

## 2004-2005 Promotion and Continuing Contract Calendar

The department head for regional campus library directors is the regional campus executive director.

Year	Date	Who	Action →	The described action may take place on or before the date listed.
2004	May	Librarians	Annual meeting of librarians with the Personnel Committee to review the promotion and continuing contract calendar and other issues	
	June	Librarian	Letter stating intention to apply for promotion/continuing contract or promotion is due to Dean & AUL	
	June 30	Dean	Notifies the Associate Provost how many librarians have expressed intent to apply for promotion/continuing contract or promotion	
		PC	Non-LARPS librarians receive annual notice to select old or new personnel system	
	July 1	Librarian	Promotion/continuing contract or promotion dossiers, supplemental materials, and names of reviewers are due to the department head	
	Aug 16	Department Head	Promotion/continuing contract or promotion dossiers, supplemental materials, list of reviewers, and the department heads' written recommendation are due to the Dean & AUL	
	Sept 1	Dean & AUL	Candidate and department head are consulted to develop the final list of reviewers and supporting documentation for reviewers	
	Sept 15	Dean & AUL	Letters of request are sent to reviewers	
	Oct 15	Dean & AUL	Reminder message sent to reviewers (if needed)	
	Nov 1	Reviewers	All letters of reference or evaluation are due to the Dean & AUL	
	Dec 15	Department Head	Deadline for non-reappointment recommendation due to the Dean	
	2005	Jan 17	Dean	Recommendations of the Dean are communicated in writing to the candidate(s)
Dean			Applications with positive recommendations from the Dean are forwarded to the University Provost	
Dean & AUL			Supplemental materials are returned to the candidate	
Jan 21		Dean	Recommendation for non-reappointment due to the Provost	
Jan 24		Librarian	Deadline to notify the department head and the Dean in writing if a candidate for promotion chooses to withdraw from the process	
Feb 1		Provost	Recommendations and applications endorsed by the Provost are sent to the President for review. Those endorsed by the President are sent to the Board of Trustees for final action	

**Abbreviation:** PC=Personnel Committee