



UNIVERSITY OF SOUTHERN INDIANA
Calendar for Personnel Decisions
2011-2012

Tenure eligible faculty are hired on an initial two year contract, with reconsideration for a second two year contract in the fall semester of their second year of service. Review for reappointment to a final three year contract occurs in the spring semester of the third year of service. Adjustments to reflect credit toward tenure upon hire are outlined on the back of this schedule.

Reappointment for Second Two Year Contract

- September 26, 2011 Begin review of faculty appointed in **2010-2011**
- November 1, 2011 College dean recommendations due to Provost for administrative review
- December 5, 2011 Faculty notification

Reappointment for Three Year Contract

- January 23, 2012 Begin review of faculty appointed in **2009-2010** for three year contract
- March 6, 2012 College dean recommendations to Provost for administrative review
- April 17, 2012 Faculty notification

Appraisal of Contract Appointments

- January 23, 2012 Begin review (consideration of reappointment for 2012-2013)
- March 12, 2012 College dean forwards appraisal to Provost

Annual Reports

- January 23, 2012 Annual report forms distributed by college administrative associates
- February 13, 2012 Annual reports to college dean
- March 19, 2012 College dean forwards all reports to Provost on this date, or later if needed for salary decisions – Reminder: Send annual reports under separate cover, not with other appraisals

* **Dates remain the same each year per University Handbook**

(NOTE: Personnel decision forms available at <http://www.usi.edu/acaffrs/Faculty.asp>)

Promotions (Effective August/2012)

- August 29, 2011 Promotion process begins
- November 1, 2011 Promotion form to college dean
- December 1, 2011 Recommendations of College Promotions Committee to college dean
- January 9, 2012 Promotion form with college dean recommendation to Provost for transmittal to Promotions Advisory Committee
- February 20, 2012 Recommendations of Promotions Advisory Committee to Provost
- April 6, 2012 Provost and Promotions Advisory recommendations to President
- April 27, 2012 President's recommendations to Board of Trustees

Tenure Decisions (Effective August/2012)

- November 1, 2011 Begin Review of faculty appointed in **2006-2007**
- January 4, 2012 College dean recommendations to Provost for administrative review
- April 27, 2012 Administrative review, recommendations, and Board of Trustee Action

Leave of Absence (Decisions for 2012-2013 Academic Year)

- October 3, 2011 Application forms available from college dean
- November 4, 2011 Application to college dean
- December 14*** Applications to Provost with recommendations of college dean

Schedule Development

September 2, 2011 Final Spring and Summer 2011 schedules to Registrar

January 20, 2012 Final Fall 2011 schedule to Registrar

HOW TO CALCULATE TENURE DATES

Refer to University Faculty Handbook, Item III, page 54, B. Probationary Period and Reappointment/Non-reappointment Procedure.

Hire date: 8/16/11

Credit toward tenure: 0 Years

2011-12 = 1

2012-13 = 2

2013-14 = 3

2014-15 = 4

2015-16 = 5

2016-17 = 6

2017-18 = 7

Tenure Decision: Spring 2017

Tenure Effective: Fall 2017

Offer letter will read: "You are eligible to apply for tenure in your sixth (6th) year of full-time service at the University of Southern Indiana."

Hire date: 8/16/11

Credit toward tenure: 1 Year

2011-12 = 2

2012-13 = 3

2013-14 = 4

2014-15 = 5

2015-16 = 6

2016-17 = 7

Tenure Decision: Spring 2016

Tenure Effective: Fall 2016

Offer letter will read: "You are eligible to apply for tenure in your fifth (5th) year of full-time service at the University of Southern Indiana".

Hire date: 8/16/11

Credit toward tenure: 2 Years

2011-12 = 3

2012-13 = 4

2013-14 = 5

2014-15 = 6

2015-16 = 7

Tenure Decision: Spring 2015

Tenure Effective: Fall 2015

Offer letter will read: "You will be eligible to apply for tenure in your fourth (4th) year of full-time service at the University of Southern Indiana".

Hire Date: 8/16/11

Credit toward tenure: 3 Years

2011-12 = 4

2012-13 = 5

2013-14 = 6

2014-15 = 7

Tenure Decision: Spring 2014

Tenure Effective: Fall 2014

Offer letter will read: "You are eligible to apply for tenure in your third (3rd) year of full-time service at the University of Southern Indiana".