

IV. Timeline for Evaluation and Promotion of Library Faculty

A. Notice of Request for Promotion (June 1st):

1. A candidate files notice of request for promotion with the Dean of the Lemieux Library or the Law Library Director on or before June 1st of the year prior to which the promotion will take effect.
2. Upon receipt of a notice of request for promotion, the Dean of the Lemieux Library or the Law Library Director will inform the Committee Chair of the name(s) of the candidate(s).
3. A candidate is eligible for advancement in rank if he or she attains the appropriate time in rank, as specified in the *CLEP Handbook*, on or before the October 1st file submission date.
4. A candidate may withdraw his or her request for promotion at any time in the process prior to transfer of the promotion file to the Provost. A candidate who withdraws a request for promotion may reapply the following year.

B. Candidate File and Supervisor Recommendation Submitted to CLEP (October 1st):

1. A candidate submits the promotion file to the Chair on or before October 1st.
2. Supervisor submits a recommendation to the Committee for inclusion in the file on or before October 1st.
3. Upon receipt of the promotion file, the Chair will announce the names of candidates seeking promotion to the Committee of the Whole.

C. CLEP Recommendation and Candidate File Forwarded to the Dean of the Lemieux Library or Law Library Director (October 20th):

1. After reviewing and evaluating the candidate's file, the Committee writes a recommendation to approve or deny the request for promotion.
2. On or before October 20th, the Committee forwards its written recommendation and the candidate's file to the Dean of the Lemieux Library or the Law Library Director.

D. Review of CLEP Recommendation:

If the Dean of the Lemieux Library or the Law Library Director is satisfied that the evaluation has been thoroughly conducted and the recommendation is soundly based, he or she will deliver a summary of the Committee recommendation, without attribution or vote count, to the candidate.

E. On or before November 1st, if the Dean of the Lemieux Library or the Law Library Director is not satisfied with the evaluation and the recommendation, he or she will return it to the Committee with comments and suggestions.

F. On or before November 15th, if the Committee rejects the suggestions, the Dean of the Lemieux Library or Law Library Director will deliver a summary of the Committee recommendation, without attribution or vote count, to the candidate.

G. The candidate shall have five (5) working days from receipt of the summarized recommendation to submit a written statement in response to the summarized recommendation. The candidate's written response shall be sent to either the Dean of the Lemieux Library, or the Law Library Director and Law School Dean.

H. Recommendations of Dean of the Lemieux Library or Law Library Director and Law School Dean:

1. In forming his or her recommendation, the Dean of the Lemieux Library, the Law Library Director, and the Law School Dean shall give due weight and appropriate consideration to the views of the Committee.

a. *Lemieux Library Candidates for Promotion:*

The Dean of the Lemieux Library shall forward any written response from the candidate and his or her own recommendation and observations to the Committee Chair by December 1st.

b. *Law Library Candidates for Promotion:*

i. The Law Library Director shall forward to the Law School Dean the candidate's file, the Committee recommendation, any written response from the candidate, and his or her own recommendation and observations by December 1st.

ii. The Law School Dean shall forward his or her own recommendation to the Committee Chair by December 10th.

I. CLEP Forwards Completed File to the Provost (December 15th):

The Chair will forward the complete file (recommendations from the department head/supervisor, CLEP, and the Dean of the Lemieux Library, or the Law Library Director and Law School Dean) and the Committee's written recommendation to the Provost by December 15th.

J. Recommendations Sent to the President (February 1st):

The Provost reviews the Committee's written recommendation, and the Dean of the Lemieux Library, or the Law Library Director and Law School Dean's written recommendation, and forwards his/her recommendation, along with the recommendations of the Committee and the Dean of the Lemieux Library, or the Law Library Director and Law School Dean to the President.

K. President's Decision, Notification, and Effective Date:

1. The President shall make a decision, in writing, regarding the request for promotion.
2. The Office of the Provost notifies the Committee and the candidate of the President's decision. The Office of the Provost arranges for publication of the names of the successful candidates.
3. Promotions are effective on the first date of the next annual contract immediately following approval.

L. Effect of Promotion Denial:

1. A candidate denied promotion is eligible to reapply for promotion two years from his or her most recent filing date.
2. The Committee realizes that upon occasion, mitigating factors (i.e., illness, family emergency, etc.) might cause a minor delay in the transfer of files and promotional documents from one party to another. With this realization, the Committee will make allowances for such mitigating factors within the scope of this timeline.