

March 18, 2009

TO: College of Education Faculty and Staff

FROM: Lemuel W. Watson

SUBJECT: Personnel Calendar 2009-2010

The College of Education's Personnel Calendar has been approved by the College Council and submitted as follows:

Date	College Council	Department Personnel Committees
August		
Faculty Meetings August 17-21, 2009		
17		Sabbatical Leave requests due in department offices. DPC considers Sabbatical Leave requests from August 17 to September 11.
September		
04	College Council Meeting	
11		Sabbatical Leave requests due in dean's office
18	College Council Meeting to consider Sabbatical Leave requests	
21		Tenure and Promotion requests due in department offices. DPC to consider Tenure and Promotion requests from September 21 to October 30.
October		
02	College Council Meeting to consider Sabbatical Leave requests	
09	Sabbatical Leave requests due to Provost's office	
16	College Council Meeting	
30		Tenure and Promotion requests due in dean's office
November		
06	College Council Meeting to consider Tenure and Promotion requests	
20	College Council Meeting to consider Tenure and Promotion requests	
December		
04	College Council Meeting	
07	Promotion and Tenure requests due to Provost's office	

Date	College Council	Department Personnel Committees
January		
Faculty Meetings January 4-8, 2010		
15	College Council Meeting	
30		Faculty service reports due in department offices no later than 12:00 noon
February		
		Department begins review of non-tenured faculty toward tenure (February 2 to April 1)
05	College Council Meeting	
19	College Council Meeting to review and approve department chair, associate dean, and dean evaluation forms.	
		Department merit ratings and summary of composite ratings due in the dean's office
March		
01	Dean's evaluation forms distributed to faculty	Department chair evaluation forms distributed to faculty
05	College Council Meeting to review merit ratings and summary of composite ratings	Departments to hold elections for College Council Representatives and alternates from March 1 to March 31.
March 7-14, 2010 Spring Break		
08	College Council recommendations regarding summary of composite ratings due back to departments	
12		Department recommendations for merit ratings to faculty by this date
		The department reconsiders faculty merit ratings from March 15 to April 9.
19	College Council Meeting	
April		
		The DPCs meet with dean to discuss chairs' evaluations within the range of April 1 to April 30 . After the Dean and the DPCs meet, the Chair of the DPC and the Dean will discuss the results with the Department Chair.
April 2 Sabbatical Workshop		
05		Departments to report results of their election of College Council representatives and alternates to the Dean's office by April 5.
02	College Council Meeting to review the dean's and associate dean's evaluations	
16	College Council Meeting	
23		Appeals of merit ratings due in dean's office
May		
07	College Council Meeting to consider appeals of merit ratings	
10		Faculty notified of action regarding merit rating appeals
17		Verification of the review of progress toward tenure and third year review due in Dean's Office

Approved: March 20, 2009