

**Academic Assembly of Librarians  
Temple University**

**Calendars of the Processes of Contract Renewal, Regular  
Appointment, and Promotion  
2009/2010**

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**CANDIDATE'S CALENDAR OF THE FALL CONTRACT RENEWAL AND REGULAR APPOINTMENT PROCESSES**

**NOTE: This process applies to**

- 1. all librarians applying for their third through fifth contracts,**
- 2. those librarians, hired between January and June, applying for their second contracts, and**
- 3. all librarians applying for regular appointment.**

8/10	The Dean of University Libraries sends each librarian a letter indicating length of service, rank, and length of service in that rank.
8/14	PARA notifies candidates of their consideration for contract renewal or regular appointment and requests the names of two or more peers.
8/21	Candidates submit the names of two or more peers to PARA.
8/24	PARA informs selected peers of candidates for contract renewal or regular appointment and notifies them of the September 18 deadline to submit their statements.
9/18	Candidates for renewal of their second through fifth contracts or for regular appointment must 1) review their personnel files and 2) submit their documentation by this date.
9/18	Selected peers of candidates for contract renewal or regular appointment must submit their written assessments to PARA by this date.
10/16	The candidate receives a copy of PARA's recommendations to the Dean of University Libraries.
10/30	The candidate receives a copy of the Dean's recommendation to the Provost.
12/22	The candidate receives the written decision of the Provost.

**CANDIDATE'S CALENDAR OF THE SPRING CONTRACT RENEWAL PROCESS**

**NOTE: This process applies to those librarians, hired between July 1 and December 21, applying for their second contracts.**

12/7	PARA informs librarians who are candidates for their second contract and who were hired between July 1 and November 30 that they must submit a written statement to PARA by January 8. (Peer assessments are not required.)
12/18	PARA informs librarians who are candidates for their second contract and who were hired between December 1 and December 21 that they must submit a written statement to PARA by January 8. (Peer assessments are not required.)
1/8	Candidates submit contract renewal statements to PARA.
1/22	The candidate receives a copy of PARA's recommendations to the Dean of University Libraries.
2/5	The candidate receives a copy of the Dean's recommendation to the Provost.
3/26	The candidate receives the written decision of the Provost.

## **CANDIDATE'S CALENDAR OF THE PROMOTION PROCESS**

1/15	PARA notifies all librarians of the January 29 deadline for submitting names for promotion.
1/29	Names of librarians to be considered for promotion along with the names of selected peers who have agreed to write assessments for them must be submitted to PARA by this date.
3/5	Candidates for promotion must 1) review their personnel files and 2) submit their documents to PARA by this date.
3/26	The candidate receives a copy of PARA's recommendations to the Dean of University Libraries.
4/9	The candidate receives a copy of the Dean's recommendation to the Provost.
6/1	The candidate receives the written decision of the Provost.

**ADMINISTRATION'S CALENDAR FOR CONTRACT RENEWAL, REGULAR APPOINTMENT, AND PROMOTION**

<b>FALL CONTRACT RENEWAL AND REGULAR APPOINTMENT PROCESSES</b>	
7/27	Administrative Services receives PARA's memo requesting the two lists needed by August 3: 1) names of librarians eligible for promotion and 2) list of all professional librarians ranked L1 through L3.
7/27	Dean receives PARA's memo reminding him/her of 1) letters due to each librarian by August 11 and 2) the August 28 deadline for performance evaluations for candidates.
8/3	Administrative Services sends the Dean and PARA the names of candidates eligible for contract renewal or regular appointment.
8/3	Administrative Services sends PARA the names of all librarians, the rank of each, and the date they were promoted or hired into that rank.
8/3	Dean informs department heads of the August 28 deadline for performance evaluations.
8/10	Dean sends every librarian a letter indicating length of service, rank, and length of service in that rank.
8/28	Department heads submit performance evaluations to the Dean.
10/16	The Dean receives PARA's recommendations for contract renewal or regular appointment.
10/16	PARA delivers all materials received and reviewed by the Committee to the personnel files.
10/30	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for contract renewal or regular appointment and their supervisors, with copies to PARA, of his/her recommendations
12/22	The Dean receives the Provost's decision within 35 days of receiving the Dean's recommendations. The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

