

AXE LIBRARY GUIDELINES

Key Dates

The following annual requirements are extracted from the "Agreement Between Pittsburg State University/Kansas National Education Association and Pittsburg State University" (contract) and the "Axe Library Guidelines."

January:

First Monday after January 1st: Faculty submits report of accomplishments to Dean (Contract)

31 - Deadline for encumbering out-of-state travel (Contract)

February:

1 - Annual Performance Appraisal Form to faculty (Contract)

15 - Faculty objectives to Dean of Learning Sources (Contract)

March:

1 - Statement of objectives from Dean to faculty (Contract)

May:

1 - Units provide Dean with "estimate of levels of activity and associated costs." (Guideline 1)

Week before end of the Spring Semester: Prepare and approve Library schedule to ensuing academic year (Guideline 42)

August:

Friday before first day of classes, Fall Semester:

Elect Secretary for departmental meeting (Guideline 52)

Elect members of Promotion and Tenure Committees (Guideline 52)

Elect members of Library Social Committee (Guideline 52)

September:

Annual report on use of Faculty Research Room to the Faculty Professional Development Committee (Guideline 43)

December:

"Prior to January":

Develop "Goals and Objectives for Leonard H. Axe Library" for the following year (Guideline 53 and Contract)