

**UNIVERSITY LIBRARY PROMOTION & TENURE COMMITTEE
2009-2010 Calendar**

DATE	MEETINGS/ACTIONS
Wednesday, September 2 12:30 p.m., Daley B-466	P&T Committee meeting. Elect chair and secretary. Discuss roster, calendar, procedures.
Monday, September 21	First draft of 6Y comprehensive papers & clinical promotion papers submitted to P&T chair.
Monday, October 12	University Librarian notifies the Office of Academic Affairs of promotion and tenure cases under review, as well as mid-probation reviews.
Friday, October 9	Revised 6Y comprehensive and clinical promotion papers submitted to P&T chair.
Monday, November 2	University Librarian notifies the Office of Academic Affairs of any changes in college P&T procedures since last year.
Thursday, November 12 12:30 pm, Daley B-466	P&T Committee meeting. First consideration of out-of-cycle promotion case.
Friday November 13	Final revision of 6Y comprehensive and clinical promotion papers submitted to P&T chair.
Wednesday, November 25	University Librarian submits 1Y retention or non-retention report to chair.
Thursday, December 3 12:30 pm, Daley B-466	P&T Committee meeting. Final consideration of out-of-cycle promotion case and vote. Vote on 1Y cases.
Friday, December 11	5Y documentation and clinical review documentation submitted to chair; librarianship evaluations of 5Y candidates and eighth-year clinical review cases submitted to chair.
Thursday, December 17 12:30 pm, Daley B-466	P&T Committee meeting. First consideration of 5Y candidates and fifth-year clinical review cases
Wednesday, January 6 12:30 pm, Daley B-466	P&T Committee meeting. Second consideration of 5Y candidates and eighth-year clinical review cases
Friday, January 8	University Librarian submits personnel action forms for ALL P&T recommendations including tenure-track, tenured or non-tenure-track candidates.
Mid-to-late January	PITR forms for the non-retention of faculty members with tenure symbol "1" due to Office of Faculty Affairs.

Thursday, January 21 12:30 pm, Daley 4-66	P&T Committee meeting. Final consideration of 5Y and eighth-year clinical review cases. Vote. Assignment of preparers for 2010-11 candidates.
Friday, January 22	3Y and third-year clinical review documentation submitted to chair. Evaluation of librarianship reports of 3Y candidates and third-year clinical reviews cases submitted to chair.
Wednesday, February 3 12:30 pm, Daley B-466	P&T Committee meeting. First consideration of 3Y candidates and third-year clinical review cases
Friday, February 5	Library P&T Chair notifies associate professor about petitioning for promotion to full Professor and clinical faculty eligible for promotion.
Friday, February 12	First draft of P&T report for 3Y candidates and third-year clinical review cases submitted to chair.
Wednesday, March 3 12:30 pm, Daley B-466	P&T Committee meeting. Second consideration of 3Y candidates and third-year clinical review cases. Review reports. Compile list of potential reviewers for 2010-11 candidates.
Friday, March 5	Revised 3Y and third-year clinical review reports submitted to chair.
Friday, March 5	AY Petitions submitted to University Librarian.
Wednesday, March 17 12:30 pm, Daley B-466	P&T Committee meeting. Review of revised 3Y and clinical reports and final consideration of 3Y and clinical cases. Vote.
Monday, March 29	Provost and VCAA submit recommendations to the Chancellor and notify Deans of the recommendations. Appeals due April 19.
Wednesday, April 7 12:30 pm, Daley B-466	P&T Committee meeting. Review biographical data for 2010-11 6Y reviewers.
Friday, April 30	Chancellor notifies faculty of her decision regarding promotion and/or tenure
Friday, May 7	University Librarian submits summaries of mid-probationary reviews to the Office of Academic Affairs
Mid-to-late June	HRFE transactions for the nonreappointment of faculty members with tenure symbol "2" through "6" who will be issued a terminal contract due to FAHR.