(The A-328 Program)
Review and Notification Timetable
Academic Year 2021-2022
Updated

Completion Date

Nov. 12, 2021 (Fri.) FIRST NOTIFICATION to Academic Schools/Departments of faculty/librarians scheduled for assessment.

Jan. 14, 2022 (Fri.) SECOND NOTIFCATION to Academic Schools/Departments of faculty/librarians scheduled for assessment. (This notification includes distribution of Career Assessment materials to all candidates via Assessment Committee Chairperson.)

Jan. 21, 2022 (Fri.) FORMATION OF ASSESSMENT COMMITTEE
Department chairperson or library chairperson serves ex officio as chair of Assessment Committee except in his or her own case, when senior or next senior faculty/librarian in the department serves as chair. Assessee and Assessment Committee Chairperson consult on choice of two other members of Assessment Committee. (See pg. 2 of the Career Development Program, for guidelines on forming Assessment Committee.)

N.B. At option of Assessee and Assessment Committee, peer observations and/or student evaluations of candidate's classroom teaching -- two elements of the Career Assessment file -- may already have been collected during later part of Fall 2021 semester, when initial notice of 2021-2022 Career Development Program for Tenured Faculty/librarian went out. Otherwise, these observations and evaluations may be collected in Spring 2022 Semester, at any time during the seven-week period, prior to March 11, 2022, the date set for completion and filing of all assessment documents.

INITIAL MEETING OF ASSESSEE AND ASSESSMENT COMMITTEE
At this meeting, collection of all assessment documents will be projected for completion between January 21, 2022 and March 11, 2022.

Mar. 11, 2022 (Fri.) Candidate submits self-study to Assessment Committee Chairperson. (See p.5 of the Career Development Program, headed Self-Assessment by Tenured Faculty/librarians, for listing of elements required in self-study.)
All assessment documents (including peer observations and student evaluations of Assessee's instruction) completed and on file with Assessment Committee.

Mar. 21, 2022 (Mon.) Prior to preparing its final report, Assessment Committee meets with Assessee to notify Assessee of its evaluation and recommendations. Assessment Committee must discuss its evaluation and recommendations with Assessee.
Assessment Committee notifies Assessee in writing of its evaluation and recommendations and forwards final report and supporting documents to College Dean (who serves as President's designee). Written response by Assessee to Assessment Committee's report to College Dean may be attached to report.

Mar. 25, 2022 (Fri.) Assessee may present a written request to Assessment Committee to reconsider its evaluation and recommendations. If Assessee's request for reconsideration is granted, Assessment Committee will notify College Dean/University Librarian and President.

Apr. 8, 2022 (Fri.)	College Dean/University Librarian notifies Assessee of his or her independent evaluation and recommendations. If Dean's findings are different from those of Assessment Committee, a conference between Dean/Librarian, Assessment Committee and Assessee will be scheduled. WHERE APPROPRIATE, ASSESSMENT REPORTS AND STATEMENTS WILL BE FORWARDED TO CAREER DEVELOPMENT COMMITTEE.
Apr. 12, 2022 (Tues.)	Whenever consulted, Career Development Committee makes recommendations for sponsored career development to College Dean/University Librarian and President (with appropriate notification to Assessee).
April 14, 2022 (Thur.)	Assessee may address President in writing regarding Career Development Committee recommendations. President may accept, reject, or modify Career Development Committee recommendations and shall notify Assessee.
May 2, 2022 (Mon.)	President reports to Board of Trustees for action where necessary.
May 11, 2022 (Wed.)	President notifies Assessee of career development plan for Assessee.