

# YSU/YSU-OEA Agreement DEADLINES for 2016-2017

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NOTE: If a deadline falls on a date the University is closed, the effective deadline will move to the next business day (Article 29.10)

Please note: All forms referred to in this document are available on the Human Resources' website at [YSU-HR-Website](#) or you can click on [YSU-Online-Forms-for-Faculty](#) then scroll down and click on the appropriate form.

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## DEADLINES

### SEPTEMBER 2016

#### September 1, 5:00 p.m.:

- **Faculty members** desiring **Tenure Review**, in their fourth (4<sup>th</sup>) or fifth (5<sup>th</sup>) year of service, to submit an “Application for Tenure Review” Form to the Office of Human Resources. Tenure review is **mandatory** for faculty in their 6<sup>th</sup> probationary year. (*Article 10.2*) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **Faculty members hired after 8/15/2008** desiring **Fall Pre-Tenure Review**, in their third (3<sup>rd</sup>) or fourth (4<sup>th</sup>) probationary year. (*Article 10.1*) Pre-Tenure review is **mandatory** for faculty (hired after 8/15/2008) in their 4<sup>th</sup> probationary year (can be done either Fall or Spring). HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

#### September 15:

- **Department Chairperson** to convene/conduct a meeting of tenured faculty at which the tenure candidates shall be given the opportunity to appear, to present information, and to answer questions regarding his/her candidacy. (*Article 10.3*)
- **Faculty** to apply for a **Sabbatical or Faculty Improvement Leave (FIL)** for leave in the 2017-18 academic year and submit application to department chairperson. (*Article 6.5*) Copy of application should be sent to Linda Moore, HR. HR Contact: Linda Moore at ext. 2137 or [lmoore@ysu.edu](mailto:lmoore@ysu.edu)
- **Dean of Graduate Studies** to issue a Call for Proposals for research professorships. (*Article 27.2*)

#### September 23:

**Tenured faculty** *not* scheduled to be evaluated Fall Term (**N-Z**), to **volunteer** for Student Evaluation of Teaching and Learning. **The faculty member must notify Human Resources in writing.** (*Article 14.2*) Email notification can be sent to [lmoore@ysu.edu](mailto:lmoore@ysu.edu).

#### September 30:

- **Department Chairperson** to have conducted the **Tenure Review and Fall Pre-Tenure Review** of faculty and to have forwarded the departmental recommendation to the Dean. (*Article 10.3*)
- **Provost and the president of the Association** to name Sabbatical/FIL Committee that will consider 2017-18 sabbaticals and FIL's. (*Article 6.5*)

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## OCTOBER 2016

**October 1:** *Department Chair* to review all requests for Sabbatical/FIL, make written recommendations on each, and forward all requests to the dean; copy of recommendation to applicant. (Article 6.5)

### October 15:

- **Administration** to announce the distribution of promotion opportunities. (Article 15.1) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **Dean** to have reviewed the departmental Tenure Recommendations and to have submitted these, with his/her recommendations, to Provost. (Article 10.3)
- **Dean** to have reviewed the departmental **Fall Pre-Tenure** Recommendations and to have submitted these, with his/her recommendations to the Office of Human Resources for retention separate from the faculty member's official personnel file. (Articles 10.2 and 10.3) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **Dean** to forward all applications for Sabbatical/FIL with his/her recommendations to the Sabbatical/FIL Committee; copy of recommendations to applicant. (Article 6.5)
- **Faculty** applications for research professorships in 2017-18 to be sent to the Dean of Graduate Studies. (Article 27.2)

## NOVEMBER 2016

**November 1:** *Faculty* in each department to have elected a Departmental Promotion Committee (DPC). (Article 15.8)

### November 1, 5:00 p.m.:

**Faculty and academic administrators** to apply for **promotion** in faculty rank by submitting a completed application to the Office of Human Resources. *Application form is on Human Resources' website: [YSU-Online-Forms-for-Faculty](#)* (Article 15.7) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