**ADMINISTRATION'S CALENDAR FOR CONTRACT RENEWAL, REGULAR APPOINTMENT, AND PROMOTION** (continued)

<b>SPRING CONTRACT RENEWAL PROCESS</b>	
12/1	Administrative Services receives PARA's memo requesting the names of all librarians hired between July 1 and November 30 of the current academic year.
12/4	The Dean informs department heads of the January 4 deadline for performance evaluations of librarians hired between July 1 and November 30 of the current academic year.
12/4	Administrative Services sends PARA a list of librarians hired between July 1 and November 30 of the current academic year.
12/18	Administrative Services receives PARA's memo requesting the names of all librarians hired between December 1 and December 21 of the current academic year.
12/18	The Dean informs department heads of the January 4 deadline for performance evaluations of librarians hired between December 1 and December 21 of the current academic year.
1/4	Administrative Services sends PARA a list of librarians hired between December 1 and December 21 of the current academic year.
1/4	Department heads submit performance appraisals to the Dean for librarians hired between July 1 and December 21 of the current academic year.
1/22	The Dean receives PARA's recommendations for contract renewal of those librarians hired between July 1 and December 21 of the current academic year.
1/22	PARA delivers all materials received and reviewed by the Committee to the personnel files.
2/5	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for contract renewal and their supervisors, with copies to PARA, of his/her recommendations
3/26	The Dean receives the Provost's decision within 35 days of receiving the Dean's recommendations. The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

**ADMINISTRATION'S CALENDAR FOR CONTRACT RENEWAL, REGULAR APPOINTMENT, AND PROMOTION** (continued)

<b>PROMOTION PROCESS</b>	
7/27	Administrative Services receives PARA's memo requesting the two lists needed by August 3: 1) names of librarians eligible for promotion and 2) list of all professional librarians ranked L1 through L3.
2/2	The Dean receives PARA's 1) list of candidates for promotion and 2) request that performance appraisals be completed by February 22.
2/22	Department heads submit performance appraisals to the Dean for candidates for promotion.
3/26	The Dean receives PARA's recommendations for promotion.
4/9	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for promotion and their supervisors, with copies to PARA, of his/her recommendations
6/1	The Dean receives the Provost's decision within 35 days of receiving the Dean's recommendations. The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

## **MASTER PARA CALENDAR**

	<b>GENERAL</b>
Mid-May	PARA officers are elected during the regular AAL General Assembly Meeting in May.
7/1	New PARA Committee members take office.
<b>FALL CONTRACT RENEWAL AND REGULAR APPOINTMENT PROCESSES</b>	
7/27	PARA sends memo to Administrative Services, reminding them of the two lists needed by August 3: 1) names of librarians eligible for promotion and 2) list of all professional librarians ranked L1 through L3.
7/27	PARA sends memo to the Dean, reminding him/her of letters due to each librarian by August 10. The Committee requests that performance evaluations will be completed by August 28 for PARA to consider.
7/27	PARA requests the full list of AAL members from the AAL Recording Secretary.
8/3	Administrative Services sends the Dean and PARA the names of candidates eligible for contract renewal or regular appointment.
8/3	Administrative Services sends PARA the names of all librarians, the rank of each, and the date they were promoted or hired into that rank.
8/3	The Dean informs department heads of the August 28 deadline for additional performance evaluations.
8/10	The Dean sends every librarian a letter indicating length of service, rank, and length of service in that rank.
8/14	PARA notifies candidates of their consideration for contract renewal or regular appointment and the August 21 deadline for submitting the names of two or more peers.
8/21	Candidates submit the names of two or more peers to PARA.
8/24	PARA informs selected peers of candidates for contract renewal or regular appointment and notifies them of the September 18 deadline.
8/28	Department heads submit performance evaluations to the Dean.
9/18	Candidates for renewal of their second through fifth contracts or regular appointment must review their personnel files by this date and submit documents to PARA.
9/18	Selected peers of candidates for contract renewal or regular appointment must submit their written assessments to PARA.
10/16	PARA submits its recommendations for contract renewal or regular appointment to the Dean, with copies to the candidates.
10/16	The PARA Chairperson hand-delivers all materials received and reviewed by the Committee to the personnel files.
10/30	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for contract renewal or regular appointment and their supervisors, with copies to PARA, of his/her recommendations (within 10 days of receipt of the recommendations from PARA).
12/22	The Provost's decision is given in writing by this date to the individual, the Dean of University Libraries, and the Committee of the Academic Assembly, within 35 days of receiving the Dean's recommendations, as specified in the TAUP/TU Agreement (Art. 17, C, 5). The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

