

2024-2025 Time Schedule by Action

2024-2025 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 \(A/P\)](#)

- The T&R handbook and A/P handbook take precedence over the information within the [Time Schedule for Personnel Decisions](#) document.
- Some policies include fixed deadline dates while others require that procedural deadlines and action dates be established in order to execute the policies.
- The following dates are established solely for the purpose of administering Board-approved personnel policies.
- 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:

- “Department” refers to an academic Department or School
- “Department Chair or Chair” refers to academic Department Chair or School Director

2024-2025 Time Schedule by Action

Evaluation of Faculty

Date	Action
Thursday 8/15/24	Last day for returning tenured, tenure-track, special purpose and full-time temporary (with an option of renewal) faculty to submit Faculty Annual Report (FAR's) to Department Chair.
Monday 9/9/24	Department Chair prepares faculty evaluations and distributes to each evaluated faculty member a tentative evaluation of the faculty member including strengths and/or weaknesses within each category; a rating of performance for each category; and an overall evaluation and written justification for the ratings given in each evaluation category.
Friday 9/20/24	Faculty member, in consultation with the Department Chair, determines the percentage value (within the prescribed range) for each evaluation category. Last day for a faculty member to submit written response to the Department Chair or to hold a conference with the Department Chair in appeal of their evaluation.
Monday 9/23/24	Department Chair notifies all faculty who submitted evaluation appeals as to the Chair's decision on the appeal. Department Chair submits to the College Dean the Chair's evaluations of faculty along with the Faculty Annual Reports.
Monday 10/7/24	If the Dean disagrees with the evaluation from the Department Chair, then the Dean shall set forth their written reasons for disagreement. If the Dean adds anything to the evaluation, a written copy of the Dean's comments shall be sent to the Chair and to the faculty member.
Monday 10/21/24	Last day for any faculty member who disagrees with all or any part of their final evaluation to appeal to the Faculty Appeals Committee.
Monday 11/4/24	Faculty Appeals Committee reports to the Provost and Senior Vice President for Academic Affairs its recommendations on faculty appeals of an evaluation.
Monday 11/11/24	As soon as the evaluation process is completed, the following shall become a part of each faculty file in the Office of the Provost and Senior Vice President for Academic Affairs: the faculty member's Faculty Annual Report, the faculty member's evaluation from the Chair with numerical ratings; the decisions and comments of the Dean; any written disagreements with either the Chair or the Dean that the faculty member under evaluation wishes to include; any recommendations that may issue from the Faculty Appeals Committee; any final decisions rendered by the Provost and Senior Vice President for Academic Affairs subsequent to recommendations of the Faculty Appeals Committee. (Evaluations due to Provost Office).
12/13/24- 1/11/25	An ad hoc committee consisting of three tenured faculty members mutually agreed upon by the chair and the tenured faculty member being evaluated will initiate an in-depth evaluation of any tenured faculty member whose overall evaluation rating or teaching evaluation rating falls below 3.0, which is in accord with the Post-tenure Review Policy. Within 30 days of the last day of final examinations of the previous semester, the post-tenure review ad hoc committee will develop, in consultation with any faculty member undergoing an in-depth evaluation, a strategic plan designed to remedy performance deficiencies.
Monday 1/27/25	Department chair provides a written evaluation for the fall 2024 semester to any adjunct (part-time) not teaching in spring 2025 based on assigned responsibilities outlined in their letter of appointment.

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Date	Action
Monday 2/10/25	Adjunct (part-time) not teaching in spring 2025 signs, acknowledges via email or contests with dean for fall 2024 semester.
Monday 6/9/25	Department chair provides a written evaluation for the 2024-2025 AY (those teaching during both fall 2024 and spring 2025) OR spring 2025 semester (those teaching only during spring 2025), to the adjunct (part-time) based on assigned responsibilities outlined in their letter of appointment.
Monday 6/23/25	Adjunct (part-time) signs, acknowledges via email or contests with dean for 2024-2025 AY OR spring 2025 semester.

