

DATE: August 30, 2023
 TO: Deans, Department Chairs and Heads, College HR Directors
 FROM: Michael J. Eagen, Associate Provost for Academic Personnel
 RE: Personnel Action Deadlines

This notice revises and replaces the one issued on June 2, 2023 concerning the same subject – deadlines for faculty personnel actions. Some of the Provost Office deadlines for receiving college-level recommendations have been changed to prioritize the most significant ones and permit the various reviews to be spread out more evenly over the course of the year. Deans and Department Chairs should set their own deadlines for faculty personnel actions at their level so that college-level recommendations reach the Provost’s Office in a timely manner. Deadlines provided below for DPC, Chair, and CPC recommendations in *italics* are suggestions only. Deadlines in bold are fixed and can only be extended by approval of the Academic Personnel Office. These are fixed deadlines that the Provost Office will not typically change from year to year. If a deadline falls on a weekend or holiday, it is automatically extended to the next business day.

Key deadlines for the Provost Office to receive college-level recommendations from the deans:

NTT Professional Improvement Fellowships: **December 15**
Tenure (with or without promotion): **February 1**
Tenure-Track Reappointment (4.2 reviews): **May 15**
TT Promotions (without tenure): **June 1**
NTT/Lecturer Promotions: **July 1**

A. Annual Faculty Report and Evaluation of Professional Activities (AFR) for the PREVIOUS ACADEMIC YEAR	
Faculty member submits the completed Annual Faculty Report and Evaluation of Professional Activities Form through APWS.	October 15
Department Head/Chair uploads job description for NTT Faculty only.	<i>October 30</i>
Department Personnel Committee (DPC) advances AFRs with comments through APWS to the Department Head/Chair.	<i>December 15</i>
Department Head/Chair advances AFRs with comments through APWS back to faculty member.	<i>January 15</i>
Faculty member certifies AFR and responds (optionally) to the comments entered by the DPC and Head/Chair. Once complete, the AFR advances to the Dean.	<i>February 1</i>
Dean reviews AFRs in APWS and advances them to the Provost's Office.	May 1

B. Non-Tenure Track Promotions – All titles and ranks	
NTT Faculty members applying for promotion submit applications through APWS to the Department Head/Chair.	First Day of Spring Semester
Department Personnel Committee (DPC) must advance through APWS their recommendations for promotion.	<i>March 1</i>
Department Head/Chair must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.	<i>March 15</i>
College-Level NTT review committees must advance through APWS their recommendations to the Dean.	<i>April 15</i>
Deans must advance through APWS their recommendations to the Provost.	July 1

C. Reappointment through Tenure Decision Year (4.2 review) - Appointment ends August of the next Academic Year	
Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration that a review of their records will be made for the purpose of a personnel recommendation.	First two weeks of the spring semester before the review
Department Personnel Committee (DPC) must advance through APWS their recommendations to the Department Head/ Chair.	<i>December 15</i>
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	<i>February 15</i>
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	<i>March 15</i>
Deans must advance through APWS their recommendations to the Provost.	May 15
Provost's Office must provide notification of reappointment or expiration of appointment of faculty members in their second or later year of service. If an appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least 12 months in advance of its termination.	August 15 (or the preceding business day)

D. Tenure and Promotion	
Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration that a review of their records will be made for the purpose of a personnel recommendation.	During the first two weeks of the spring semester before the review
Faculty must submit all materials for external referees to review and fill out waiver of rights section in APWS.	May 1 of the year prior to the review
Faculty must submit any remaining materials for inclusion in the basic file by the first week of the semester in which the review is to begin.	<i>September 15 (of the tenure decision year)</i>
Department Personnel Committee (DPC) must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.	<i>October 15</i>
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	<i>November 1</i>
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	<i>December 15</i>
Deans must advance through APWS their recommendations to the Provost.	February 1
Faculty members must be notified of the award of tenure, or of one-year terminal appointments no later than this date.	August 15

E. Promotion (TT Faculty not associated with Tenure)	
Faculty members applying for promotion to full Professor submit such applications through APWS to the Department Head/Chair.	<i>October 15</i>
Department Personnel Committee (DPC) must advance through APWS their recommendations to the Department Head/Chair.	<i>December 15</i>
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	<i>February 1</i>
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	<i>April 1</i>
Deans must advance through APWS their recommendations to the Provost.	June 1
Provost must notify candidate of the decision	July 15 or within 45 days of receiving dean's recommendation, whichever is later

