

Academic Personnel Services
August 27, 2009
MEMORANDUM

TO: All Faculty, Staff, and Administrators
 FROM: Colleen Mullery, AVP Faculty Affairs
 RE: **REVISED Personnel Action Dates – Updated for Furlough Schedules**

Due to scheduled furlough days for faculty and staff, some Personnel Action Dates for 2009/2010 have been revised. These revisions do not affect any file submission dates by the faculty members under review. The revised dates take into account (as much as possible) the staff furlough days and the six (6) faculty furlough days designated by the President.

Questions regarding the revised personnel action dates, faculty furloughs, or the evaluation process may be directed to Academic Personnel Services, extension 5086, or academicpersonnel@humboldt.edu.

2009/2010 Faculty Personnel Action Dates - REVISED

Group I. CONTINUING PROBATIONARY FACULTY IN THE FIRST YEAR OF A TWO-YEAR REAPPOINTMENT – PERIODIC EVALUATION

Personnel Action: Periodic Evaluation of Continuing Faculty in the first year of a two-year reappointment

Department Personnel Committee receives file	M	February 8
File closes	F	February 12
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	February 22
College Dean or Equivalent Administrator receives file	TR	March 4
Dean or Equivalent Administrator evaluation due to candidate	M	March 29

Group II. RETENTION (Reappointment) FOR NEW PROBATIONARY FACULTY APPOINTED FALL 2009 MODIFIED PERFORMANCE REVIEW

New faculty appointed in January 2009 with service credit for Fall 2008 are subject to a full performance review and, therefore, shall submit a WPAF on September 1, 2009. If service credit was not awarded, then new faculty hired in January 2009 are subject to a modified performance review which is due on January 13, 2010.

Personnel Action: New Probationary Faculty Retention

Department Personnel Committee receives file	W	January 13
File closes	T	January 19
Department Personnel Committee recommendation addressed to Dean with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	January 25
College Dean or Equivalent Administrator receives file	F	February 5
Dean or Equivalent Administrator decision due to candidate	M	February 15

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.

**Group III. RETENTION (Reappointment) FOR CONTINUING PROBATIONARY FACULTY
(Fall Semester Schedule)**

▶▶ Refer to reappointment letter to determine if you are on fall or spring retention schedule – Candidates may not choose which schedule to follow ◀◀

Personnel Action: Retention -- Continuing probationary faculty on fall semester schedule (WPAF)

Department Personnel Committee (IUPC) receives file	T	September 1
File closes	T	September 8
Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate	T	September 15
Department Chair recommendation addressed to Dean with copy to candidate		
College Personnel Committee/Dean receives file	F	September 25
College Personnel Committee recommendation addressed to UFPC with copy to candidate	F	October 16
Dean recommendation addressed to Vice President with copy to candidate		
University Faculty Personnel Committee (UFPC) receives file	M	October 26
UFPC recommendation addressed to Vice President with copy to candidate	F	December 18
Vice President receives file	T	January 5
Vice President decision due to candidate	M	February 15

**Group IV. RETENTION (Reappointment) FOR CONTINUING PROBATIONARY FACULTY
(Spring Semester Schedule)**

▶▶ Refer to reappointment letter to determine if you are on fall or spring retention schedule – Candidates may not choose which schedule to follow ◀◀

Personnel Action: Retention -- Continuing probationary faculty on spring semester schedule (WPAF)

Department Personnel Committee receives file	W	January 13
File closes	TR	January 21
Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate	M	February 8
Department Chair recommendation addressed to Dean with copy to candidate		
College Personnel Committee/Dean receives file	TR	February 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate	M	March 22
Dean recommendation addressed to Vice President with copy to candidate		
University Faculty Personnel Committee (UFPC) receives file	TR	April 1
UFPC recommendation addressed to Vice President with copy to candidate	M	April 26
Vice President receives file	TR	May 6
Vice President decision due to candidate	T	June 1

Group V. RETENTION WITH TENURE/PROMOTION – INCLUDES EARLY TENURE

Personnel Action: Retention with Tenure/Promotion – includes Early Tenure (WPAF)

Department Personnel Committee (IUPC) receives file	M	September 28
File closes	M	October 5
Department Personnel Committee recommendation addressed to College Personnel Committee with copy to candidate	T	October 27
Department Chair recommendation addressed to Dean with copy to candidate		
College Personnel Committee/Dean receives file	F	November 6
College Personnel Committee recommendation addressed to UFPC with copy to candidate	F	December 18
Dean recommendation addressed to Vice President with copy to candidate		
University Faculty Personnel Committee (UFPC) receives file	T	January 5
UFPC recommendation addressed to President with copy to candidate	M	February 22
Vice President receives file	TR	March 4
Vice President recommendation addressed to President with copy to candidate	F	April 16
President receives file	M	April 26
President tenure decision to candidate		
President promotion decision to candidate	T	June 1

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.

Group VI. PROMOTION OF TENURED FACULTY

Personnel Action: Promotion of Tenured Faculty (WPAF)

Department Personnel Committee (IUPC) receives file	M	November 2
File closes	M	November 9
Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	F	December 18
College Personnel Committee/Dean receives file	T	January 5
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	February 12
University Faculty Personnel Committee (UFPC) receives file	M	February 22
UFPC recommendation addressed to President with copy to candidate	M	March 29
Vice President receives file	TR	April 8
Vice President recommendation addressed to President with copy to candidate	M	May 3
President receives file	TR	May 13
President promotion decision to candidate	M	June 14

Group VII. TEMPORARY FACULTY RANGE ELEVATION

Personnel Action: Temporary Faculty Range Elevation (Range Elevation Portfolio)

Department Personnel Committee (IUPC) receives file	W	January 13
File closes	TR	January 21
Department Personnel Committee recommendation addressed to college personnel committee with copy to candidate Department Chair recommendation addressed to Dean with copy to candidate	M	February 8
College Personnel Committee/Dean receives file	TR	February 18
College Personnel Committee recommendation addressed to UFPC with copy to candidate Dean recommendation addressed to Vice President with copy to candidate	F	March 26
University Faculty Personnel Committee (UFPC) receives file	M	April 5
UFPC recommendation addressed to Vice President with copy to candidate	F	April 30
Vice President receives file	M	May 10
Vice President decision due to candidate	T	June 1

Candidates may submit a rebuttal statement or response and/or request a meeting to be held to discuss recommendations within 10 (ten) days following receipt of any recommendation. The Personnel Action Date Schedule allows for this 10-day response period. However, when a candidate elects to not respond to a recommendation, files will be immediately forwarded to the next level of review.

Distribution: Bulk email to all faculty; Notice posted on APS web site, UFPC web site, Office of the Provost web site; Electronic copies to Provost Robert Snyder, VPSA Steve Butler, University Library/College Deans, Department Chairs, Department Coordinators