

Personnel Procedure Summary Chart For NYIT Librarians

Step in the process	Special Provisions for Mid-Year Hires		Librarians in the first or second full academic year of service*	Librarians in the third or subsequent full academic years of service
	Librarian hired after an academic year has started, but before March 1	Librarian hired after an academic year has started, and after March 1		
Duration of the term contract which the Librarian received	Less than one academic year; shall terminate on August 31 of that academic year.	More than one academic year; shall terminate on August 31 of the following academic year.	One Year	Two Years (for third through sixth year) or Three Years (beginning with the seventh year)
Deadline for the Chair of the Library PEC to: (1) notify affected Librarians that their term contracts will expire and that they need to submit their electronic portfolios by the due date if they wish to be considered for promotion, and (2) request the individual who supervises these Librarians that he or she must evaluate the candidate and submit the evaluation by the due date.	N/A	No action is required during the fraction of the academic year when the Librarians began their employment. Such Librarians first apply for reappointment later that calendar year (see next column).	September 1	December 1
Librarians who wish to be considered for promotion shall notify the Chair of the Library PEC of this fact by this date. (Librarians may not apply for promotion unless they have met the requirements for promotion to the next rank.)	N/A		October 1	December 15
The individual supervising the Librarian must evaluate the candidate and submit his or her written evaluation to the Library PEC and to the candidate by this date.	N/A		November 1	February 1
Candidates seeking to be promoted must submit his/her electronic portfolio to the Library PEC Chair by this date. No portfolio is required if only reappointment is requested.	N/A		December 1	February 15
The report of the Library PEC goes from the Chair of the Library PEC to the Dean/Director of Libraries (with a copy to the candidate). **	May 15		December 20	March 1
Final recommendation for continuation or termination is sent to the VPAA	June 1		N/A	N/A
The report of the Dean/Director of Libraries goes to the Vice President for Academic Affairs (with a copy to the candidate).	N/A		January 15	April 1
The recommendation of the VPAA goes to the President (with a copy to the candidate).	June 1	February 1	May 1	
Date by which the staff member must receive notice if he or she is not to be reappointed.	July 1	March 1	August 31	
What happens if the Librarian does not get reappointed	Member serves until the end of the current academic year (i.e. until August 31).	Member serves until the end of the current academic year.	Member serves until the end of the following academic year.	

* - Librarians hired after the start of the previous academic year will need to apply for reappointment according to this schedule because they will now be in their first full academic year of service

** - If NYIT does not have a Dean/Director of Libraries, then the Library PEC will need to submit its report directly to the Vice President for Academic Affairs by the date listed.