

DEPARTMENT OF ENGLISH  
Faculty of Arts and Sciences  
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DEPARTAMENTO DE INGLES  
Facultad de Artes y Ciencias  
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September 29, 2011

To: Members of the English Department

From: Gayle W. Griggs, Chairperson  
Personnel Committee

Re: Deadlines for Applications for Personnel Action

The following dates comprise the work plan set up by the English Department's Personnel Committee. These dates are set in accordance with deadlines set by the Faculty Personnel Committee and the Board of Administration to allow sufficient time to see all cases. If you plan to apply for any of these personnel actions, please turn in your completed paperwork by no later than the below dates.

**DEADLINES FOR PAPERWORK SUBMISSION TO ENGLISH DEPARTMENT PERSONNEL COMMITTEE**

<b>LICENSES</b>	<b>MONDAY, OCTOBER 31, 2011</b>
<b>SABBATICALS (August 2012):</b>	<b>MONDAY, OCTOBER 31, 2011</b>
<b>PROMOTIONS:</b>	<b>MONDAY, NOVEMBER 21, 2011</b>
<b>TENURES EFFECTIVE JULY 2012:</b>	<b>MONDAY, NOVEMBER 21, 2011</b>

Please submit application documents following the order listed below:

**Applications for Promotion (Due November 21, 2011)**

- a. Curriculum Vitae
- b. Self-evaluation statement
- c. Appendix B (Resume)
- d. Appendix F (General Self-evaluation)
- e. Appendix G (Teaching Self-evaluation)
- f. Appendix H/COE (Student evaluations and Self-evaluation)
- g. Appendix I (Research Self-evaluation, if applicable)
- h. Appendix L (Academic Administration, if applicable)
- i. Copies of student evaluations since your last promotion (please download and print them out. They are on your UPRM mail account).
- j. Class visit reports

**Applications for Tenure (Due November 21, 2011)**

- a. Curriculum Vitae
- b. Self-evaluation statement
- c. Appendix B (Resume)
- d. Appendix F (General Self-evaluation)
- e. Appendix G (Teaching Self-evaluation)
- f. Appendix H/COE (Student evaluations and Self-evaluation)
- g. Appendix I (Research Self-evaluation, if applicable)
- h. Appendix L (Academic Administration, if applicable)
- i. Copies of student evaluations since your last promotion
- j. Class visit reports

If you qualify for promotion and/or tenure, you will be receiving a letter indicating you are up for the determined action. You will need to respond (using an attached written form) if you plan to proceed with the application process for PC action.

**Licenses- (Due Monday, October 31, 2011)**

- a. Application from Human Resources
- b. Any evidence needed as well

**Sabbaticals -For August, 2012 (Due Monday, October 31, 2011)**

- a. Application
- b. Contract for Leave of Absence (Contrato de Faltas)
- c. Curriculum Vitae
- d. Summary of work completed for previous sabbatical leave (if applicable)
- e. Sabbatical Plan:
  - Title of project or study
  - Justification or relevance
  - Objectives
  - Methodology
  - Expected Achievements (whether or not you expect to publish)
  - Place where study or project will take place
  - Resources and facilities needed
  - Budget
  - Timeline related to the objectives (by month or semester)
  - Criteria to be considered at the Faculty Personnel Committee
  - Previous work in the proposed area
  - Importance of proposed work
  - Professional improvement for the applicant
  - Potential benefits for the department and campus
- f) If you had a previous sabbatical, include copy of the certification as evidence that the final report was submitted.

All of the appendices for tenure and promotion are available on-line at the English Department Webpage  
<http://www.uprm.edu/english/?q=node/54>

For license and sabbatical forms, please access the institution's site at [www.uprm.edu/ac/formularios](http://www.uprm.edu/ac/formularios)

Please feel free to contact any PC member or me if you have any further questions.