

PART IV -- APPOINTMENT CALENDAR FOR FIRST-YEAR RENEWAL ^{1 2 3 4 5}
(READ IMPORTANT FOOTNOTES)

Aug. 22	HR shall send computer-generated reports to the Department Chairpersons that assist in the determination of renewal.
Nov. 28 [Sept. 2]	The Department Chairperson ⁶ shall notify the Department Evaluation Committee/Counseling Faculty Evaluation Committee (DEC/CFEC) in writing of first year renewal evaluations to be conducted. The DEC/CFEC notifies the candidates who must be evaluated.
Dec. 9 [Sept. 9]	<p>The DEC/CFEC 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/CFEC 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.</p> <p>The Office of Human Resources shall make available to the DEC/CFEC the personnel file of those members to be evaluated subject to the provisions of Article 4.14.2 of the Collective Bargaining Agreement.</p>
Jan. 20 [Sept. 21]	Candidates shall upload their renewal file. Access to the file shall automatically be provided to the DEC/CFEC.

¹ Dates for first year appointees who begin their employment in January are in brackets.

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

³ 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.

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

⁵ Athletic Trainers shall follow the First Year Renewal Calendar for renewals (CBA Article 6.7.1).

⁶ 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. The Athletic Director shall serve as Chairperson for Athletic Trainers and shall receive access to the file at the same date as the Dean.

Jan. 25 [Sept. 28]	The DEC/CFEC shall transmit its written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. DEC/CFEC access shall automatically be removed.
Jan. 26-29 [Sept. 29 – Oct 2]	The candidate shall have four days to upload the DEC/CFEC written recommendation to the file and to upload a written response and/or additional materials in support of their application for renewal.
Jan. 30 [Oct. 3]	Access to the file shall automatically be provided to the Department Chairperson.
Feb. 3 [Oct. 7]	The Department Chairperson shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Department Chairperson access shall automatically be removed.
Feb. 4-7 [Oct. 8-11]	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.
Feb. 8 [Oct. 12]	Access to the file shall automatically be provided to the Dean/Director.
Feb. 16 [Oct. 20]	The Dean/Director shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email. Dean/Director access shall automatically be removed.
Feb. 17-20 [Oct 21-24]	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.
Feb. 21 [Oct. 25]	Access to the file shall automatically be provided to the Provost/appropriate Vice-President.
Mar 1 [Nov 1]	Provost/appropriate Vice-President shall transmit their written recommendation, with supporting reasons, to the Office of Human Resources and to the candidate via email.