

PART V - APPOINTMENT CALENDAR FOR SECOND-YEAR OR LATER RENEWAL <sup>1 2 3 4 5</sup>  
 (READ IMPORTANT FOOTNOTES)

Aug. 26	The Office of Human Resources shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Jan. 22 [Sept. 3]	The Department Chairperson <sup>6</sup> shall notify the Department Evaluation Committee (DEC) in writing of second year or later renewal evaluations to be conducted. The DEC notifies the members who must be evaluated.
Jan. 24 [Sept. 10]	The DEC Chairperson shall inform, in writing, each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC prior to the committee making its recommendation. Members to be evaluated should expeditiously meet with Office of Human Resources for the purpose of examining their personnel file.  The Office of Human Resources shall make available to the DEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.
Feb. 11 [Oct. 1]	Candidates shall upload their renewal file.
Feb. 12 [Oct. 2]	Access to the file shall automatically be provided to the DEC.

<sup>1</sup> Dates for appointees who begin their employment in January or have had extensions to their original calendar that places them on the January calendar, are in brackets.

<sup>2</sup> Due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fall on weekends or holidays.

<sup>3</sup> Access to the file shall be granted between the hours of 6:00am – 9:00am on the indicated date (rolling out access can take several hours) and shall be removed at 5:00pm on the indicated date.

<sup>4</sup> Faculty members with pending work authorization extensions follow the First Year Renewal Appointment Calendar.

<sup>5</sup> All Athletic Trainers follow the 1<sup>st</sup> Year Renewal Calendar, they do not follow this calendar.

<sup>6</sup> Library Spokesperson shall serve as the Department Chairperson for Library Faculty. The Counseling Director shall serve as Chairperson for Counseling Faculty and shall receive access to the file at the same date as the Dean.

Feb. 28 [Oct. 11]	The DEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:hr@southernct.edu">hr@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. DEC access shall automatically be removed. The candidate shall have four days to upload the DEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 1-4 [Oct. 12-15]	The candidate shall have four days to upload the DEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 5 [Oct. 16]	Access to the file shall automatically be provided to the Department Chairperson.
March 25 [Oct. 25]	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:hr@southernct.edu">hr@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. Department Chairperson access shall automatically be removed.
March 26-30 [Oct 26-29]	The candidate shall have four days to upload the Department Chairperson’s written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
March 31 [Oct. 30]	Access to the file shall automatically be provided to the Dean/Director.
April 25 [Nov. 14]	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:hr@southernct.edu">hr@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email. Dean/Director access shall automatically be removed.
April 26-29 [Nov. 15-18]	The candidate shall have four days to upload the Dean’s/Director’s written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
April 30 [Nov. 19]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
May 31 [Dec. 31]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources ( <a href="mailto:hr@southernct.edu">hr@southernct.edu</a> – email will not be active until the beginning of the semester) and to the candidate via email.