

## Personnel Procedure Summary Chart For NYIT Library Faculty

| Action   | Timeline               |
|--|------------------------|
| Deadline for the Chair of the Library PEC to: (1) notify affected Library Faculty that their term contracts will expire and that they need to submit their electronic portfolios by the due date if they wish to be considered for reappointment or promotion, and (2) request the individual who supervises these Library Faculty that he or she must evaluate the candidate and submit the evaluation by the due date. | March 15               |
| Library Faculty who wish to be considered for reappointment or promotion shall notify the Chair of the Library PEC of this fact by this date. (Library Faculty may not apply for promotion unless they have met the requirements for promotion to the next rank.)  | April 1                |
| The individual supervising the Library Faculty must evaluate the candidate and submit his or her written evaluation to the Library PEC and to the candidate by this date.  | May 1                  |
| Candidates seeking to be reappointed or promoted must submit his/her electronic portfolio by this date.  | September 15           |
| The report of the Library PEC goes from the Chair of the Library PEC to the Dean of Libraries (with a copy to the candidate).  | October 15             |
| If the Dean of Libraries' intention is to make a recommendation in any way different from the recommendation of the Library PEC, the Dean of Libraries shall advise the Library PEC of the specific reasons why his/her recommendation differs and discuss his/her differences with the Library PEC in an effort to resolve them.  | December 14            |
| The report of the Dean of Libraries goes to the Provost (with a copy to the candidate).  | December 15            |
| The recommendation of the Provost goes to the President (with a copy to the candidate).  | January 31*            |
| Board of Trustees vote on President's recommendations.   | March meeting          |
| Faculty are notified of Board of Trustees decision.  | No later than March 31 |

\* Library Faculty who are not reappointed and who have served less than two years serve only for the remainder of the academic year. Library Faculty who are not reappointed and who are in their third year or beyond receive a one-year terminal appointment for the following academic year.