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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 12/2/24 <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 survey software reports by IEQI or if Personnel Committee Chairs will be responsible for administering chair evaluations.
Monday 12/16/24 <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 survey software reports by IEQI or Personnel Committee Chairs will be responsible for administering chair evaluations.
Monday 1/27/25	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 Survey software reports.
Monday 2/3/25	Last day for faculty to complete chair evaluation forms.
Tuesday 2/4/25	Survey software reports are sent to Personnel Committees.
Monday 2/10/25	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 2/13/25	Last day for a Department Chair to submit response to Department Personnel Committee in appeal of their evaluation.
Monday 2/17/25	Department Personnel Committee notifies all Chairs who submitted evaluation appeals as to the Committee's decision on the appeal. Department Personnel Committee submits to the College Dean its written summary and overall evaluation of the Department Chair as Chair, accompanied by each Department Chair evaluation form, or Survey software reports, and its evaluation of the Department Chair as a faculty member.
Monday 2/24/25	Dean provides their written evaluation of the Department Chair to the Department Chair. If the Dean disagrees with the Department Personnel Committee's evaluation of the Chair as a faculty member, they shall provide the Department Personnel Committee and the Department Chair with the written reasons for the disagreement.
Friday 2/28/25	Last day for a Department Chair to submit response to College Dean in appeal of their evaluation.
Wednesday 3/5/25	College Dean forwards their final evaluation of the Department Chair to the Provost and Senior Vice President for Academic Affairs, along with the Department Personnel Committee's evaluations of the Department Chair as Chair and as faculty member. The College Dean shall forward to the

2024-2025 Time Schedule by Action

Date	Action
	Department Chair and the Personnel Committee a copy of their final evaluation of the Department Chair.
Friday 4/4/25	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, they 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 4/9/25	Last day for a Department Chair who disagrees with all or any part of their final evaluation to appeal to the Faculty Appeals Committee.
Thursday 5/1/25	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 2/26/25	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 and the University Librarian according to the guidelines of the <u><i>Teaching and Research Faculty Handbook</i></u> .
Friday 3/28/25	College Deans and the University Librarian distributes to all faculty within the College/Library an annual report summarizing their accomplishments related to responsibilities as Dean/University Librarian and annual goals, covering the period since the last report to the faculty.
Monday 3/31/25	Institutional Effectiveness and Quality Improvement, (IEQI), administers the Faculty Senate Governance Committee-approved forms to all college faculty, and University Librarian evaluation forms to all library faculty.
Monday 4/7/25	Last day to complete College Dean, University Librarian evaluation forms.
Tuesday 4/8/25	Survey software reports are sent to Faculty Senate Governance Committee.
Monday 4/21/25	The Faculty Senate Governance Committee provides summaries of the College Dean and University Librarian evaluation surveys, including the summary report from the survey software to the Provost and Senior Vice President for Academic Affairs, the College Deans, and the University Librarian.

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Student Evaluation of Faculty

Date	Action
Monday - Friday 9/30/24-10/4/24	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> .
11/18/24-12/6/24	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 12/20/24	Department Personnel Committee, Department Chair and faculty receive results from student evaluations of tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty . These are released within a week of final grade submission.
Monday-Friday 2/24/25-2/28/25	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> .
4/21/25-5/2/25	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 5/16/25	Department Personnel Committee, Department Chair and faculty receive results from student evaluations of tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty . These are released within a week of final grade submission. .
Friday 5/30/25	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 8/25/25	Department Personnel Committee, Department Chair and faculty receive results from student evaluations of tenured, tenure track, special purpose, full-time temporary, and adjunct (part-time) faculty . These are released within a week of final grade submission.

