



FREDONIA

STATE UNIVERSITY OF NEW YORK

2017-2018 Timeline

ACADEMIC AFFAIRS

Contents

First-Year Tenure-Track Faculty Reappointment HARP timeline	3
Faculty Reappointment Review Process AFTER the First Year of Service HARP timeline	4
Faculty Continuing Appointment and Promotion Review Process HARP Timeline	5
Pre-HARP Timeline Faculty Reappointment, Continuing Appointment, and Promotion Processes	7
Senior Lecturer Award Title Process HARP Timeline	9
Department Chair (Re)appointment Timeline	9
Sabbatical Leave Approval Process Timeline.....	10
Annual Report - Timeline	11
Timeline for Producing 2018-2019 University Catalog	11
Groups and Committees in Academic Affairs.....	12
Academic Affairs Committee	12
Academic Affairs Forums.....	12
Provost's Council	13
Academic Leadership	13
Strategic Enrollment Management.....	14
Graduate Council	14
Professional Education Council.....	15
President's Networking Sessions	16
University Senate	17

First-Year Tenure-Track Faculty Reappointment

HARP timeline

December 2017

- 01** *First-year tenure-track faculty* submits Reappointment Statements and current *curriculum vitae* to the Department Chair or Library Faculty Chair for review by the Department Personnel Committee (DPC) or Library Personnel Committee (LPC).
- 15** DPC (LPC) submits recommendation, signed ballots, and reappointment statement to the Department Chair (Library Faculty Chair) and *First-year tenure-track faculty candidate*. The candidate has five working days to appeal to the Department Chair (Library Faculty Chair).

January 2018

- 16** Department Chair (Library Faculty Chair) submits recommendation, signed ballots, and reappointment statement to the Dean (Library Director) with a copy of the recommendation to the *First-year tenure-track faculty candidate*. The candidate has five working days to appeal to the Dean (Library Director).

February 2018

- 1** Dean (Library Director) submits recommendation, signed ballots, and reappointment statement to the Provost with a copy of the recommendation to the *First-year tenure-track faculty candidate*. The candidate has five working days to appeal to the Provost.
- 14** Provost submits recommendation, signed ballots, and reappointment statement to the President with a copy of the recommendation to the *First-year tenure-track faculty candidate*. The candidate has five working days to appeal to the Provost.

March 2018

- 9** President notifies *First-year tenure-track faculty* candidate of reappointment decision with a copy to the Provost, Dean, Director, Chairs, and Human Resources.

Faculty Reappointment Review Process AFTER the First Year of Service HARP timeline

Please note: Faculty on the tenure-track prior to 9/1/2013 need notify the Chair in writing of their intent to use **pre-HARP** or HARP guidelines and timelines for reappointment by start of the academic year.

September 2017

- 01** Chair submits to Dean or Library Director any proposed alternative structure of the Department Personnel Committee (DPC) or Library Personnel Committee (LPC)
- 15** Dean or Library Director, after consultation with the Provost, approves or amends the proposed alternative committee structure and sends a letter to the candidate, Chair, and Provost.

October 2017

- 02** Candidate submits dossier to the Department Chair or the Chair of the Library Faculty for review by the PDC or LPC.

November 2017

- 01** DPC (LPC) submits recommendation, signed ballots, and dossier to the Department Chair (Library Faculty Chair) and candidate. The candidate has five working days to appeal to the Department Chair (Library Faculty Chair).

15 Department Chair (Library Faculty Chair) submits recommendation, signed ballots, and dossier to the Dean (Library Director) with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the Dean (Library Director).

December 2017

15 Dean (Library Director) submits recommendation, signed ballots, and dossier to the Provost with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the Provost.

February 2017

14 Provost submits recommendation, signed ballots, and dossier to the President with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the President.

March 2017

09 President notifies candidate of reappointment decision with a copy to the Provost, Dean, Director, Chairs, and Human Resources.

Faculty Continuing Appointment and Promotion Review Process HARP Timeline

Please note: Faculty on the tenure-track prior to 9/1/2013 need notify the Chair in writing of their intent to use **pre-HARP** or HARP guidelines and timelines for continuing appointment or promotion to Associate Professor by start of the academic year.

Faculty shall notify Chair of intent to submit dossier for promotion to Professor by the start of the academic year.

September 2017

- 01** Chair submits to Dean or Library Director any proposed alternative structure of the Department Personnel Committee (DPC) or Library Personnel Committee (LPC)
- 15** Dean or Library Director, after consultation with the Provost, approves or amends the proposed alternative committee structure and sends a letter to the candidate, Chair, and Provost.

October 2017

- 02** Candidate submits dossier to the Department Chair or the Chair of the Library Faculty for review by the PDC or LPC.
- 02** The UUP Chapter President and the Provost appoint the nine academic employees to the Academic Personnel Committee (APC).

November 2017

- 01** DPC (LPC) submits recommendation, signed ballots, and dossier to the Department Chair (Library Faculty Chair) and candidate. The candidate has five working days to appeal to the Department Chair (Library Faculty Chair).
- 15** Department Chair (Library Faculty Chair) submits recommendation, signed ballots, and dossier to the Dean (Library Director) with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the Dean (Library Director).

