidate submits materials (including Appendix A-1 or A-2)	9/29/17
Direct observations by Library Director/LPAC	9/29/17
Evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate, <b>10 days</b> to respond to eval.rec. and request <sup>1</sup> PEC. If a PEC is requested/required, date candidate selects third member of PEC.)	10/20/17
Chair/Library Director/LPAC transmits to the next step (copy to candidate)	10/30/17
Classroom observations by PEC (if candidate requested/is required to be evaluated by the PEC)	11/13/17
Evaluation/recommendation by Peer Evaluation Committee (if requested/required) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	11/22/17
Peer Evaluation Committee transmits to Committee on Tenure via VP (copy to candidate)	11/29/17
Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)	2/2/18
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/9/18
Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/16/18
Evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/23/18
Dean transmits to Vice President	3/2/18
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation/ recommendation (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)	3/16/18
Vice President transmits to President (copy to candidate)	3/23/18
President recommends to Trustees (copy to candidate)	4/6/18

<sup>1</sup> For faculty in the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program; or any unit member who has met the time requirements for promotion to the next higher rank, evaluation by the Peer Evaluation Committee is mandatory.

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## 2017-2018 PERSONNEL CALENDAR

### Appendix M-1: Evaluation of Full-Time Unit Members Tenure with Promotion<sup>1</sup> (of limited application)

<u>Action Required</u>	<u>Date</u>
Candidate submits materials (including Appendix A-1 or A-2)	9/29/17
Candidate selects third member of Peer Evaluation Committee	9/29/17
Direct observations by Library Director/LPAC	9/29/17
Evaluation/recommendation by Chair/LD/LPAC (Transmit to candidate, <b>10 days</b> to respond to eval./rec.)	10/20/17
Chair/Library Director/LPAC transmits to the Peer Evaluation Committee (copy to candidate)	10/30/17
Classroom observations by Peer Evaluation Committee	11/13/17
Evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	11/22/17
Peer Evaluation Committee transmits to Committee on Tenure via VP (copy to candidate)	11/29/17
Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)	2/2/18
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/9/18
Committee on Tenure transmits to Vice President (copy to candidate) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/16/18
Evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/23/18
Dean transmits to Vice President	3/2/18
Vice President concurs with Dean's evaluation and recommendation or conducts his/her own evaluation/ recommendation (Transmit to candidate who has <b>7 days</b> to respond to the VP's evaluation/recommendation.)	3/16/18
Vice President transmits to President (copy to candidate)	3/23/18
President recommends to Trustees (copy to candidate)	4/6/18

<sup>1</sup> Faculty at the rank of Assistant Professor and librarians at the rank of Assistant Librarian or Associate Librarian who apply for tenure and who has met the time requirements for promotion to the next higher rank will *only be evaluated for tenure*, but will be promoted at the time tenure is granted. The Vice President shall verify that the time requirements have been met.

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## 2017-2018 PERSONNEL CALENDAR

### Appendix M-1: Evaluation of Full-Time Unit Members

#### Promotion and Tenure<sup>1</sup>

(page 1 of 2)

Given the complicated calendar below, the promotion-tenure portfolio is to be maintained in the Office of Academic Affairs as of October 1, 2017.

<u>Action Required</u>	<u>Date</u>
Candidate submits single portfolio for promotion and tenure (including Appendix A-1 or A-2)	9/29/17
Candidate selects third member of Peer Evaluation Committee for promotion evaluation	<b>9/30/17</b>
Direct observations by Library Director/LPAC	9/29/17
Classroom observations by Peer Evaluation Committee for promotion	10/6/17
Chair/Library Director/LPAC evaluation/recommendation for tenure (Transmit to candidate who has <b>10 days</b> to respond to the Chair's evaluation/recommendation and to request PEC tenure evaluation, if candidate requests/is required <sup>2</sup> to have a PEC evaluation for tenure, candidate selects third member.)	10/17/17
Promotion evaluation/recommendation by Peer Evaluation Committee (Transmit to candidate who has <b>10 days</b> to respond to the PEC's promotion evaluation/recommendation.)	10/20/17
Candidate selects third member of PEC for tenure evaluation (if candidate requests or it is required)	10/27/17
Chair transmits tenure evaluation/recommendation to next step (copy to candidate)	10/30/17
Peer Evaluation Committee transmits promotion evaluation/recommendation to Chair/Library Director/LPAC (copy to candidate)	11/3/17
Classroom observations by Peer Evaluation Committee for tenure (if requested or required)	11/13/17
Promotion evaluation/recommendation by Chair/Library Director/LPAC (Transmit to candidate who has <b>10 days</b> to respond to the Chair's promotion evaluation/recommendation.)	11/17/17
Tenure evaluation/recommendation by Peer Evaluation Committee (Only conducted if requested or required. Committee transmits to candidate who has <b>7 days</b> to respond to the PEC's tenure evaluation.)	11/22/17
Peer Evaluation Committee transmits tenure evaluation/recommendation to Committee on Tenure via Vice President (if such evaluation was requested or required, copy to candidate)	11/29/17
Chair/Library Director/LPAC transmits promotion evaluation/recommendation to Committee on Promotions via Vice President (copy to candidate)	12/1/17
Evaluation/recommendation by Comm. on Promotions (transmit to candidate, <b>7 days</b> to respond to eval./rec.)	1/19/18

<sup>1</sup> The process shall NOT be used for faculty at the rank of Assistant Professor or for librarians at the rank of Assistant Librarian or Associate Librarian who apply for tenure and who have met the time requirements for promotion to the next higher rank.

