

**Library Faculty Yr 1 and Yr 2 Faculty Plan and Reappointment**

**Library Faculty Plan and Reappointment in Yr 1**

Lib: Yr 1	Thurs Oct. 25	Solicitation of supporting materials by director of library for library faculty in first year of service.
Lib: Yr 1	Mon Jan. 7	Closing of library faculty file for librarians in first year of service.
Lib: Yr 1	Tues Jan. 29	Feedback review of librarians in first year of service by associate director.
Lib: Yr 1	Fri Feb 1.	Rebuttal letters to associate director recommendations are due by 2:00 p.m.
Lib: Yr 1	Tues Feb. 5	LPC feedback review of first-year library faculty due to director by 2:00 p.m.
Lib: Yr 1	Fri Feb. 8	Rebuttal letters to LPC recommendations are due by 2:00 p.m.
Lib: Yr 1	Tues Feb. 12	Director of the library provides feedback review to librarians in their first year of service .
Lib: Yr 1	Fri Feb. 15	Rebuttal letters to director of library recommendations are due by 2:00 p.m.
Lib: Yr 1 <b>PLAN</b>	Wed Mar. 20	LPC and associate director meet with library faculty in first year of service to review library faculty plan, except library faculty hired mid-year (January).

**Library Faculty Plan and Reappointment in Yr 2**

Lib: Yr 2	Fri Sep. 14	Solicitation of supporting materials by director for evaluation files of library faculty in second year of service. <b>Revised faculty plans due to LPC no later than October 22nd.</b>
Lib: Yr 2 <b>PLAN</b>	Fri Sep. 14	Librarians in second year of service must <b>submit draft library faculty plan to the LPC by October 11th.</b>
Lib: Yr 2 <b>PLAN</b>	Thurs Oct. 11	If needed, and in the case of a disagreement between the second-year library faculty member and the LPC about the quality of the faculty plan, library faculty in year two can request a vote by all of the tenured library faculty members on the acceptability of the plan. If the plan is not accepted and the tenured library faculty members recommend revisions, the second-year faculty member can revise the plan and submit to tenured library faculty members in time for LPC <b>vote on the revised plan by October 23th.</b> If tenured library faculty members do not vote to disapprove the plan, it is considered approved and is forwarded to the Associate Director.
Lib: Yr 2 <b>PLAN</b>	Mon Oct. 22	Revised plans must be submitted to tenured library faculty members for LPC vote on revised faculty plans on <b>October 23th.</b>
Lib: Yr 2 <b>PLAN</b>	Fri Oct. 26	Tenured library faculty members approve the plan and forward it to the associate director. Associate director's approval is due to the library faculty member by <b>November 26th.</b> If associate director does not send written disapproval of a plan by <b>November 27th,</b> the plan is considered approved. If associate director disagrees with the LPC however, the plan is forwarded to the director for an opinion. The director renders an opinion as soon as possible, but by <b>December 13th</b> at the latest.
Lib: Yr 2 <b>PLAN</b>	Mon Nov. 26	Associate director approves plan for library faculty members in second year of service. If the associate director disagrees with the LPC, however, the plan is forwarded to the director for an opinion. The director renders an opinion as soon as possible, but by <b>December 13th</b> at the latest.
Lib: Yr 2 <b>PLAN</b>	Thurs Dec. 13	If needed, Director reviews library faculty member plans.
Lib: Yr 2 <b>PLAN</b>	Thurs Dec. 20	If needed, Provost's opinion of plan due to faculty member. Library faculty member may revise plan in accordance with the Provost's opinion in time for file closing for library faculty members in second year of service. <b>File closing for library faculty members in second year of service is January 7th.</b>
Lib: Yr 2	Mon Jan. 7	Closing of annual evaluation files of library faculty in second year of service.
Lib: Yr 2 <b>PLAN</b>	Mon Jan. 7	Closing of library faculty plan file for librarians in second year of service.
Lib: Yr 2	Tues Jan. 22	Associate director makes recommendations to the LPC concerning reappointments of librarians in the second year of service.
Lib: Yr 2	Fri Jan. 25	Rebuttal letters to associate director recommendations are due by 2:00 p.m.
Lib: Yr 2	Tues Jan. 29	LPC makes recommendations to the director of library concerning reappointments and promotions of librarians I, II, and III in second year of service.
Lib: Yr 2	Fri Feb. 1	Rebuttal letters to LPC recommendations are due by 2:00 p.m.
Lib: Yr 2	Tues Feb. 5	Director of the library makes recommendations to Provost regarding reappointment of librarians in second year of service.
Lib: Yr 2	Fri Feb. 8	Rebuttal letters to director of library recommendations are due by 2:00 p.m.
Lib: Yr 2	Tues Feb. 12	As needed, Provost makes recommendations to President concerning reappointment of librarians in their second year of service.
Lib: Yr 2	Fri Feb. 15	Rebuttal letters to recommendation of the Provost due by 2:00 p.m.
Lib: Yr 2	Tues Feb. 19	President notifies librarians in the second year of service concerning recommendation to the Board of Trustees via email.