### November 10:

- **Chief Human Resources Officer** to provide each dean with a list of promotion applicants. (Article 15.7) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **President** to announce conferral of **tenure** upon tenure applicant (Article 10.3) or take action in accordance with provisions of Articles 10.7 and 10.8 HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

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## November 15:

- **Department Chair** to notify a non-tenured faculty member (*who has completed two (2) or more academic years at the University*) of intention to **recommend non-reappointment** for the following year. (*Article 11.1*)
- **President** to notify faculty to be discontinued for reasons of **retrenchment** commencing with the next academic year. (*Article 13.10*)
- **Sabbatical/FIL Committee** to submit its recommendations to the provost and to notify all applicants of its recommendations for leaves for the 2017-18 academic year. (*Article 6.5*)

## DECEMBER 2016

### December 1:

- **Department Promotion Committee (DPC)** to transmit all applications for promotion with its recommendations to department chair, ranking those whom it recommends for promotion, and inform all applicants and department members of its recommendations and rankings. **DPC chair** to send Human Resources a list of all DPC members and its recommendations and rankings. (*Article 15.8*) (*See sample memo "E" attached.*) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **Faculty** applications for Professional Development and Travel to be sent to respective Chair's office. (*Article 27.4*)

**December 3: Provost** to issue formal call for nominations for Distinguished Professorship Awards.

### December 15:

- **College Promotion Committee (CPC)** to have been elected in each college. (*Article 15.9*)
- **Deans** to provide the Office of Human Resources a list of CPC members by memo or email [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu). (*Article 15.9*)
- **Department Chair** to forward all Applications for Promotion, with his/her recommendations and the recommendations of the DPC to the College Promotion Committee (CPC) and inform the applicants and all department members of his/her recommendations. (*Article 15.8*)
- **Provost** to notify all applicants of the disposition of Sabbatical/FIL applications and announce the names of leave recipients. (*Article 6.5*)

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## JANUARY 2017

- January 3:** *Dean* to initiate the selection procedure in departments in which the Department Chairperson is completing his/her term of office. Process must be completed by March 31. (Article 9.9)
- January 13:** *Department Chair* to notify a non-tenured faculty member (*who has completed less than two (2) academic years at the University*) of intention to recommend non-reappointment for 2017-2018. (Article 11.1)
- January 15:** *Dean of Graduate Studies* to announce the names of those faculty members designated Research Professors. (Article 27.2)
- January 20:** *University and Association* to form a committee to hear appeal of faculty tenure denials and non-reappointment of non-tenured faculty. (Article 11.3)
- January 31:** *Administration* to provide each academic department with a departmental seniority list and to provide Association with copies. (Article 13.11) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

## FEBRUARY 2017

### February 1, 5:00 p.m.:

- Faculty members hired after 8/15/2008* desiring **Spring Pre-Tenure Review**, in their third (3<sup>rd</sup>) or fourth (4<sup>th</sup>) probationary year. (Article 10.1) Pre-Tenure review is **mandatory** for faculty (hired after 8/15/2008) in their **4<sup>th</sup> probationary year**. HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- February 1:** *Administration* to notify a faculty member whose request for a Sabbatical or FIL has been deferred. (Article 6.5)
- February 2:** *Nominations of Distinguished Professorship Awards* to be submitted to Provost.

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**February 3:** *Tenured faculty* not scheduled to be evaluated Spring Term (A-M), to volunteer for Student Evaluation of Teaching and Learning. The faculty member must notify the Administration in writing. (Article 14.2) Email notification can be sent to [lmoore@ysu.edu](mailto:lmoore@ysu.edu)

**February 15:** *Appeal Committee* to forward recommendation(s) to Provost regarding faculty tenure denials and non-reappointment of non-tenured faculty. (Article 11.3)