**MASTER PARA CALENDAR** (continued)

<b>SPRING CONTRACT RENEWAL PROCESS</b>	
12/1	PARA requests from Administrative Services the names of all librarians hired between July 1 and November 30 of the current academic year.
12/4	The Dean informs department heads of the January 4 deadline for performance evaluations of librarians hired between July 1 and November 30 of the current academic year.
12/4	Administrative Services sends PARA a list of librarians hired between July 1 and November 30 of the current academic year.
12/7	PARA informs librarians who are candidates for their second contract and who were hired between July 1 and November 30 that they must submit a written statement to PARA by January 8. (Peer assessments are not required.)
12/18	PARA requests from Administrative Services the names of all librarians hired between December 1 and December 19 of the current academic year.
12/18	The Dean informs department heads of the January 4 deadline for performance evaluations for librarians hired between July 1 and December 21 of the current academic year.
12/18	PARA informs librarians who are candidates for their second contract and who were hired between December 1 and December 21 that they must submit a written statement to PARA by January 8. Peer assessments are not required.
1/4	Administrative Services sends PARA a list of librarians hired between December 1 and December 21 of the current academic year.
1/4	Department heads submit performance appraisals to the Dean for librarians hired between December 1 and December 21 of the current academic year.
1/8	Candidates for their second contract, if hired between July 1 and December 21, submit their contract renewal statements to PARA.
1/22	PARA submits its recommendations for contract renewal to the Dean, with copies to the candidates
1/22	The PARA Chairperson hand-delivers all materials received and reviewed by the Committee to the personnel files.
2/5	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for contract renewal and their supervisors, with copies to PARA, of his/her recommendations (within 10 days of receipt of the recommendations from PARA).
3/26	The Provost's decision is given in writing by this date to the individual, the Dean of University Libraries, and the Committee of the Academic Assembly, within 35 days of receiving the Dean's recommendations, as specified in the TAUP/TU Agreement (Article 17, C, 5). The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

**MASTER PARA CALENDAR** (continued)

<b>PROMOTION PROCESS</b>	
7/27	PARA sends memo to Administrative Services, reminding them of the two lists needed by August 3: 1) names of librarians eligible for promotion and 2) list of all professional librarians ranked L1 through L3.
1/15	PARA notifies all librarians of the January 29 deadline for submitting names for promotion.
1/29	Names of librarians to be considered for promotion and the names of selected peers who have agreed to write assessments for them must be submitted to PARA.
2/2	Within 3 working days of the above, PARA sends the list of candidates for promotion to the Dean and requests that performance appraisals be completed by February 22.
2/5	PARA informs selected peers of candidates for promotion and notifies them of the March 5 deadline.
2/22	Department heads submit performance appraisals to the Dean for candidates for promotion.
3/5	Candidates for promotion must 1) review their personnel files and 2) submit their documents to PARA by this date.
3/5	Selected peers of candidates for promotion must submit their written assessments to PARA.
3/26	PARA submits its recommendations for promotion to the Dean, with copies to the candidates.
3/26	The PARA Chairperson hand-delivers all materials received and reviewed by the Committee to the personnel files.
4/9	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates for promotion and their supervisors, with copies to PARA, of his/her recommendations (within 10 days of receipt of the recommendations from PARA).
6/1	The Provost's decision is given in writing by this date to the individual, the Dean of University Libraries, and the Committee of the Academic Assembly, within 35 days of receiving the Dean's recommendations, as specified in the TAUP/TU Agreement (Article 17, C, 5). The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.