2024-2025 Time Schedule by Action

Reappointment of Tenure-Track and Special Purpose Faculty in First Year of Service and in Third and Subsequent Years of Service

Date	Action
Monday 10/14/24	<p>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.</p> <p>Note: Reappointment letter not required if faculty member is applying for tenure.</p>
Monday 11/4/24	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.
Monday 11/18/24	Department Chair submits their written recommendation on the application for reappointment, including justification, to the College Dean with a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of their recommendation and justification to the faculty member and the Department Personnel Committee.
Tuesday 1/7/25	College Dean submits their 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 their recommendation and justification to the faculty member, the Department Personnel Committee and the Department Chair.
Tuesday 1/21/25	Last day for 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.
Friday 1/31/25	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.
Friday 2/14/25	Provost and Senior Vice President for Academic Affairs submits their recommendations on the application for reappointment to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean. If the recommendation is negative, then the letter to the candidate shall constitute notice of intention not to reappoint.

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Date	Action
Friday 2/21/25	Last day for faculty member to appeal to the Faculty Appeals Committee regarding negative reappointment recommendation by the Provost and Senior Vice President for Academic Affairs.
Friday 3/7/25	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 3/17/25	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 their decision including justification. The final decision is determined by the President.

2024-2025 Time Schedule by Action

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

Date	Action
Wednesday 9/18/24	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 10/4/24	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 10/16/24	Department Chair submits their 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 their recommendation and justification to the faculty member and the Department Personnel Committee.
Wednesday 10/23/24	College Dean submits their 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 their recommendation and justification to the faculty member, the Department Personnel Committee, and the Department Chair.
Friday 10/25/24	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 11/4/24	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 11/18/24	Provost and Senior Vice President for Academic Affairs submits their 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 their 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.
Tuesday 1/21/25	Last day for second year faculty member to appeal to the Faculty Appeals Committee regarding a negative reappointment recommendation by the Provost and Senior Vice President for Academic Affairs.

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Date	Action
Monday 1/27/25	Faculty Appeals Committee reports to the President its recommendations on any appeals regarding negative reappointment recommendations for second year faculty from the Provost and Senior Vice President for Academic Affairs. The final decision is determined by the President.
Monday 2/3/25	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 their decision including justification. The final decision is determined by the President.

2024-2025 Time Schedule by Action

Promotion Recommendations

Date	Action
Friday 9/20/24	Faculty member notifies the Department Chair of intent to apply for promotion.
Monday 10/21/24	<p>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 promotion.</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 10/25/24	Department Chair submits all applications for promotion and supporting documentation to the Chair of the appropriate Department Promotion Committee and shall notify the College Dean of the name(s) of faculty member(s) requesting promotion.
Monday 11/18/24	Department Promotion Committee submits its written recommendation on the application for promotion, including justification, to the Department Chair with all supporting documentation. The Department Promotion Committee shall provide a copy of its recommendation and justification to the candidate.
Wednesday 12/4/24	Department Chair submits their written recommendation on the application for promotion, including justification, to the College Dean with all supporting documentation and a copy of the Department Promotion Committee's recommendation and justification. The Department Chair shall provide a copy of their recommendation and justification to the candidate and to the Department Promotion Committee.
Tuesday 1/7/25	College Dean submits their written recommendation on the application for promotion, 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 their recommendation and justification to the candidate, the Department Promotion Committee, and the Department Chair.
Tuesday 1/21/25	Last day to submit appeal to the Faculty Appeals Committee regarding negative promotion recommendations by the Department Promotion Committee, the Department Chair, or the College Dean.
Wednesday 2/5/25	Faculty Appeals Committee reports to the Provost and Senior Vice President for Academic Affairs its recommendations on any appeals regarding a negative promotion recommendation by the Promotion Committee, the Department Chair, or the College Dean.
Wednesday 2/19/25	Provost and Senior Vice President for Academic Affairs submits their written recommendation on the application for promotion to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their recommendation to the candidate, the Department Promotion Committee, the Department Chair, and the College Dean.

2024-2025 Time Schedule by Action

Wednesday 2/26/25	Last day for faculty member to submit appeal to the Faculty Appeals Committee regarding negative promotion recommendation from the Provost and Senior Vice President for Academic Affairs.
Friday 3/7/25	Faculty Appeals Committee reports to the President its recommendations on any appeals regarding promotion recommendations of the Provost and Senior Vice President for Academic Affairs. The final decision determined by the President.
Wednesday 3/19/25	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 their decision including justification. The final decision determined by the President.

