

University of Massachusetts at Amherst

CHRONOLOGY OF MAJOR PERSONNEL PROCEDURES

2007-2008

Except as noted () the dates listed below are working deadlines. Every effort will be made to meet them, but they are not legally binding. Those dates preceded by asterisks are Trustee-mandated deadlines, and must be observed.*

Annual Faculty Report and Evaluation

- September 14* Forms sent from department offices to faculty (Section I completed). Forms can be downloaded at: <http://www.umass.edu/provost/admin/personnel/afr.html>
- October 12* Faculty members submit completed Annual Faculty Report and Evaluation Form (Sections II - V) to department heads or chairs. If applicable, alternative department or program chair completes Section VI.
- November 2* Form returned to faculty member with Sections VII - VIII completed.
- November 2* Faculty member retains one photocopy and returns the original form to department head or chair with Section IX completed.
- December 3* Department head or chair retains one photocopy of form and sends original form to the dean.
- December 26* Dean retains one photocopy of completed form and forwards original to Provost. If the dean makes any comments, the dean shall send a copy of this final page to the faculty member and the appropriate department head or chair when the dean forwards the form to the Provost.

Tenure and Associated Promotions

- September 14* Department heads and chairpersons must, within the first three weeks of the semester, notify all members of their departments who are scheduled for reappointment or tenure consideration during the semester that a review of their records will be made for the purpose of a personnel recommendation.
- November 2* Department to dean.
- January 4* Dean to Provost.
- *August 15* University procedures require that faculty members being considered for tenure be notified of the award of tenure, or of one-year terminal appointments, no later than this date.

Out of Phase Tenure Dates

For faculty members whose tenure decision year is fall semester, 2008-2009, please observe the following dates:

March 7 Tenure recommendations due in Dean's Office.

April 11 Due in Provost's Office.

Promotions Not Associated with Tenure

January 11 Department to dean.

February 15 Dean to Provost.

Senior Lecturer Promotion Timing

September 4 Department heads and chairpersons must, within sixty days of the start of the fall semester, notify all members in their departments who are scheduled for review to the rank of Senior Lecturer.

January 28 The faculty member under consideration for promotion to Senior Lecturer submits his or her portfolio.

February 28 Department personnel committee recommendation for promotion to Senior Lecturer due to department head or chair.

March 10 Department head or chair recommendation for promotion to Senior Lecturer due to the college level review committee.

March 31 College level review committee recommendation for promotion to Senior Lecturer due in deans' offices.

April 22 Dean's recommendation for promotion to Senior Lecturer due in the Provost's Office.

Reappointments

September 14 Department heads and chairpersons must, within the first three weeks of the semester, notify all members of their departments who are scheduled for reappointment or tenure consideration during the semester that a review of their records will be made for the purpose of a personnel recommendation.

October 5 Recommendations due in the deans' offices for reappointment or expiration of appointment of faculty members in second year of service whose current appointments expire August 31, 2008.

November 9 Recommendations due in Provost's Office for reappointment or expiration of appointment of faculty members in second year of service whose current appointments expire August 31, 2008.

November 23 Recommendations due in deans' offices for reappointment or expiration of appointment of faculty members in first year of service whose current appointments expire August 31, 2008.

**December 15* Notification of reappointment or expiration of appointment of faculty members in second year whose current appointments expire August 31, 2008. If an initial two-year

appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least 6 months in advance of its termination.

January 22

Recommendations due in Provost's Office for reappointment or expiration of appointment of faculty members in their first year of service whose current appointments expire August 31, 2008.

**March 1*

Notification of reappointment or expiration of appointment of faculty members in their first year of service whose current appointments expire August 31, 2008. If an initial one-year appointment terminates during an academic year, notification of reappointment must be given at least 3 months in advance of its termination.

March 1

Recommendations due in deans' offices for reappointment of faculty members in their second or later year of service whose current appointments expire August 31, 2009.

April 7

Recommendations due in Provost's Office for reappointment of faculty members in their second or later year of service whose current appointments expire August 31, 2009.

**August 15*

Notification of reappointment or expiration of appointment of faculty members in their second or later year of service whose current appointments expire August 31, 2009. If an appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least 12 months in advance of its termination.

Sabbatical Leaves

<i>August 24</i>	Application forms for sabbatical leaves available in department offices. The sabbatical leave policy and application are available at: http://www.umass.edu/provost/admin/personnel/index.html
<i>October 5</i>	Deadline for submission to department heads of sabbatical leave reports for all those who took sabbatical leaves during the academic year 2006-2007.
<i>November 2</i>	Applications for sabbatical leaves for 2008-2009 due in department offices.
<i>December 7</i>	Sabbatical leave requests for 2008-2009, approved by department heads or chairpersons, due in deans' offices.
<i>December 7</i>	Sabbatical reports for 2006-2007, with department head's or chairperson's summary, due in deans' offices.
<i>January 28</i>	Sabbatical leave requests for 2008-2009, approved by deans, due in Provost's Office.
<i>January 28</i>	Sabbatical leave reports for 2006-2007, with dean's summary, due in Provost's Office.
<i>March 7</i>	Notification of faculty members granted sabbatical leaves for 2008-2009 (except those being considered for tenure).
<i>March 21</i>	Final date for faculty members to apply for cancellation of previously approved full-time sabbatical leaves commencing in 2008-2009, or for conversion of previously approved full-year sabbatical leaves commencing in 2008-2009 to half-year sabbatical leaves to be taken in either semester of 2008-2009. (Conversions from half-year to full-year sabbaticals may still be approved at the discretion of the dean.)

Leaves without Pay

Applications for leaves without pay for either or both semester, 2008-2009, may be filed with department heads or chairpersons and deans as soon as appropriate justification for them is complete. However, the following date should be observed.

<i>March 21</i>	Final date for faculty members to apply for cancellation of previously approved leave without pay for either or both semesters, 2008-2009. (Applications for leaves without pay in 2007-2008 may, however, be considered after date.)
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Anomaly Increases

<i>October 26</i>	Recommendations due in departmental offices.
<i>December 7</i>	Recommendations due in deans' offices with department personnel committee's recommendation.
<i>January 18</i>	Recommendations due in Provost's Office.

Samuel F. Conti Faculty Fellowships

- January 4* Nominations for Samuel F. Conti Faculty Fellowships from department heads and chairpersons are due in academic deans' offices.
- February 1* Samuel F. Conti Faculty Fellowship nominations from academic deans are due in the Office of Research Affairs.

Other Pertinent Dates

- May 1* No offer of appointment for Fall 2008 to faculty members at another college or university should be made after this date without special clearance (AAUP standard).
- May 15* Faculty members should not resign after this date (AAUP standard).