

**2024-2025 University Libraries Calendar Faculty Evaluations/Promotion/Tenure  
(Process begins in the fall 2024-2025 AY)**

DATE	EVALUATION DATES FOR FACULTY	PROMOTION AND TENURE CANDIDATES DATES	P&T COMMITTEE DATES
Summer 2024		<ul style="list-style-type: none"> <li>•Candidate schedules a meeting with their Library Director or their appropriate faculty supervisor, and the University Libraries Executive Director to review Tenure and/or Promotion Guidelines</li> <li>•Executive Director informs candidate(s) of eligibility for consideration for tenure and/or promotion</li> </ul>	Executive Director appoints the Chairs of the Departmental and University Libraries Promotion and Tenure Review Committees and schedules a meeting to review evaluation procedures.
Monday, July 29, 2024		Last date for Executive Director to send an intent letter to first-time promotion-eligible faculty members and to faculty eligible for tenure and notify supervisors of faculty eligible for Promotion/Tenure review.	
Wednesday, August 14, 2024		Promotion/Tenure appointments (from previous year's cycle) are effective.	
Wednesday, August 14, 2024		Candidates who are not tenured at USA who are eligible for promotion for the first time who have received a letter notifying them of their eligibility to apply for promotion return their form to the USA Libraries Administration Office.	
Wednesday, August 14, 2024		Candidate submits completed promotion intent form (if first year of eligibility) and letter of application for applying for promotion and/or tenure to the Executive Director of University Libraries.	

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Friday, August 23, 2024		<ul style="list-style-type: none"> <li>•Executive Director sends names of all candidates applying for consideration for Promotion and/or Tenure to the University Libraries faculty.</li>   <li>•Candidate and tenured faculty of the University Libraries senior in rank to Candidate digitally submit to the Chair of the Departmental Promotion and Tenure Review Committee a list of appropriate sources for External Review. From the USA Faculty Handbook: <i>External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered.</i></li> </ul>	
Monday, August 26, 2024		Candidate digitally provides the faculty supervisor or library Director with their letter of intent, Watermark (Digital Measures) report, Curriculum Vitae generated from Watermark, the Faculty Annual Report from the previous calendar year, and sample materials as evidence of the Candidate's scholarly performance, for submission to External Reviewers.	

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Friday, August 30, 2024			<ul style="list-style-type: none"> <li>•Faculty supervisor or library Director selects names of individuals, libraries, or institutions from lists provided by Candidate , the Chair of the Departmental Review Committee, and the University Library faculty, endeavoring to choose an External Reviewer from each list for total of three External Reviewers.</li> <li>•The faculty supervisor or library Director contacts External Reviewers to ask if they are willing to review the candidate's materials and provide a review letter by December 1, asking them to respond by September 27.</li> </ul>
Thursday, September 19, 2024		<ul style="list-style-type: none"> <li>• List of candidates and their tenure and or promotion review committees due to Academic Affairs.</li> <li>• University Libraries Electronic Promotion and Tenure Timeline due to Academic Affairs.</li> </ul>	
Friday, September 27, 2024			Deadline by which External Reviewers are asked to indicate their willingness to provide reviews.
Friday, October 18, 2024			The Executive Director schedules meetings of the departmental and University Libraries Promotion Review and Tenure Review Committees for the purpose of charging the committees.
Monday, November 11, 2024		Candidate given access to Google Drive to upload T&PReport.pdf and Portfolio.pdf. The Portfolio document should include the Faculty Annual Report for the current year.	

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Friday, November 29, 2024			Deadline given to External Reviewers for submission of External Reviews.
Monday, December 2, 2024		Candidate's access to Google Drive removed.	
Tuesday, December 3, 2024			<ul style="list-style-type: none"> <li>•Chair of Departmental Promotion and Tenure Committee and library Director/Faculty Supervisor given access to Google drive to load Reviews.pdf</li> <li>•Departmental Promotion Review and Tenure Review Committee given access to Google drive.</li> </ul>
Wednesday, January 8, 2025			<ul style="list-style-type: none"> <li>•Departmental Promotion Review and Tenure Review Committees complete their evaluation(s).</li> <li>•The Committee Chair sends a hard copy of the Committees' written review(s) to the appropriate library Director or faculty supervisor and uploads these materials via Google drive to the Reviews pdf. document.</li> </ul>
Thursday, January 9, 2025			Departmental Promotion and Tenure Committee(s) access removed.

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Friday, January 10, 2025	Changes in weights for 2024 should be submitted to the supervisor and the Executive Director for consideration and approval by January 10, 2025.		<ul style="list-style-type: none"> <li>•Recommendations of Library Director or faculty supervisors are completed.</li> <li>•Library Director or faculty supervisor and Chair of the Departmental Promotion Review and Tenure Review committee(s) meet with Candidate to share copies of the Departmental Committee Review(s) and Library Director/Faculty Supervisor reviews.</li> <li>•The Departmental Review Notification Form(s) are shared with the Candidate, who has seven days to complete and return the form to the office of the Executive Director, along with any supplemental materials.</li> </ul>
	<a href="#">Request for Change in AAP Weighting Factors</a>		
Tuesday, January 14, 2025	Deadline for faculty to submit annual report and AAP self- evaluation to supervisor.		
	<a href="#">Self-evaluation form</a>		
Friday, January 17, 2025		<ul style="list-style-type: none"> <li>•Candidate signs Departmental Review Notification Form, which is initialed by the library Director or faculty supervisor.</li> <li>•Deadline for candidate to email a pdf of any supplemental materials to Executive Director for uploading to the Google drive, along with the accompanying email from the Candidate, and the signed, initialed Departmental Review Notification form.</li> </ul>	Library Director/faculty supervisor's access removed from Google Drive.
Monday, January 20, 2025			Executive Director given access to Google drive.
Thursday, January 23, 2025			University Libraries Promotion Review & Tenure Review Committee(s) given access to Google drive.

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Wednesday, February 5, 2025			University Libraries Promotion Review and Tenure Review Committee(s) complete review of Candidate and upload review(s) to Google drive.
Friday, February 7, 2025			<ul style="list-style-type: none"> <li>•University Libraries Promotion Review and Tenure Committee(s) access to Google drive removed.</li> </ul>
Friday, February 21, 2025	Deadline for Director/faculty supervisor to complete faculty reviews and AAP score proposals for faculty members under their supervision.		<ul style="list-style-type: none"> <li>•Executive Director completes reviews for all University Libraries Candidates applying for consideration for promotion and/or tenure and uploads his/her review(s).</li> <li>•Original letters, forms and other materials are retained in the office of the Executive Director of University Libraries.</li> </ul>
	<a href="#">Supervisor's Evaluation Form</a>		
Wednesday, February 26, 2025			Executive Director's access to the Google drive removed.
Wednesday, April 2, 2025		Deadline for Annual Probationary Faculty Review to be completed for eligible faculty.	
Monday, April 7, 2025		Deadline for Executive Director's report to be submitted to Academic Affairs indicating that all probationary reviews have been completed.	
June		<ul style="list-style-type: none"> <li>•University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure.</li> <li>•University notifies candidates of the actions taken by the Board of Trustees.</li> </ul>	

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Friday, June 27, 2025	Completed AAP Scores due to Academic Affairs.		
Friday, August 15, 2025		Promotion and/or tenure becomes effective.	