2024-2025 Time Schedule by Action

Tenure Recommendations

Date	Action
Friday 9/20/24	Faculty member notifies the Department Chair of intent to apply for tenure.
Monday 10/21/24	<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 10/25/24	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 11/18/24	Department Personnel Committee submits its written recommendation on the application for tenure, including justification, to the Department Chair with all supporting documentation. The Department Personnel Committee shall provide a copy of its recommendation and justification to the candidate.
Wednesday 12/4/24	Department Chair submits their written recommendation on the application for tenure, including justification, to the College Dean with all supporting documentation and a copy of the Department Personnel Committee's recommendation and justification. The Department Chair shall provide a copy of their recommendation and justification to the candidate and to the Department Personnel Committee.
Tuesday 1/7/25	College Dean submits their written recommendation on the application for tenure, 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 their recommendation and justification to the candidate, the Department Personnel Committee, and the Department Chair.
Tuesday 1/21/25	Last day to submit appeal to the Faculty Appeals Committee regarding negative tenure recommendations by the Department Personnel Committee, the Department Chair, or the College Dean.
Wednesday 2/5/25	Faculty Appeals Committee reports to the Provost and Senior Vice President for Academic Affairs its recommendations on any appeals regarding a negative tenure recommendation by the Department Personnel Committee, the Department Chair, or the College Dean.
Wednesday 2/19/25	Provost and Senior Vice President for Academic Affairs submits their written recommendation on the application for tenure to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their recommendation to the candidate, the Department Personnel Committee, the Department Chair, and the College Dean.

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Date	Action
Wednesday 2/26/25	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 3/7/25	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 3/19/25	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 their decision including justification. The final decision determined by the President.

2024-2025 Time Schedule by Action

2024-2025 TIME SCHEDULE FOR PERSONNEL DECISIONS

Schedule for Library Faculty

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2024-2025 Time Schedule by Action

Evaluation of Library Faculty

Refer to Administrative and Professional Faculty Handbook - Revision 12/2/2022
 Timelines for evaluations and revised Performance Expectations - section 1.9.3
 Criteria for Evaluation - sections 1.9.4 thru 1.9.7

Date	Action
Monday 9/16/24	Last day for returning library faculty to submit Faculty Annual Report (FAR's) to supervisor.
Thursday 10/31/24	Supervisor completes and submits to the reviewer the written library faculty evaluations as described in the <i>Administrative and Professional Faculty Handbook</i> , section 1.9. Individual Faculty Annual Reports will accompany each evaluation.
Thursday 11/14/24	Reviewer reviews, signs, and returns to the supervisor each library faculty member's evaluation.
Monday 11/18/24	Supervisor distributes library faculty evaluations and reviews them with each library faculty member. Supervisor and library faculty member sign the evaluation.
Monday 11/18/24	Supervisor notifies all library faculty who submitted evaluation appeals as to the supervisor's and reviewer's decision on the appeal. Supervisor submits to the University Librarian the supervisor's signed evaluations of library faculty along with the Faculty Annual Reports.
Wednesday 11/20/24	Last day for a library faculty member to appeal the evaluation to the supervisor and reviewer as an informal grievance.
Saturday 11/30/24	Revised Performance Expectations for the current year shall be developed no later than November 30.
Wednesday 12/4/24	Last day to notify a faculty member with more than five year(s) of service of non-reappointment. *
Thursday 12/5/24	The University Librarian forwards each library faculty member's evaluation from the supervisor to the Provost and Senior Vice President for Academic Affairs. If the University Librarian disagrees with the evaluation from the supervisor, the University Librarian shall set forth their reasons for disagreement. If the University Librarian adds anything to the evaluation, a written copy of the University Librarians' comments shall be sent to the supervisor and to the library faculty member.
Friday 12/13/24	Last day for any library faculty member who disagrees with their final evaluation to file a formal grievance according to the procedures of the <i>Administrative and Professional Faculty Handbook</i> , section 1.10.
	Before any non-reappointment, please contact Jenene Lewis in Human Resources at 831-7286 or email hjlewis@radford.edu .