## MARCH 2017

### March 1:

- *Faculty member on Term contract or Post Doc* to receive written notice of non-reappointment from Human Resources. (Article 11.1)
- *Faculty to request professional leave without pay* for the upcoming academic year. (Article 7.3) HR Contact: Linda Moore at ext. 2137 or [lmoore@ysu.edu](mailto:lmoore@ysu.edu)
- *CPC chair* to forward to the dean, the department chair, the chair of each DPC, the Chief Human Resources Officer, and the Association president a list of those whom it recommends for promotion and will notify all applicants of its recommendations. (Article 15.9) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- *Department Chairpersons* to advise faculty of tentative summer teaching assignments. (Article 4.6)

### March 15:

- *Dean* to forward to the provost, the members of the CPC, the chair of each DPC, the department chair, the Chief Human Resources Officer, and the Association president a list of those whom he/she recommends for promotion. The dean shall notify all applicants of his/her recommendations. (Article 15.9) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- *Department Chairperson* to have conducted **Spring Pre-Tenure Review** of faculty and to have forwarded the departmental recommendation to the Dean. (Article 10.1)

### March 31:

- *Deans* to complete the selection procedure in department(s) in which Department Chairperson is completing his/her term of office. (Article 9.9)
- *Provost* to give formal written notice to faculty tenure denials and a non-tenured faculty member not being reappointed for the following year, in the event the faculty member has appealed and the appeal is denied. (Article 11.4)

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## APRIL 2017

**April 1:** *Deans* will approve the department governance document or meet with the department to consider revisions. If no agreement is reached by May 1, the Provost shall make the final determination. (Article 9.4)

### April 15:

- **Provost** to notify all promotion applicants in writing of his/her decision to either recommend or not recommend them to the president of the University for promotion. The Provost will also notify the members of the CPCs, the deans, the department chairs, the DPC chairs, the chief human resources officer, and the Association president of his/her recommendations (effective the following academic year). (Article 15.10) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)
- **Faculty** member (who has completed two (2) full academic years as a member of the full-time faculty) to request in writing from the Provost a written statement of reasons for non-reappointment. (Article 11.4)
- **Faculty** who are to be evaluated by their Department Chairperson to complete and submit the "**Chairperson Evaluation of Faculty**" form to their Department Chair.
  - **Faculty scheduled for Chairperson evaluation Spring, 2017 are**
    - tenured Assistant and Associate Professors whose last names begin with **A-M**,
    - tenured Professors whose last Chairperson's Evaluation was completed Spring 2013;
    - and all non-tenured faculty.

*A tenured faculty member who receives an evaluation of "weak" or "very weak" in teaching, scholarship, or University service may be evaluated annually until an evaluation of "satisfactory" or above is achieved. (Article 14.7) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)*

**April 30:** *Dean* to have reviewed the departmental Spring Pre-Tenure Recommendations and to have submitted these, with his/her recommendations to the Office of Human Resources for retention separate from the applicant's official personnel file. (Article 10.1)

## MAY 2017

**May 15:** Payment due to faculty for overload. (Article 4.8)

**May 30:** *Department Chairpersons* to submit the Chairperson's Evaluations of Faculty to Deans. (Article 14.7)

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**JUNE 2017**

**JULY 2017**

**AUGUST 2017**

**August 2:** *Deans* to forward Chairperson Evaluations to the Office of Human Resources. *Article 14.7*) HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

