

2023-2024 Time Schedule by Action

2023-2024 TIME SCHEDULE FOR PERSONNEL DECISIONS

Schedule for Teaching Faculty

The personnel policies of Radford University, as approved by the Board of Visitors, are provided in the [Teaching and Research Faculty Handbook \(T&R\)](#) and the [Administrative and Professional Faculty Handbook \(A/P\)](#)

- x The T&R handbook and A/P handbook take precedence over the information within the Time Schedule for Personnel Decisions document.

2023

2023-2024 Time Schedule by Action

Date	Action
Monday 2/5/24	Adjunct (part-time) signs, acknowledges via email or contests with dean for fall 2023 semester.
Monday 6/10/24	Department chair provides a written evaluation for the spring 2024 semester to the adjunct (part-time) based on assigned responsibilities outlined in their letter of appointment.
Monday 6/24/24	Adjunct (part-time) signs, acknowledges via email or contests with dean for spring 2024 semester.

2023-2024 Time Schedule by Action

Annual Chair/School Director Evaluation

Date	Action
	Refer to Teaching and Research Faculty Handbook - Section 1.4.2 Evaluation of Department Chairs and School Directors
Monday 11/27/23 <small>(Date occurs on Monday of the last week of classes)</small>	Request from Institutional Effectiveness and Quality Improvement (IEQI) to Personnel Committee Chairs to ask if department chairs' evaluations will be conducted through Class Climate by IEQI or if Personnel Committee Chairs will be responsible for administering chair evaluations.
Monday 12/11/23 <small>(Date occurs on day grades are due)</small>	Date by which Personnel Committee Chairs should notify Institutional Effectiveness and Quality Improvement (IEQI) of how department chairs' evaluations will be conducted either through Class Climate by IEQI or Personnel Committee Chairs will be responsible for administering chair evaluations.
Monday 1/22/24	Last day for Department Chair to submit Faculty Annual Report and report of accomplishments regarding roles and responsibilities as Department Chair to the Department Personnel Committee. Department Personnel Committee distributes chair evaluation forms to all faculty of the department, if not requested to be administered by Class Climate.
Monday 1/29/24	Last day for faculty to complete chair evaluation forms.
Tuesday 1/30/24	Class Climate reports are sent to Personnel Committees.
Monday 2/5/24	Department Personnel Committee prepares written tentative evaluations of Department Chair, as a faculty member and separately as a chair, and provides these to the Department Chair.
Thursday 2/8/24	Last day for a Department Chair to submit response to Department Personnel Committee in appeal of his or her evaluation.
Monday 2/12/24	Department Personnel Committee notifies all Chairs who submitted evaluation appeals as to the Committee's decision on the appeal.

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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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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>Teaching and Research Faculty Handbook</u> .
11/13/23- 12/1/23	Department Personnel Committee administers the University-wide student evaluations of tenured , tenure track faculty , special purpose , fullbook

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Friday 3/1/24	Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations from the Provost and Senior Vice President for Academic Affairs. The final decision is determined by the President.
Monday 3/11/24	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 is determined by the President.

2023-2024 Time Schedule by Action

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 faculty member's current Faculty Annual Report and evaluation 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 cumulative documentation.
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 Academic Affairs on any appeals regarding negative reappointment recommendations by the Department Personnel Committee, the Department Chair, or the College Dean concerning faculty in the second year of service.
Monday 11/13/23	Provost and Senior Vice President for Academic Affairs submits his or her recommendations on the application for reappointment to the President for faculty in the second year of service. The Provost and Senior Vice President for Academic Affairs shall provide a copy of his or her recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean. If the recommendation is negative, the letter to the candidate shall constitute notice of intention not to reappoint.

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Tenure Recommendations

Date	Action
Friday 9/8/23	Faculty member notifies the Department Chair of intent to apply for tenure.
Monday 10/16/23	<p>Faculty member initiates an application for tenure to the Department Chair and shall provide supporting documentation, which must include a statement justifying the granting of tenure, all past evaluations including a summary of student evaluations and faculty evaluations (if applicable), current curriculum vita, and any additional information appropriate to support a recommendation for tenure.</p> <p>Faculty who are applying simultaneously for promotion and for tenure may submit a single application that applies to both. The application should include documentation supporting the application for both promotion and tenure, as outlined above.</p>
Friday 10/20/23	Department Chair submits all applications for tenure and supporting documentation to the Chair of the Department Personnel Committee, and shall notify the College Dean of the name(s) of faculty member(s) requesting tenure.
Monday 11/13/23	Department Personnel Committee submits its written recommendation on the application for tenure, including justification, f21(i4(h)-9(e)] -7(pa)4(r)-3(tm)-21(en

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Schedule for Library Faculty

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- x The T&R handbook and A/P handbook take precedence over the information within the Time Schedule for Personnel Decisions document.
- x Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies.
- x The following dates are established solely for the purpose of administering Board-approved personnel policies.
- x Exceptions to these established dates may occasionally be necessary and must be approved by the Provost and Senior Vice President for Academic Affairs.

Please Note - Throughout this document:

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