2024-2025 Time Schedule by Action

Library Faculty Promotion Recommendations

Date	Action
Friday 9/20/24	Library faculty member notifies University Librarian of intent to apply for promotion.
Monday 10/21/24	Library faculty member initiates an application for promotion to the University Librarian and shall provide supporting documentation which must include a statement justifying promotion; evaluations of the faculty member for the years of service at Radford University, up to six years; current curriculum vita; and any additional information appropriate to support a recommendation for promotion.
Friday 10/25/24	The University Librarian submits all applications for promotion and supporting documentation to the Chair of the appropriate Library Promotion Committee.
Monday 11/18/24	Library Promotion Committee submits its written recommendation on the application for promotion, including justification, to the University Librarian with all supporting documentation. The Library Promotion Committee shall provide a copy of its recommendation and justification to the candidate.
Wednesday 12/4/24	Last day for a library faculty member to submit response to the Library Promotion Committee and the University Librarian regarding the promotion recommendation and/or justification from the Library Promotion Committee.
Tuesday 1/7/25	The University Librarian submits their written recommendation on the application for promotion, including justification, to the Provost and Senior Vice President for Academic Affairs with the recommendation and justification of the Library Promotion Committee. The University Librarian shall provide a copy of their recommendation and justification to the candidate and the Library Promotion Committee.
Tuesday 1/21/25	Last day for a library faculty member to submit response to the University Librarian and the Provost and Senior Vice President for Academic Affairs regarding the promotion recommendation and/or justification from the University Librarian.
Wednesday 2/19/25	Provost and Senior Vice President for Academic Affairs submits their written recommendation on the application for promotion to the President. The Provost and Senior Vice President for Academic Affairs shall provide a copy of their recommendation to the candidate, the Library Promotion Committee, and the University Librarian.
Wednesday 2/26/25	Last day for library faculty member to initiate an informal grievance or to submit a formal grievance regarding negative promotion recommendation from the Provost and Senior Vice President for Academic Affairs according to the Administrative and Professional Faculty Handbook procedures.
Friday 3/7/25	Grievance Panel reports to the President its recommendations on any appeals regarding library faculty promotion recommendations of the Provost and Senior Vice President for Academic Affairs.
Wednesday 3/19/25	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 their decision including justification.

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Schedule for Administrative and Professional Faculty in Academic Affairs

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2024-2025 Time Schedule by Action

Evaluation of Administrative and Professional Faculty in Academic Affairs

Refer to Administrative and Professional Faculty Handbook - Revision 12/2/2022
 Timelines for evaluations and revised Performance Expectations - section 1.9.3
 Criteria for Evaluation - sections 1.9.4 thru 1.9.7

Date	Action
10/25-10/24	The performance cycle is October 25 to October 24 of each year.
	Performance Expectations shall be developed for new employees within 30 business days of the beginning of employment.
Thursday 10/31/24	Annual evaluations for the preceding year shall be completed no later than November 1.
Saturday 11/30/24	Revised Performance Expectations for the current year shall be developed no later than November 30.
	<p>AP members whose contracts are not being renewed will receive written notice of the non-renewal. The length of the notice is determined by the length of the AP member's Radford University consecutive years of service in any classification as follows:</p> <p><u>Length of Notice:</u> Less than 1 year of service - 1 month notice 1 to 5 years of service - 3 months notice More than 5 years of service – 12 months notice</p> <p>For additional information refer to the <u>A/P Handbook: 1.2 Terms and Conditions of Appointment and Continuing Employment</u></p>
	Before any non-reappointment, please contact Jenene Lewis in Human Resources at 831-7286 or email hjlewis@radford.edu .