

**Academic Assembly of Librarians
Temple University**

**Calendars of the Processes of Contract Renewal, Regular
Appointment, and Promotion
2019/2020**

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CANDIDATE’S CALENDAR OF THE CONTRACT RENEWAL, REGULAR APPOINTMENT, and PROMOTION PROCESSES

NOTE:

This process applies to:

- 1. all librarians applying for their second and third contract**
- 2. all librarians applying for regular appointment**
- 3. any librarian holding the L2 rank wishing to be considered for regular appointment early**
- 4. all librarians applying for promotion from L3 to L4**
- 5. any librarian applying for early promotion to L3 (must be in their third year as L2)**

By Dec 1	Librarians received a letter from the Dean of Libraries indicating length of service, rank, and length of service in that rank.
12/3/19	PARA notifies candidates of their consideration for contract renewal or regular appointment or promotion, and requests the names of two or more peers.
1/6/20	Candidates submit the names of two or more peers to PARA.
1/10/20	PARA informs selected peers of candidates for contract renewal or regular appointment and notifies them of the February 7, 2020 deadline to submit their statements.
1/24/20	Candidates for contract renewal, regular appointment and/or promotion must review and initial their personnel files and submit their documentation to PARA by this date.
2/7/20	Selected peers of candidates for contract renewal or regular appointment must submit their written assessments to PARA by this date.
2/28/20	The candidate receives a copy of PARA’s recommendations to the Dean of University Libraries.
3/27/20	The candidate receives a copy of the Dean’s recommendation to the Provost.
5/1/20	The candidate receives the written decision of the Provost.

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

Fall Semester	PARA requests from administration a list of names of librarians eligible for contract renewal, regular appointment, and promotion.
Fall Semester	Dean receives PARA's memo reminding him/her of letters due to each librarian by the first of December.
Fall Semester	Administrative Services sends PARA the names of all librarians, the rank of each, and the date they were promoted or hired into that rank.
Fall Semester	The Dean informs department heads of the February 7, 2020 deadline for additional performance evaluations.
By Dec 1	The Dean sends every librarian a letter indicating length of service, rank, and length of service in that rank.
1/10/20	The Office of the Dean receives a list of candidates for contract renewal, regular appointment and promotion
2/28/20	PARA delivers its recommendations to the Dean of Libraries and delivers all materials received and reviewed by the Committee to the personnel files.
3/27/20	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
5/1/20	The Dean receives the Provost's decision within 25 days of receiving the Dean's recommendations. The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.

MASTER CALENDAR

GENERAL	
Mid-May	PARA officers are elected during the regular AAL General Assembly Meeting in May.
7/1	New PARA Committee members take office.

CONTRACT RENEWAL,REGULAR APPOINTMENT and PROMOTION PROCESSES	
Fall Semester	PARA requests a list of librarians eligible for contract renewal, regular appointment and promotion. (List of all professional librarians ranked L1 through L3.)
Fall Semester	PARA sends memo to the Dean, reminding him/her of letters due to each librarian by December first.
Fall Semester	Administrative Services sends the Dean and PARA a list of librarians eligible for contract renewal, regular appointment, and promotion including the names of all librarians, the rank of each and the date they were promoted or hired into that rank.
Fall Semester	The Dean informs department heads of the February 7, 2020 deadline for additional performance evaluations.
By Dec 1	The Dean sends every librarian a letter indicating length of service, rank, and length of service in that rank.
12/3/19	PARA notifies candidates of their consideration for contract renewal/regular appointment or promotion and the January 6 deadline for submitting the names of two or more peers.
1/6/20	Candidates submit the names of two or more peers to PARA.
1/10/20	The Office of the Dean receives a list of candidates for contract renewal, regular appointment and promotion
1/10/20	PARA informs selected peers of candidates for contract renewal, regular appointment, promotion, and notifies them of the February 7 deadline.
1/24/20	Candidates' applications are due. Candidates must have reviewed and initialed their personnel files by this date. Supervisors may begin reviewing candidates' applications while writing evaluations, which are due by February 7, 2020.
2/7/20	Department heads submit performance evaluations to the Dean.

2/7/20	Selected peers of candidates for contract renewal or regular appointment must submit their written assessments to PARA.
2/28/20	PARA submits its recommendations for contract renewal or regular appointment to the Dean, with copies to the candidates.
2/28/20	The PARA Chairperson hand-delivers all materials received and reviewed by the Committee to the personnel files.
3/27/20	The Dean sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, and informs the candidates, their supervisors, with copies to PARA, of his/her recommendations (within 20 days of receipt of the recommendations from PARA).
5/1/20	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 25 days of receiving the Dean's recommendations, as specified in the TAUP/TU Agreement (2014-2018). The Dean forwards his/her copies of the Provost's letters to the candidates' personnel files.