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## CHAIRPERSON'S CHECK-OFF SHEET: TENURE REVIEW

### **EACH CHAIRPERSON SHOULD:**

1. Review the years of service of each probationary faculty member in your department at the start of the Academic Year.
2. Per Article 10.2, a probationary faculty member is responsible for deciding whether to apply for tenure in their fourth, fifth, or sixth probationary year.
3. Advise each faculty member scheduled for tenure review required in the 6th year, or who has requested a tenure review, that the review will occur this fall, asking each person to prepare a record of his or her accomplishments in the areas of teaching, scholarship, and service. (*A sample memo is provided - see Sample "A".*)
4. Schedule a meeting (by September 15) of all tenured faculty in the department to consider the tenure review. Request that tenured faculty review the Official Personnel File and support materials of each tenure candidate prior to the meeting. These materials are to be reviewed in the Office of Human Resources (Tod Hall, Room 359).
5. Advise the tenure candidate that the meeting has been scheduled and that he or she has the right to attend. (*A sample memo is provided - see Sample "B".*)
6. Conduct the tenure review meeting.
7. Ask each tenured faculty member to recommend in favor of granting tenure, to recommend against tenure, or to abstain. (*A sample memo is provided - see Sample "C".*)
8. Advise the tenure candidate of the number of faculty making each of the three recommendations above. (*A sample memo is provided - see Sample "D".*)
9. Develop your own recommendation, separate from that of the faculty.
10. Report your recommendation and the recommendations of the faculty on the "Faculty Application for Tenure Review" Form and submit this to the Dean ***no later than SEPTEMBER 30.***
11. Consult with the Dean and Human Resources concerning formal notification of intention to recommend non-renewal of the tenure candidate if your recommendation is to deny tenure.

HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

REFERENCES: *Agreement*, Article 10

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## SAMPLE "A"

### **SUGGESTED MEMO TO TENURE CANDIDATE FROM CHAIRPERSON REGARDING TENURE REVIEW**

**DATE:**

**TO:** (Tenure Candidate)

**FROM:** (Department Chairperson)

**RE: TENURE REVIEW**

Per your written request and in accordance with Article 10.2, a tenure review will be conducted this Fall, under the provisions of Article 10.3 of the *Agreement*.

It would facilitate the review of your performance during your probationary period if you would compile support materials to document your teaching, scholarship, and service during that period; please take these support materials to the Office of Human Resources (Tod Hall, Room 359) where they are to be maintained for the duration of the process. You should also review your Official Personnel File, in the Office of Human Resources, to confirm that it is up-to-date and contains a current vita.

I will inform you of the meeting of the tenured faculty as soon as it has been scheduled.

c: Dean  
Fran LeGoullon, Human Resources

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## SAMPLE "B"

### **SUGGESTED MEMO TO TENURE CANDIDATE FROM CHAIRPERSON (OR DEAN) REGARDING TENURE REVIEW MEETING**

**DATE:**

**TO:** (Tenure Candidate)

**FROM:** (Department Chairperson)

**RE: TENURE REVIEW**

This is to confirm a meeting of the tenured faculty as follows:

Department:

Date:

Time:

Location:

At this meeting the department's tenured faculty will review your performance at the University, prior to making a recommendation on whether you should be granted tenure. This meeting is held under the provisions of Article 10.3 of the *Agreement*.

You will note that you have "the opportunity to appear, to present information, and to answer questions regarding [your] tenure candidacy."

c: Dean  
Fran LeGoullon, Human Resources

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## SAMPLE "C"

### **SUGGESTED FORMAT FOR SEEKING RECOMMENDATIONS OF TENURED FACULTY REGARDING TENURE REVIEW**

**DATE:**

**TO:** (Department Chairperson)

**RE:** TENURE REVIEW  
(Tenure Candidate)

\_\_\_\_\_ I support tenure for this candidate

\_\_\_\_\_ I oppose tenure for this candidate

\_\_\_\_\_ I abstain

Signature of Tenured Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

c: Dean  
Fran LeGoullon, Human Resources

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## SAMPLE "D"

### **SUGGESTED MEMORANDUM TO TENURE CANDIDATE FROM CHAIRPERSON REGARDING VOTING RESULTS**

**DATE:**

**TO:** (Tenure Candidate)

**FROM:** (Department Chairperson)

**RE:** **TENURE REVIEW**

In accordance with the provisions of Article 10.3 of the *Agreement*, I wish to inform you of the number of tenured faculty making the following recommendations on the matter of your tenure review:

- a. supporting tenure
- b. opposing tenure
- c. abstaining or declining to respond

TOTA

c: Dean  
Fran LeGoullon, Human Resources

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**CHAIRPERSON'S CHECK-OFF SHEET**  
**for SABBATICAL**  
**— OR —**  
**FACULTY IMPROVEMENT LEAVES for 2016-17**

