

Kasiska College of Health Professions
AY2009-2010

SCHEDULE FOR PERSONNEL REQUESTS, RECOMMENDATIONS AND EVALUATIONS

This schedule includes the dates when various personnel requests and recommendations will be required in the office of the dean or the academic vice president. Each department chair will be responsible for setting their own deadlines so that requests and recommendations will conform to this schedule.

Please remember that at each step of the evaluation process the evaluatee is entitled to see the results of the evaluation. The evaluatee is also entitled to respond (within 5 working days of seeing the evaluation), and have his/her response forwarded with the evaluation.

- AUGUST 26, 2009:** **Affiliate Faculty** nomination forms for fall semester are due in the dean's office. If the nominees are reappointments, no vitae are required. *Personnel Recommendation forms are no longer required except for affiliates who will be receiving pay.*
- AUGUST 28, 2009:** **Preliminary notice** from the department of faculty being recommended for promotion and/or tenure is due in the dean's office.
- SEPTEMBER 8, 2009:** A memorandum soliciting **sabbatical requests** will be sent to all members of the College faculty. Faculty members will take the initiative in submitting requests to the dean's office.
- OCTOBER 13, 2009:** **Sabbatical leave applications** are due in the dean's office.
- OCTOBER 23, 2009:** Evaluations for all **second-year** faculty are due in the dean's office. The evaluation is initiated by the department chair in accordance with the Faculty and Staff Handbook, Part 4, Section IV-B, 1., Pg. 1. The Academic Vice President will notify the faculty member of non-renewal by December 15.
- NOVEMBER 18, 2009:** **Affiliate Faculty** nomination forms for the spring semester are due in the dean's office. If the nominees are reappointments, no vitae are required. *Personnel Recommendation forms are no longer required except for affiliates who will be receiving pay.*
- DECEMBER 4, 2009:** All recommendations for **promotion**, along with supporting materials, are due in the dean's office. The College Promotion and Tenure Advisory Committee will advise the dean in the promotion process. In accordance with the Faculty/Staff Handbook, Part 4, Section III-A, 2., Pg. 1, recommendations for **promotion** should be initiated by the department chair (or appropriate administrator), processed by the College personnel advisory committee and recommended to the dean.
- DECEMBER 4, 2009:** All recommendations for appointment to **tenure** are due in the dean's office. These recommendations shall be initiated by the

department chair in accordance with the Faculty/Staff Handbook, Part 4, Section IV-B, 2., Pg. 1. The chair is expected to "have sought and considered evaluations of each candidate (for **tenure**) by a committee appointed for the purpose of annual evaluations and/or **tenure** status" (see Faculty/Staff Handbook, Part 4, Section IV-B, 1., Pg. 1). The dean shall be advised by the College Promotion and Tenure Advisory Committee before formulating and sending recommendations to the Academic Vice President.

JANUARY 8, 2010:

Evaluations of all **first-year** faculty are due in the dean's office. The evaluation form is initiated by the department chair in accordance with the Faculty and Staff Handbook, Part 4, Section IV-B, 1., Pg. 1. The Academic Vice President will notify the faculty member of non-renewal by March 1.

FEBRUARY 1, 2010:

Evaluations for **all third and fourth-year faculty** are due in the dean's office. The evaluation form is initiated by the department chair in accordance with the Faculty/Staff Handbook, Part 4, Section IV-B, 1., Pg. 1. Faculty members will be notified of non-renewal by the end of the spring semester.

FEBRUARY 1, 2010:

Periodic Performance Review reports and accompanying personnel recommendations are due in the dean's office. Committee action is required, and procedures should be in accordance with the Faculty/Staff Handbook, Part 4, Section IV-B, 6., Pg. 6.

FEBRUARY 1, 2010:

Dean's office issues **Chair Self-Evaluations** and **Faculty Evaluation of Chairs** documents

FEBRUARY 19, 2010:

Emeritus recommendations are due in the dean's office. Please include a current vita, letters of recommendation, hire date and tenure date.

FEBRUARY 19, 2010:

Evaluations for all **tenured** faculty are due in the dean's office. The evaluation form is initiated by the department chair in accordance with the Faculty/Staff Handbook, Part 4, Section IV-B, 1., pg. 1.

MARCH 5, 2010:

Evaluations by the faculty of **department chairpeople** are due in the dean's office.

MARCH 5, 2010:

Department chairs are requested to report their teaching, research and service for the past year to the dean's office for the purpose of chair evaluations.

APRIL 2, 2010:

Instructor, Lecturer and Adjunct faculty evaluations are due in the dean's office.

MAY 3, 2010

Tenure deferral requests: By April 15 of the calendar year in which tenure is to be considered, a faculty member may, in writing to the department chair, request deferral of consideration for tenure. The written request should make clear the reasons for the request. The department chair will forward the request, accompanied by the chair's recommendation, to the dean of the college by May 3rd. The dean will approve or disapprove the request for deferral by May 15th.