F. Sabbatical Leaves Commencing During the Next Academic Year	
Deadline for faculty to submit their sabbatical leave applications in APWS.	October 1
Department Head/Chair must advance through APWS applications for sabbatical leave requests to the Dean.	<i>November 1</i>
Faculty who took sabbatical leave during one or both semesters of the PREVIOUS academic year must submit their sabbatical leave reports in APWS.	<i>November 15</i>
Deans must advance through APWS all applications for sabbatical leave to the Provost's office.	January 15
Provost's office notifies faculty members who are granted sabbatical leaves.	<i>March 15</i>
Deadline for faculty members to request cancellation or conversions of previously approved full-time sabbatical leave.	April 15

G. Non-Tenure Track Professional Improvement Fellowships Commencing During the Next Academic Year	
Applications for Non-Tenure Track Professional Improvement Fellowships are available in APWS.	September 15
Faculty member submits application for fellowship in APWS.	October 15
Department Personnel Committee recommendations due to the Dean.	<i>November 15</i>
Dean advances fellowship application through APWS to the Provost.	December 15
Provost's Office notifies faculty of award of fellowship.	<i>February 1</i>

H. Periodic Multi-Year Review (PMYR)	
Faculty members who are scheduled for Periodic Multi-Year Review during the academic year must submit review materials to the department head/chair.	February 1
Department Personnel Committee reviews PMYR reports and requests for funds.	<i>March 15</i>
Department Head/Chair must notify their faculty members who are scheduled for Periodic Multi-Year Review during next academic year.	<i>May 1</i>
Dean submits the college's Annual PMYRs to the Provost's Office via OneDrive upload. The tracking spreadsheet must also be completed.	August 15

I. Non-Tenure Track Reappointments		
<i>For faculty members whose current appointments expire in August of the current academic year.</i>	<i>Second year of service</i>	<i>First year of service</i>
Department Head/Chair recommendations due in deans' office for reappointment or non-reappointment of faculty members.	<i>October 15</i>	<i>January 15</i>
Dean recommendations due in Provost's Office for reappointment or non-reappointment of faculty members.	<i>November 15</i>	<i>February 1</i>
Department Head/Chair must send notification of reappointment or expiration of appointment.	December 15*	March 1**
*If an initial two-year appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least six months in advance of its termination.		
**If an initial one-year appointment terminates during an academic year, notification of reappointment must be given at least three months in advance.		
<i>For faculty members whose current appointments expire in August of the NEXT academic year.</i>	<i>Second or later year of service</i>	
Department Head/Chair recommendations due in dean's office for reappointment of faculty members.	<i>February 15</i>	
Dean recommendations due in Provost's Office for reappointment of faculty members.	<i>May 1</i>	
Department Head/Chair must send notification of reappointment or expiration of appointment.	August 15	
<i>For faculty at less than 50% FTE</i>	<i>End Fall</i>	<i>End Spring</i>
Department Head/Chair must send notification of reappointment or non-reappointment of appointment.	<i>December 1</i>	<i>May 1</i>

J. Leaves without Pay (Commencing during the NEXT Academic year, either or both semesters)	
Faculty member applications due in department offices.	<i>December 15</i>
Department Head/Chair recommendations due in deans' offices.	<i>January 15</i>
Dean's recommendation due in the Provost's Office.	February 15
Final date for faculty members to apply for cancellation of previously approved leaves without pay for either or both semesters.	April 15

K. Other important Dates	
No offer of appointment of a Fall appointment, commencing during the NEXT academic year, to tenure-track faculty members at another college or university should be made after this date without approval from the Provost (AAU standard).	May 1
Faculty members should not resign/retire after this date (AAU standard).	May 15
New or replacement Department Heads/Chairs for the NEXT academic year should be appointed and updated rosters sent to Academic Personnel no later than this date.	June 1
Department and College Personnel Committees for the current academic year should be established and updated rosters sent to Academic Personnel no later than this date.	September 15