December 2017

- 15** Dean (Library Director) submits recommendation, signed ballots, and dossier to the Provost and candidate. The candidate has five working days to appeal to the Provost.

21 The recommendations, signed ballots, and dossier are available for review by the APC.

February 2018

14 Chair of the APC submits recommendations, signed ballots, and dossier to the Provost with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the Provost.

April 2018

13 Provost submits recommendations, signed ballots, and dossier to the President with a copy of the recommendation to the candidate. The candidate has five working days to appeal to the President.

May 2018

15 President notifies the candidate of continuing appointment and promotion decisions with a copy to Provost, Dean, Director, Chair, Human Resources, and submits recommendations on continuing appointment to the Chancellor of the State University of New York.

Summer 2018

Chancellor notifies the candidate of continuing appointment decision.

Pre-HARP Timeline Faculty Reappointment, Continuing Appointment, and Promotion Processes

Please note: Faculty on the tenure-track prior to 9/1/2013 need notify the Chair in writing of their intent to use pre-HARP or HARP guidelines and timelines for continuing appointment or promotion to Associate Professor by start of the academic year.

October 2017

President's Office issues guidelines for promotion to SUNY Distinguished Professorship, Distinguished Service Professorship, Distinguished Professorship, and Distinguished Teaching Professorship (pending receipt of revised SUNY System guidelines) See HARP revision for more details.

January 2018

16 Faculty in their sixth year submit dossiers for continuing appointment, and/or promotion review. (Pre-HARP)

Note: Sixth-year faculty are reviewed for continuing appointment (tenure). Those at the Assistant Professor rank must be considered for continuing appointment while in their sixth year. Those hired at levels above the Assistant level must be considered for continuing appointment during their third year (or earlier if prior service credit was granted).

February 2018

14 Chairs/Directors recommend to Deans: continuing appointments, and promotions. (Pre-HARP)

March 2018

09 Deans recommend to Provost: continuing appointments, and promotions. (Pre-HARP)

April 2018

13 Provost recommends to President: continuing appointments, and promotions. (Pre-HARP)

May 2018

15 President notifies faculty candidate of continuing appointment and promotion decisions with a copy to the Provost, Dean, Director, Chair, and Human Resources, and submits recommendations on continuing appointment to the Chancellor of the State University of New York.

Summer 2018

Chancellor notifies the candidate of continuing appointment decision.

Senior Lecturer Award Title Process HARP Timeline

February 2018

14 Candidate submits dossier to chair for review by DPC.

March 2018

02 DPC submits recommendation to Department Chair.

23 Department Chair submits recommendation to Dean.

April 2018

13 Dean submits recommendation to Provost

27 Provost submits recommendation to President

May 2018

15 President notifies candidate of award title of Senior Lecturer.

Department Chair (Re)appointment Timeline

September 2017

29 Current chair notifies dean in the final academic year of the current chair's term that s/he is stepping down

October 2017

27 Department submits name(s) of the nominee(s) for chair to the dean

November 2017

17 Department submits results of departmental vote on the chair nominee to dean

Sabbatical Leave Approval Process Timeline

November 2017

- 10** Eligible faculty submit 2018-2019 sabbatical leave requests to the Chair of the Department Personnel Committee (DPC) or Library Personnel Committee (LPC). Forms are available on the Human Resources and Academic Affairs websites or the [Fredonia's Sabbatical Google Site](#). The full Sabbatical Policy can be found on the [Policies and Procedures](#) page of Human Resources.

December 2017

- 01** DPC/LPC Chair submits ballots and cover letter to Department Chair/Director.
- 15** Chairs/Directors recommend sabbatical leaves to Deans
- 08** Spring 2017 and AY 2016/2017 *sabbatical reports due* to department chair

January 2018

- 16** Dean recommends sabbatical leaves to Provost.

February 2018

- 12** Provost recommends sabbatical leaves to President
- 28** President notifies faculty of sabbatical decisions

May 2017

- 11** Fall 2017 *sabbatical reports due* to department chair

Annual Report - Timeline

May 2018

- 15** Faculty and Professional Staff update Activity Insight in [Digital Measures](#)

June 2018

- 15** Chairs and Directors submit annual reports to Deans using the Google Form
- 15** Academic Support Units and other Directors submit Annual Reports to the VPAA or Associate VP using the Google Form

July 2018

- 16** Deans and AVPs submit Division Annual Reports to Provost

September 2018

- Provost issues Academic Affairs annual division report

Timeline for Producing 2018-2019

University Catalog

April 4, 2018-June 1, 2018

Catalog review

June 1, 2018

All approved course and program proposals due from Academic Affairs Committee.

June 1 – 15, 2018

Provost Office prepares catalog for online publication.

