



**UNIVERSITY OF SOUTHERN INDIANA  
Calendar for Personnel Decisions - 2009-2010**

**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 28, 2009 Begin review of faculty appointed in **2008-2009**
- November 2, 2009 College dean recommendations due to Provost for administrative review
- December 4, 2009 Faculty notification

**Transition Reappointment Schedule**

- January 25, 2010 Begin review of:
  - Faculty appointed in **2005-2006** for final one year contract for 2011-2012
  - Faculty appointed in **2006-2007** for final two year contract
  - Faculty appointed in **2007-2008** for three year contract
- March 5, 2010 College dean recommendations to Provost for administrative review
- April 19, 2010 Faculty notification

**Appraisal of Contract Appointments**

- January 25, 2010 Begin review (consideration of reappointment for 2010-2011)
- March 10, 2010 College dean forwards appraisal to Provost

**Annual Reports**

- January 25, 2010 Annual report forms distributed by college administrative associates
- February 15, 2010 Annual reports to college dean
- March 17, 2010 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 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/2010)**

- August 31, 2009 Promotion process begins
- November 2, 2009 Promotion form to college dean
- November 24, 2009 Recommendations of College Promotions Committee to college dean
- January 4, 2010 Promotion form with college dean recommendation to Provost for transmittal to Promotions Advisory Committee
- February 15, 2010 Recommendations of Promotions Advisory Committee to Provost
- February 19, 2010 Provost and Promotions Advisory recommendations to President
- March 4, 2010 President's recommendations to Board of Trustees

**Tenure Decisions (Effective August/2010)**

- November 2, 2009 Begin Review of faculty appointed in **2004-2005**
- January 4, 2010 College dean recommendations to Provost for administrative review
- By March 30\*** Administrative review, recommendations, and Board of Trustee Action

**Leave of Absence (Decisions for 2010-2011 Academic Year)**

- October 1, 2009 Application forms available from college dean
- November 4, 2009 Application to college dean
- December 14\*** Applications to Provost with recommendations of college dean

## Schedule Development

September 11, 2009 Final Spring and Summer 2010 schedules to Registrar

January 22, 2010 Final Fall 2010 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: 8/24/09**

**Credit toward tenure: 0 Years**

**2009-10 = 1**

**2010-11 = 2**

**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 are eligible to apply for tenure in your sixth (6<sup>th</sup>) year of full-time service at the University of Southern Indiana."*

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**Hire date: 8/24/09**

**Credit toward tenure: 1 Year**

**2009-10 = 2**

**2010-11 = 3**

**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 fifth (5<sup>th</sup>) year of full-time service at the University of Southern Indiana."*

**Hire date: 8/24/09**

**Credit toward tenure: 2 Years**

**2009-10 = 3**

**2010-11 = 4**

**2011-12 = 5**

**2012-13 = 6**

**2013-14 = 7**

**Tenure Decision: Spring 2013**

**Tenure Effective: Fall 2013**

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

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**Hire Date: 8/24/09**

**Credit toward tenure: 3 Years**

**2009-10 = 4**

**2010-11 = 5**

**2011-12 = 6**

**2012-13 = 7**

**Tenure Decision: Spring 2012**

**Tenure Effective: Fall 2012**

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