**EACH CHAIRPERSON SHOULD:**

1. Notify or remind all faculty that the deadline for filing an application for a Sabbatical or Faculty Improvement Leave for academic year 2017-18 is: **September 15, 5:00 p.m.**  
  
**The applications (with attachments) are to be submitted directly to the Department Chairperson. A copy of the application form (*without* attachments) is to be sent directly to Linda Moore in Human Resources ([lmoore@ysu.edu](mailto:lmoore@ysu.edu)) by **September 15, 5:00 p.m.****
2. Advise your faculty that they are to attach a description of their proposed leave project or activity to the application form, and include the criteria by which the department can evaluate the success of their Sabbatical/FIL.
3. Advise your faculty that copies of the Sabbatical or Faculty Improvement Leave application form are available in the Office of Human Resources and on the Human Resources' Web page.
4. Accept leave applications only through the deadline date specified above.
5. Review each leave application, along with the support materials, and enter your recommendation in the space provided on the front of the application form.
6. Sign each application.
7. Forward all applications to your Dean **NO LATER THAN OCTOBER 1.**
8. Provide a copy of the recommendation to each applicant of his/her recommendation **NO LATER THAN OCTOBER 1.**

HR Contact: Linda Moore at ext. 2137 or [lmoore@ysu.edu](mailto:lmoore@ysu.edu)  
REFERENCES: *Agreement*, Article 6.5

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## CHAIRPERSON'S CHECK-OFF SHEET: PROMOTION IN FACULTY RANK

### **EACH CHAIRPERSON SHOULD:**

1. Remind your faculty that persons who wish to apply for promotion in faculty rank must submit a completed *Application for Promotion* to the Office of Human Resources **no later than 5:00 p.m. NOVEMBER 1**. After the information is reviewed and verified as related to minimum eligibility for promotion (*Article 15.4*) the application form will then be forwarded to the appropriate department chairperson.
2. Advise your faculty that a Department Promotion Committee (DPC), to review promotions applications, must be elected **no later than November 1**.
3. Receive all *Applications for Promotion* from the Office of Human Resources by **NOVEMBER 10**.
4. Since your department **MUST** have a DPC, proceed to:
  - a. Deliver to the chairperson of the DPC all *Applications for Promotion*.
  - b. Advise the DPC Chair that all DPC members are to review the promotion applicants' Official Personnel File, the promotion application, and any support materials submitted by the applicant, before making a decision or recommendation. The sole repository for promotion materials is the Office of Human Resources.
  - c. Advise the DPC Chair that records/minutes must be maintained of all proceedings and to send Human Resources a list of all DPC members and its recommendations and rankings **by December**.
  - d. Receive and review the recommendations of the DPC, which are to be submitted to you **no later than DECEMBER 1**.
  - e. **Advise the DPC that all applicants are to be informed of their recommendations.**
  - f. Review Article 15 of the *Agreement*.
  - g. Review the University's policy on Affirmative Action.
  - h. Review the Official Personnel File and supplementary materials of each applicant.
  - i. Develop recommendations on promotions applications.
  - j. Record your recommendations on Page 2 of the *Application for Promotion*, in Section 2. Sign each form.
  - k. Forward all *Applications for Promotion* to the CPC by **DECEMBER 15**.
  - l. **Inform all applicants of your recommendations.**

HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)  
REFERENCES: *Agreement*, Article 15

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## SAMPLE "E"

**DATE:**

**TO:** Fran LeGoullon  
Office of Human Resources

**FROM:** (Department Chairperson)

**SUBJECT: DEPARTMENT PROMOTIONS COMMITTEE (DPC)**

My department has voted to have the following faculty members serve on the DPC:  
*(Also indicate chairperson of the DPC committee.)*

c: Dean

**NOTE: PLEASE COMPLETE AND RETURN BY DECEMBER 1 to:**

Fran LeGoullon, Human Resources or email this information to [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)



