



# FREDONIA

STATE UNIVERSITY OF NEW YORK

## 2016-2017 Timeline

### ACADEMIC AFFAIRS



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## First-Year Tenure-Track Faculty Reappointment

### HARP timeline

#### **December 2016**

- 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 2017**

- 17** 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 2017**

- 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.
- 15** 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 2017**

- 15** 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 2016**

- 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 2016**

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

## **November 2016**

- 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 2016**

**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**

**15** 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**

**15** 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 2016**

- 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 2016**

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

### **November 2016**

- 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 2016**

- 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.

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

**February 2017**

**15** 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 2017**

**18** 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 2017**

**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 2017**

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 2016**

- 17** 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)

## **January 2017**

- 17** Faculty in their fifth year and beyond submit dossiers for departmental reappointment, continuing appointment, and/or promotion review. (Pre-HARP)

**Note:** Fifth-year faculty are reviewed for reappointment for their seventh year; and 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 2017**

- 15** Chairs/Directors recommend to Deans: 5<sup>th</sup> to 7<sup>th</sup> year reappointments, continuing appointments, and promotions. (Pre-HARP)

## **March 2017**

- 20** Deans recommend to Provost: 5<sup>th</sup> to 7<sup>th</sup> year reappointments, continuing appointments, and promotions. (Pre-HARP)

## **April 2017**

- 18** Provost recommends to President: 5<sup>th</sup> to 7<sup>th</sup> year reappointments, continuing appointments, and promotions. (Pre-HARP)

## **May 2017**

- 01** President notifies faculty of contracts for 7th year. (Pre-HARP)
- 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 2017**

Chancellor notifies the candidate of continuing appointment decision.

## **Senior Lecturer Award Title Process HARP Timeline**

### **February 2017**

- 15** Candidate submits dossier to chair for review by DPC.

### **March 2017**

- 01** DPC submits recommendation to Department Chair.
- 22** Department Chair submits recommendation to Dean.

### **April 2017**

- 07** Dean submits recommendation to Provost
- 28** Provost submits recommendation to President

### **May 2017**

- 15** President notifies candidate of award title of Senior Lecturer.

## Department Chair (Re)appointment Timeline

### **September 2016**

**19** Departments begin review of Chair (re)appointments.

### **November 2016**

**15** Departments recommend to Deans: Chair (re)appointments.

### **December 2016**

**15** Deans recommend to Provost: Chair (re)appointments.

### **January 2017**

**17** Provost recommends to President: Chair (re)appointments.

### **February 2017**

**01** President makes Chair (re)appointments.

## Sabbatical Leave Approval Process Timeline

### **November 2016**

**11** Eligible faculty submit 2017-2018 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 2016**

**01** DPC/LPC Chair submits ballots and cover letter to Department Chair/Director.

**15** Chairs/Directors recommend sabbatical leaves to Deans

**16** Spring 2016 and AY 2015/2016 *sabbatical reports due* to department chair

**January 2017**

**17** Dean recommends sabbatical leaves to Provost.

**February 2017**

**06** Provost recommends sabbatical leaves to President

**28** President notifies faculty of sabbatical decisions

**May 2017**

**12** Fall 2016 *sabbatical reports due* to department chair

**Annual Reports, Performance Programs, and  
Performance Evaluations Timeline**

**May 2017**

**15** Faculty and Professional Staff submit individual Annual Reports to Chairs or Directors

**June 2017**

**15** Chairs and Directors submit annual reports to Deans

**15** Academic Support Units and other Directors submit Annual Reports to the VPAA or Associate VP

**July 2017**

**17** Deans and AVPs submit Division Annual Reports to Provost

**17** Supervisors submit Management/Confidential (M/C), CSEA, and Professional Staff Performance Evaluations to Human Resources

**September 2017**

Provost issues Academic Affairs annual division report

## Timeline for Producing 2017-2018

### University Catalog

#### **April 4, 2017-June 1, 2017**

Catalog review

#### **June 1, 2017**

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

#### **June 1 – 15, 2017**

Provost Office prepares catalog for online publication.

#### **June 15, 2017**

Online publication of catalog

#### **September 15, 2017**

PDF publication of catalog

## Groups and Committees in Academic Affairs

### Academic Affairs Committee

*Chair: Joseph Straight*

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*

**3:00 – 4:00 P.M.**

**Nov 14, 2016; 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](mailto:AmyJo.Dorler@fredonia.edu). Spring 2017 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, Chief Information Officer, 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 – 2:00 P.M.**  
**Wednesdays**  
**Williams Center S204 ABC**

### **Fall 2016**

August 31  
October 5 (1-2:30 G103AB)  
October 26  
November 30

### **Spring 2017**

January 25  
February 22  
March 29  
April 26

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 - 10:00 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: Karry Kazial*

*Vice-Chair: VACANT*

**8:30 – 10:00 A.M.**

**English Reading Room, Fenton Hall, Room 127**

### **Fall 2016**

September 06  
October 04  
November 01  
December 06

### **Spring 2017**

February 07  
March 07  
April 04  
May 02

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*

**8:00 - 9:00 A.M.**

**Williams Center, S204 ABC**

### **Fall 2016**

September 08  
October 06  
November 03  
November 17  
(PEU-UAC, 8-9:30)  
December 08

### **Spring 2017**

February 02  
March 02  
April 06  
April 20  
(PEU-UAC, 8-9:30)  
May 04



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 2016**

September 16  
October 07  
November 11  
December 09

#### **Spring 2017**

February 03  
March 10  
April 07  
May 12

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:** *Kathleen Magiera*

**Governance Officer:** *Mary Beth Stevens*

**Faculty & Professionals Affairs:** *Heather McKeever*

**Contingent Faculty Affairs:** *Anne Fearman*

**Academic Affairs:** *Joseph Straight*

**General Education:** *Justin Conroy & Joseph McFall*

**Planning & Budget:** *Peter Reinelt & Jonathan Chausovsky*

**Graduate Council:** *Karry Kazial*

**4:00 P.M. Mondays**

**Kelly Family Auditorium**

**Science Center - 105**

### **Fall 2016**

August 29  
October 03  
November 07  
December 05

### **Spring 2017**

February 06  
March 06  
March 20 (if needed)  
April 03  
May 01

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!