

Faculty, Staff, and Administrators in Academic Departments  
Hiring, Review, and Renewal Calendar  
Revised April 2008

This table is abstracted from the policies and practices described in the Rank and Tenure Policy Statement and the Faculty Handbook as well as the Academic Affairs and CAS Dean's website. JB

MAJOR EVENTS => FACULTY STATUS or TYPE	HIRING	ANNUAL REVIEW	RENEWING	CONTRACTS
<i>FULL TIME:</i>				
Tenured Faculty	Requests ordinarily due 1 May and approved by 1 July.	Each Fall	continuous to retirement . . .	15 April
Tenure-Track	Same as tenured faculty	Each Fall, or Spring/summer	Fall. In Chair's annual review letter <sup>1</sup>	15 April
Clinical	Same as tenure-track faculty	Same as tenure-track faculty	Same as tenure-track faculty	When possible, 15 April
Full-time non-tenure track (8 courses plus service). "Visiting" = "will be at Loyola for only one year" (FH IV.O.2.)	Same as tenure-track faculty, although late developing personal, professional and sabbatical "leaves" often require a later date.	Same as tenure-track faculty.	Same as tenure-track faculty	When possible, 15 April
<i>PART-TIME</i>				
Four-fifths time (6 courses/year + service) [Formerly called "core"]	Request for new four-fifths faculty can be made <b>as early as the Fall</b> prior to the year in which the contract will begin (as Chairs consider, for example, the impact of sabbatical applications on faculty coverage) and ordinarily no later than after	Evaluations may take place in the Fall, or at the beginning of the Winter/Spring semester.	Requests (accompanied by an annual review) for renewal are due to the CAS Dean's office no later than 15 March.	The contract for the next academic year is ordinarily issued <b>no later than 15 June</b> . Renewal should not be presumed until a signed contract has been returned to the Dean's office.

<sup>1</sup> Notices of non-renewal to probationary faculty must be given by 27 February (during a faculty member's first year), 30 December (during a faculty member's second year), or 7 June (during and after a faculty member's third year). **Second and third year faculty may receive a contract for another year if notified by these dates.**

MAJOR EVENTS => FACULTY STATUS or TYPE	HIRING	ANNUAL REVIEW	RENEWING	CONTRACTS
	Spring registration for the Fall.			
Half-time (4 courses/year + service)	Same as four-fifths	Same as four-fifths faculty	Same as four-fifths time	after the Spring registration, frequently not until mid- June.
Per Course Adjunct or Affiliate (1 – 3 courses/year + service)	<p>Periodic advertising needed. Chair submits names to Dean's office in July (for Fall), November (for Spring), or April (for Summer). Undergraduate and graduate enrollments often require enlistment of such faculty as late as the beginning of a semester.</p>	<p>The Chair should annually review all student evaluations, but further Annual Review is done differently in different departments.</p> <p><b>Periodic (non-annual) review:</b> Single course affiliate faculty who have completed teaching six courses are eligible for a modest \$50 increment when they submit a self-evaluation and student evaluations to the Chair, and the Chair forwards the faculty member's materials along with the Chair's evaluation of teaching to the Dean/Associate Dean by July 15 each year. This increase applies only to per course affiliates (not half time four-fifths,</p>	<p>Before each semester (November, April [for summer sessions], and July), the Dean's office asks Chairs to submit the names of needed per course faculty.</p>	<p>Contract letters (stipulating that courses with low enrollments may be cancelled and requiring faculty signature) can be issued no earlier than 45 days before the start of the semester and are usually issued one month before the semester.</p>

MAJOR EVENTS => FACULTY STATUS or TYPE	HIRING	ANNUAL REVIEW	RENEWING	CONTRACTS
Continued - Per Course Adjunct or Affiliate (1 – 3 courses/year + service)		or full time faculty) THIS WILL BE PHASED OUT AS WE BEGIN THE NEW AFFILIATE SALARY SCALE SKETCHED AT THE MARCH 2007 CAS CHAIRS MEETING.		
STAFF & ADMINISTRATORS	Requests made throughout the year, as staff or administrators depart. Requests for new staff/administrators should be made as the next year's budget is constructed, beginning in September of each year.	The process begins with a letter to Deans and Chairs from Human Resources each March. Chair evaluations of S/A are due to the Deans about mid-April, Deans recommendations are due to the VPAA by early May; VPAA decisions to Human Resources by mid-May.		Right before July 1 of the new year.

The College – either the Dean and/or the Department Chair -- has a file of all current faculty. The contents of the file may be different for different faculty, although the file ordinarily includes the materials specified on the “Faculty Application Dossier” sheet: curriculum vitae, letters of recommendation, official transcripts, a recent publication or research proposal (if research is part of the job description), and an essay on the Jesuit mission. (1) For full-time faculty, the Dean’s office retains the files of all full-time faculty (including Clinical and other affiliate full-time faculty), plus PAA/ ER forms, evaluation Updates and Chair evaluations, and yearly contracts. (2) The Dean’s office also keeps a copy of the contracts only of all faculty (full-time or part-time) – but not the resumes, transcripts, recommendations, or essay on the Jesuit mission.<sup>2</sup> Thus, the Dean’s office does not keep complete files on part-time faculty. (3) Chairs keep the files part-time faculty. This file will ordinarily include at least a current resume, references, official transcripts, and faculty Updates/Chair evaluations.

<sup>2</sup> The essay on Jesuit mission is not required of part-time faculty (particularly when they are hired at the last minute), although faculty who teach regularly at Loyola should complete such an essay when time permits.