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## **CHAIRPERSON'S CHECK-OFF SHEET:** **NON-REAPPOINTMENT OF NON-TENURED FACULTY**

### **EACH CHAIRPERSON SHOULD:**

1. Review records of performance of non-tenured faculty with particular attention to situations in which the performance of the individual may warrant non-renewal.
2. Consult with your Dean and Human Resources if you are considering recommending the non-renewal of a non-tenured faculty member.
3. Remember that **deadlines** for written notification of intention to recommend non-renewal are specified in the *Agreement*, and **may not be missed**.
4. **BEFORE** providing notification to the faculty member, consult with the Director of Faculty Relations and the Chief Human Resources Officer of Human Resources concerning text of letter, mode of delivery, documentation of delivery, etc.

#### **For those notified in 2016-17, those dates are:**

- **November 15, 2016:** Non-tenured faculty who have completed two (2) or more years at YSU
  - **January 13, 2017:** Non-tenured faculty who have completed less than two (2) years at YSU
5. The **deadline for the Office of Human Resources** to provide written notice of non-reappointment to a faculty member on a Term or Post-Doctoral contract is **MARCH 1**.

HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)  
REFERENCES: *Agreement*, Article 11.1

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## CHAIRPERSON'S CHECK-OFF SHEET: CHAIRPERSON'S EVALUATION

### EACH CHAIRPERSON SHOULD:

1. See that each faculty member to be evaluated completes and signs the evaluation form and submits it to you no later than **APRIL 15**. Faculty members to be evaluated will include:
  - a. all non-tenured faculty;
  - b. tenured faculty who are scheduled for evaluation this year. (*You will receive a list of these from The Office of Human Resources during Spring Semester.*)
2. Please remind faculty members that they have the right to consult with you before you complete your section(s). (*See Article 14.7 of the YSU/YSU-OEA Agreement.*)
3. Review the Official Personnel File of the faculty member (available in the Office of Human Resources, Tod Hall) and, if applicable, consult with the chairperson of the academic department in which the faculty member is cross-appointed.
4. Please note that a scheduled evaluation may occur (1) year earlier or one (1) year later when a faculty member is on leave for one complete academic year or longer during the evaluation period, provided that the faculty member provides a written request for such a change to the department chairperson by January 1 of the year in which the evaluation is scheduled. However, in no case shall the number of years of paid university-related service evaluated exceed two for non-tenured faculty, three for tenured faculty below the rank of Professor, and five for tenured Full Professors.
5. Review the information on the evaluation form, as well as other relevant information available to you.
6. Record on the evaluation form the date you inspected the faculty member's official personnel file.
7. Complete Parts III thru VIII (pages 7 – 9) of the evaluation form. Page 8 requests that you describe and document strengths or weaknesses of the faculty member and Page 9 requires recommendations and optional comments. Each area will allow approximately 1-2 paragraphs of text. If you wish to include more data than will fit on these pages, please include it as a separate document and insert it behind the appropriate page once you have printed out the online pages. Be sure to note “See Attached” at the bottom of the online page for which you are inserting additional pages.
9. When you have completed Parts III thru VIII, **print the pages**. (Keep in mind that, depending upon the version of Adobe Acrobat you have, you may not be able to save your data.)
10. **Sign your name and record the date at the bottom of Page 9.**
11. Combine Parts III thru VIII with Parts I and II completed by the faculty member and return the document to the faculty member for his/her review.
12. **The faculty member will** complete Part IX (optional comments), **sign Page 10**, and return the evaluation to you.
13. Collect all evaluations from your faculty, **sign Page 10** to certify that you have read any optional comments and verify that faculty member has signed the evaluation form in all the required areas.
14. Forward the evaluations to the dean for review by **MAY 30**.

HR Contact: Fran LeGoullon at ext. 2989 or [fhlegoullon@ysu.edu](mailto:fhlegoullon@ysu.edu)

REFERENCES: *Agreement*, Article 14.7