June 15, 2018

Online publication of catalog

September 14, 2018

PDF publication of catalog

Groups and Committees in Academic Affairs

Academic Affairs Committee

Chair: Jennifer Hildebrand

This standing committee of the University Senate serves as the Senate's liaison to administration on academic matters and as an advisory board for the Provost. The committee is comprised of seven faculty members, one librarian, one professional staff member, two student members, and the Associate Provost for Curriculum and Academic Support (as the liaison for the Provost). Meetings are closed. Any issues of concern from members of the campus community may be addressed to the committee. Meetings are held monthly during the academic year.

Academic Affairs Forums

Convener: Terry Brown

3:30 – 4:30 P.M.

November 14 30, 2017; Science Center, Kelly Auditorium

These meetings are open to all who want to join an informal conversation about issues and ideas in Academic Affairs and Fredonia. Suggestions for topics are welcome; please send these to AmyJo.Dorler@fredonia.edu. Spring 2018 meeting date TBD

Provost's Council

Convener: Terry Brown

Every Other Thursday 1:00 - 2:30 P.M.

This Council - consisting of the Provost, Associate Provosts, Deans, Associate Deans, Director of International Education, Library Director, and the Chair of the University Senate - meets every other Thursday. Meetings are closed, but guests are often invited to speak on a particular topic.

Academic Leadership

Convener: Terry Brown

12:30 – 1:45 P.M.

Wednesdays

Williams Center S204 ABC

Fall 2017

August 30

September 27

November 01 (G103BC)

December 06 (G103BC)

Spring 2018

January 31

February 28

March 21 (TBD)

April 25

These open meetings are an opportunity for Chairs, Directors, and other leaders to participate in discussions and decision-making about current and future initiatives. Occasionally, there are speakers or opportunities for professional development. Send agenda items using this [Google Form](#).

Strategic Enrollment Management

Co-Chairs: Terry Brown and Cedric Howard

8:30 - 10:20 A.M.

Academic Affairs Conference Room

Maytum Hall 707

This committee-comprised of appointed representatives from Academic Affairs, Student Affairs, Finance and Administration, and University Advancement-meets weekly. The group reviews and interprets enrollment trends, sets program-related enrollment targets and caps, and implements new enrollment-related initiatives. Meetings are closed.

Graduate Council

Chair: Katherine M. Levy

Vice-Chair: VACANT

8:30 – 10:00 A.M.

English Reading Room, Fenton Hall, Room 127

Fall 2017

September 05
October 03
November 07
December 05

Spring 2018

February 06
March 06
April 03
May 01

This standing committee of the University Senate is responsible for the governance of graduate programs on campus. Each graduate program has a representative. The council also includes two at-large members, one graduate student, and one Graduate Studies professional staff member. Monthly meetings are open to all faculty, staff, and students.

Professional Education Council

Chair: Christine Givner

(Meetings held monthly on Thursdays)

8:00 - 9:00 A.M.

Williams Center, S204 ABC

Fall 2017

September 07

October 12

November 02

November 16

(PEU-UAC, 8-9:30)

December 07

Spring 2018

February 08

March 08

April 12

March 22

(PEU-UAC, 8-9:30)

May 10

The Professional Education Council (PEC) is the policymaking and governance body that supports and guides the work of the Professional Education Unit (PEU) at Fredonia. Visitors are welcome at monthly meetings during the academic year. The PEC is comprised of the Deans, Associate Dean of Liberal Arts and Sciences, Associate Dean of the College of Education, Director of the Office of Field Experiences, coordinators for all teacher education programs on campus, a school district superintendent, two students, and representatives from the Registrar's Office, University Senate.

President's Networking Sessions

Convener: Virginia Horvath

9:00 - 10:00 A.M. Fridays
Williams Center S204 ABC

Fall 2017

September 08

October 13 (G103BC)

November 10

December 08

Spring 2018

February 02

March 09

April 13

May 11

This group of invited campus leaders meets each month for updates from the President about campus, community, and state issues. Speakers are occasionally invited. *Any faculty and staff members are welcome to attend, without invitation.*

University Senate

Chair: *Brian Masciadrelli*

Vice Chair: *Jennifer Costa*

University Faculty Senator: *Bruce Simon*

Secretary: *Kevin Hahn*

Governance Officer: *Cynthia Smith*

Faculty & Professionals Affairs: *Heather McKeever*

Contingent Faculty Affairs: *Anne Fearman*

Academic Affairs: *Jennifer Hildenbrand*

General Education: *Justin Conroy & Joseph McFall*

Planning & Budget: *Peter Reinelt & Jonathan Chausovsky*

Graduate Council: *Katherine Levy*

4:00 P.M. Mondays

Kelly Family Auditorium

Science Center - 105

Fall 2017

August 28
October 02
November 06
December 04

Spring 2018

February 05
March 05
April 09
May 07

This governance body, comprised of elected representatives from the faculty and professional staff at Fredonia, meets monthly during the academic year to discuss issues and recommend actions at the university. The agenda is distributed before each meeting. The Senate Executive Committee meets at least twice before each meeting once independently and once with the President and Provost.

Academic Affairs welcomes you to visit our [webpage](#) and to subscribe to the Academic Affairs Google [Calendar](#) to find the most current and up to date information on these and other events and meetings. Thank you!