

2023-2024 Time Schedule by Action

2023-2024 TIME SCHEDULE FOR PERSONNEL DECISIONS

Schedule for Teaching Faculty

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2023-2024 Time Schedule by Action

(By Action June 2023)

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Date	Action
	Department Chair and the Personnel Committee a copy of his or her final evaluation of the Department Chair.
Friday 3/29/24	If the Provost and Senior Vice President for Academic Affairs disagrees with the Department Personnel Committee's or the College Dean's evaluation of the Department Chair as Chair, he or she shall provide the Department Chair, the College Dean, and the Department Personnel Committee Chair with a written statement of the reason(s) for the disagreement. The final evaluations of the Department Chair both as a faculty member and as a chair, following any possible appeals, become part of the Department Chair's personnel file.
Wednesday 4/3/24	Last day for a Department Chair who disagrees with all or any part of his or her final evaluation to appeal to the Faculty Appeals Committee.
Thursday 4/25/24	Faculty Appeals Committee reports its recommendations to the Provost and Senior Vice President for Academic Affairs on any evaluation appeals from Department Chairs.

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Faculty Evaluation of Deans

Date	Action
Wednesday 2/21/24	The Provost and Senior Vice President for Academic Affairs and Faculty Senate Governance Committee develop the form to be effective the next academic year used for faculty evaluation of College Deans, the Graduate Dean, and Dean of Libraries according to the guidelines of the <u>Teaching and Research Faculty Handbook</u> .

Friday
3/22/24

College Deans, Graduate Dean, and Dean of Libraries distributes to all faculty within the College/Library an annual report summarizing his or her accomplishments related to responsibilities as Dean/Dean of Libraries and annual goals, covering the period since the last report to the faculty.

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Student Evaluation of Faculty

Date	Action
Monday - Friday 9/25/23- 9/29/23	Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .
11/13/23- 12/1/23	Department Personnel Committee administers the University-wide student evaluations of tenured, tenure track faculty, special purpose, full-time temporary, and adjunct (part-time) faculty for full- semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .
Tuesday 12/15/23	Department Personnel Committee and Department Chair receive results from student evaluations of tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty .
Tuesday 1/16/24	Department Personnel Committee provides numerical summaries for all fall student evaluations of faculty to the faculty member and to the Department Chair.
Monday- Friday 2/19/24- 2/23/24	Department Personnel Committee administers the University-wide student evaluations of faculty for half-semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .
4/15/24- 4/26/24	Department Personnel Committee administers the University-wide student evaluations of tenured, tenure track faculty, special purpose, full-time temporary, and adjunct (part-time) faculty for full- semester courses according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .
Friday 5/10/24	Department Personnel Committee and Department Chair receive results from student evaluations of tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty .
Friday 5/24/24	Department Personnel Committee provides numerical summaries for all spring student evaluations of faculty to the faculty member and to the Department Chair. Summer sessions are excluded, unless evaluations are requested by the faculty member and/or others as outlined in section 1.4.1.3 of <u><i>The Teaching and Research Faculty Handbook</i></u> . In which case, the Department Personnel Committee would administer the student evaluations of said faculty for summer courses as follows: Maymester during the 12-14th day, Summer I and II during the 5th week of classes, and Summer III during the 12-14 week.
Monday 8/19/24	Department Personnel Committee provides numerical summaries for all summer student evaluations of faculty to the faculty member and to the Department Chair.

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Reappointment of Tenure-Track and Special Purpose Faculty in Second Year of Service

Date	Action
Wednesday 9/13/23	Department Personnel Committee shall initiate the reappointment process for each tenure-track and special purpose faculty member by requesting a copy of the following documents from the Department Chair. (These documents will not be available for faculty in their first year of service.) If the tenure-track faculty member is a chair/director, they must be included in the tenure-track reappointment process. They can provide an addendum to their current Faculty Annual Report to include activity from February to August. Department Personnel Committee shall conduct a thorough evaluation of the faculty member's performance.
Friday 9/29/23	Department Personnel Committee shall make its written recommendation for reappointment, including full justification, to the Department Chair. The Department Personnel Committee shall provide a copy of its recommendation and justification to the faculty member.
Wednesday 10/11/23	Department Chair submits his or her written recommendation on the application for reappointment, to the College Dean with a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of his or her recommendation and justification to the faculty member and the Department Personnel Committee.
Wednesday 10/18/23	College Dean submits his or her written recommendation on the application for reappointment, including justification, to the Provost and Senior Vice President for Academic Affairs with the recommendations and justifications of the Department Personnel Committee and the Department Chair. The College Dean shall provide a copy of his or her recommendation and justification to the faculty member, the Department Personnel Committee, and the Department Chair.
Friday 10/20/23	Last day for second year faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Department Personnel Committee, the Department Chair, or the College Dean.
Monday 10/30/23	Faculty Appeals Committee reports its recommendations to the Provost and Senior Vice President for

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Promotion Recommendations

Date	Action
Friday 9/8/23	Faculty member notifies the Department Chair of intent to apply for promotion.
Monday 10/16/23	Faculty member initiates an application for promotion to the Department Chair and shall provide supporting documentation which must include a statement justifying promotion, evaluations of the faculty member from the Department Chair for the past six years of approved appointments including a summary of student evaluations and peer evaluations (if applicable), current curriculum vita, and any additional information appropriate to support a recommendation for

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Date	Action
Wednesday 2/21/24	Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative tenure recommendations from the Provost and Senior Vice President for Academic Affairs.
Friday 3/1/24	Faculty Appeals Committee reports to the President its recommendations on any appeals regarding tenure recommendations of the Provost and Senior Vice President for Academic Affairs. The final decision determined by the President.
Wednesday 3/13/24	If the Provost and Senior Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the candidate of his or her decision including justification. The final decision determined by the President.

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**2023-2024 TIME SCHEDULE FOR
PERSONNEL DECISIONS**

Administrative and Professional Faculty in Academic Affairs

The personnel policies of Radford University, as approved by the Board of Visitors, are given in the Teaching and Research Faculty Handbook and the Administrative and Professional Faculty Handbook. Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies. Exceptions to these established dates may occasionally be necessary and must be approved by the Provost and Senior Vice President for Academic Affairs.