<sup>2</sup> For faculty in the Salem School of Social Work, Westfield Program in Social Work and Bridgewater Master of Social Work Program evaluation by the Peer Evaluation Committee is mandatory.

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2017-2018 PERSONNEL CALENDAR

Promotion and Tenure  
(page 2 of 2)

Committee on Promotions transmits to Vice President (copy to candidate who has <b>7 days</b> to respond to the Committee's evaluation/recommendation)	1/26/18
Committee on Tenure meets with candidate (candidate has <b>7 days</b> to provide additional information)	2/2/18
Evaluation/recommendation by Committee on Tenure (Transmit to candidate who has <b>7 days</b> to respond to the evaluation/recommendation.)	2/9/18
Committee on Tenure transmits evaluation/recommendation to Vice President (copy to candidate who has <b>7 days</b> to respond to the Committee's evaluation/recommendation.)	2/16/18
Tenure evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the Dean's evaluation/recommendation.)	2/23/18
Promotion evaluation/recommendation by Dean ( <b>only if VP assigned evaluations to the Dean</b> ) (Transmit to candidate who has <b>7 days</b> to respond to the Dean's evaluation/recommendation.)	2/23/18
Dean transmits to tenure evaluation/recommendation to Vice President	3/2/18
Dean transmits to promotion evaluation/recommendation to Vice President	3/2/18
Vice President concurs with Dean's tenure evaluation/recommendation or conducts his/her own evaluation (Transmit to candidate, <b>7 days</b> to respond to the Vice President's evaluation/recommendation.)	3/16/18
Vice President concurs with Dean's promotion evaluation/recommendation or conducts his/her own evaluation (Transmit to candidate, <b>7 days</b> to respond to the Vice President's evaluation/recommendation.)	3/16/18
Vice President transmits tenure evaluation/recommendation to President (copy to candidate)	3/23/18
Vice President transmits promotion evaluation/recommendation to President (copy to candidate)	3/23/18
President recommends to Trustees regarding tenure (copy to candidate)	4/6/18
President recommends to Trustees regarding promotion (copy to candidate)	4/6/18

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**2017-2018 PERSONNEL CALENDAR**

**Appendix M-1: Evaluation of Full-Time Unit Members and Salaried Part-Time Faculty**

**Department Chair Evaluation as Chair**

<u>Action Required</u>	<u>Date</u>
Chair selects third member of Peer Evaluation Committee	9/30/17
Receipt of comments from department by Peer Evaluation Committee	11/17/17
Evaluation by PEC (transmit to Chair who has <b>10 days</b> to respond to the PEC's evaluation)	12/5/17
Peer Evaluation Committee transmits to Vice President (copy to Chair)	12/15/17

**Sabbatical Approval Deadlines**

<u>Action Required</u>	<u>Date</u>
Candidate submits proposal for leave during AY 2018-2019 to Chair/Library Director/LPAC <b>(Note: A year-long sabbatical at half-pay earns only a half year of creditable service.)</b>	10/1/17
Chair/Library Director/LPAC recommends to Vice President	10/9/17
Vice President recommends to President	11/3/17
President recommends to Trustees	11/17/17

**Appendix M-2: Evaluation of Part-Time Faculty**

<u>Fall 2017 Semester</u>	<u>Date</u>	<u>Spring 2018 Semester</u>	<u>Date</u>
Candidate submits material	9/29/17	Candidate submits material	2/16/18 <sup>1</sup>
Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)	11/17/17	Evaluation by Chair, including classroom observations (transmit to faculty member, <b>10 days</b> to respond to the Chair's eval.)	4/3/18
Chair transmits to Vice President (copy to faculty member)	11/27/17	Chair transmits to Vice President (copy to faculty member)	4/13/18

<sup>1</sup> At Massachusetts Maritime Academy, the second Friday of the Spring 2018 Semester.

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2017-2018 PERSONNEL CALENDAR

Appendix M-3: Post-Tenure Review

<u>Action Required</u>	<u>Date</u>
Candidate submits materials to Vice President	9/30/17
Classroom observation by Chair	11/17/17
Vice President (or Dean if the Vice President delegated responsibility for assessments) completes review and transmits assessment to candidate (Chapter President notified of the results only of the assessments.)	4/1/18
Upon receipt of Vice President's/Dean's assessment	10 days to submit a response in writing and request a meeting
Meeting held	10 days after submitting the Response to the Vice President/Dean (candidate may bring union representative)
Vice President's (Dean's) final assessment	5 days after the meeting
Upon receipt of Vice President's (Dean's) final assessment	5 days to appeal to the President in writing and request a meeting in writing
If no meeting is requested	5 days for the President to make a final decision
If meeting is requested, it must be held	10 days after the appeal (candidate may bring union representative)
President's final decision	5 days after the meeting
Members who are eligible (see pages 151-152 of the 2014-2017 collective bargaining agreement) and who wish to be reviewed under post-tenure review during the 2018-2019 academic year must give notice to the Vice President.	4/1/18