Completion Date

**Nov. 21, 2014 (Fri.)** FIRST NOTIFICATION to Academic Schools/Departments of faculty/librarians scheduled for assessment.

**Jan. 26, 2015 (Mon.)** SECOND NOTIFICATION 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.)

**Feb. 2, 2015 (Mon.)** FORMATION OF ASSESSMENT COMMITTEE
Department/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 2014 semester, when initial notice of 2014-15 Career Development Program for Tenured Faculty/librarian went out. Otherwise, these observations and evaluations may be collected in Spring 2015 Semester, at any time during the seven-week period, prior to March 2, 2015, 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 February 2, 2015 and March 2, 2015.

**Mar. 2, 2015 (Mon.)** 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. 13, 2015 (Fri.)** 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/University Librarian (who serves as President's designee). Written response by Assessee to Assessment Committee's report to College Dean/University Librarian may be attached to report.

**Apr. 3, 2015 (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. 10, 2015 (Fri.) College Dean/University Librarian notifies Assee of his or her independent evaluation
and recommendations. If Dean’s findings are different from those of Assessment
Committee, a conference between Dean, Assessment Committee and Assee will be
scheduled.

WHERE APPROPRIATE, ASSESSMENT REPORTS AND STATEMENTS WILL BE
FORWARDED TO CAREER DEVELOPMENT COMMITTEE.

Apr. 17, 2015 (Fri.) Whenever consulted, Career Development Committee makes recommendations for
sponsored career development to College Dean/University Librarian and President (with
appropriate notification to Assee).

May 4, 2015 (Mon.) Assee may address President in writing regarding Career Development Committee
recommendations. President may accept, reject, or modify Career Development
Committee recommendations and shall notify Assee.

May 11, 2015 (Mon.) President reports to Board of Trustees for action where necessary.

May 27, 2015 (Wed.) President notifies Assee of career development plan for Assee.