

University of Massachusetts Amherst
Chronology of Major Personnel Actions, Academic Affairs
2017-2018

Except as noted (*), the dates listed below are working personnel deadlines. Every effort will be made to meet them, but they are not bound by law, university policy, or the UMass-MSP Collective Bargaining Agreement. Those dates preceded by asterisks are mandated deadlines, and must be observed.

Annual Faculty Reports

- October 16, 2017 Faculty members submit completed Annual Faculty Report and Evaluation Form through APWS. If applicable, alternative department or program head/chair completes Section 6 of the AFR in APWS.
- November 13, 2017 Department personnel committee must advance AFRs with its comments through APWS to the department head/chair.
- December 4, 2017 Department head/chair forwards each faculty member's AFR with their comments through APWS to the dean.
- December 15, 2017 Faculty member responds (optionally) to the AFR comments entered by the DPC and head/chair, then releases the AFR in APWS to the dean (necessary even if the faculty member chooses not to respond to DPC and head/chair comments).
- February 1, 2018 Dean adds her/his comments to all AFRs in APWS and advances them to the Provost's Office.

Tenure and Promotion (Regular Cycle)

- September 1, 2017 - September 21, 2017 * Department heads and chairpersons must, within the first three weeks of the semester, notify all members of their departments who are scheduled for reappointment or tenure consideration during **AY 2017-2018** that a review of their records will be made for the purpose of a personnel recommendation.
- November 6, 2017 Department heads/chairs must advance through APWS to the dean all recommendations for tenure and associated promotions for those faculty members whose tenure decision year is **2017-2018 (regular cycle)**.
- January 16, 2018 Deans must advance through APWS to the Provost's Office all recommendations for tenure and associated promotions for those faculty members whose tenure decision year is **2017-2018 (regular cycle)**.

- August 15, 2018 * Faculty members being considered for tenure (regular cycle) must be notified of the award of tenure, or of one-year terminal appointments, no later than this date.
- Tenure and Promotion (Off-Cycle)**
- September 1, 2017 - September 21, 2017 * Department heads and chairpersons must, within the first three weeks of the semester, notify all members of their departments who are scheduled for reappointment or tenure consideration during **AY 2017-2018** that a review of their records will be made for the purpose of a personnel recommendation.
- December 15, 2017 Faculty members being considered for tenure (**off-cycle 2017-2018 I**) must be notified of the award of tenure, or of one-year terminal appointment, no later than this date.
- March 5, 2018 Department chairs/heads must advance through APWS all tenure recommendations for faculty members whose tenure decision year is **2018-2019 I (off-cycle) and whose appointment ends in January 2019.**
- April 16, 2018 Deans must advance through APWS their tenure recommendations for faculty members whose tenure decision year is **2018-2019 I (off-cycle).**
- Promotions Not Associated with Tenure**
- February 12, 2018 Department chairs/heads must advance through APWS office all recommendations for promotions not associated with tenure.
- April 2, 2018 Deans must advance through APWS to the Provost's Office all recommendations for promotions not associated with tenure.
- Senior Lecturer and Senior Lecturer 2 Promotions**
- January 22, 2018 Faculty members applying for promotion to Senior Lecturer or Senior Lecturer 2 submits such applications through APWS to the department head/chair.
- March 5, 2018 Department personnel committee must advance through APWS all recommendations for promotion to Senior Lecturer and Senior Lecturer 2.
- March 19, 2018 Department chairs/heads must advance through APWS to the college-level NTT review committee all recommendations for promotion to Senior Lecturer and Senior Lecturer 2.

April 13, 2018	College-level NTT review committees must advance through APWS their recommendations for promotion to Senior Lecturer and Senior Lecturer 2.
May 16, 2018	Deans must advance through APWS to the Provost's Office their recommendations for promotion to Senior Lecturer and Senior Lecturer 2.
September 1, 2017 - September 21, 2017	<p data-bbox="467 495 651 522"><u>Reappointments</u></p> <p data-bbox="431 531 1409 646">* Department heads/chairs must, within the first three weeks of the semester, notify all members of their department who are scheduled for reappointment or tenure consideration during AY 2017-18 that a review of their records will be made for the purpose of a personnel recommendation .</p>
October 13, 2017	Recommendations due in deans' office for reappointment or non-reappointment of faculty members in second year of service whose current appointments expire August 31, 2018 .
November 20, 2017	Recommendations due in Provost's Office for reappointment or non-reappointment of faculty members in second year of service whose current appointments expire August 31, 2018 .
November 20, 2017	Recommendations due in dean's office for reappointment or non-reappointment of faculty members in first year of service whose current appointments expire August 31, 2018 .
December 15, 2017	* Notification of reappointment or expiration of appointment of faculty members in second year of service whose current appointments expire August 31, 2018 . If an initial two-year appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least 6 months in advance of its termination.
December 15, 2017	* Notification of reappointment or non-reappointment of faculty members at less than 50% FTE whose appointment concludes at the end of fall semester 2017 .
December 15, 2017	* Notification of tenure or of separation after one terminal year for faculty members being considered for tenure with a TDY of 2017-2018 (off-cycle) .
January 31, 2018	Recommendations due in provost's office for reappointment or non-reappointment of faculty members in their first year of service whose current appointments expire August 31, 2018 .

February 20, 2018 Department chairs/heads must advance through APWS recommendations for reappointment through the tenure decision year (a.k.a. mini-tenure or 4.2 review) for (TT) faculty members whose current appointments expire **August 31, 2019**.

February 20, 2018 Recommendations due in the dean's office for reappointment of (NTT) faculty members **in their second or later year of service** whose current appointments expire **August 31, 2019**.

March 1, 2018 * Notification of reappointment or expiration of appointment of faculty members **in their first year of service** whose current appointments expire **August 31, 2018**. If an initial one-year appointment terminates during an academic year, notification of reappointment must be given at least 3 months in advance of its termination.

April 17, 2018 Deans must advance through APWS recommendations for reappointment through the

April 17, 2018 Recommendations due in provost's office for reappointment of (NTT) faculty members in their **second or later year of service** whose current appointments expire **August 31, 2019**.

May 1, 2018 * Notification of reappointment or non-reappointment of faculty members at less than 50% FTE whose appointment concludes at the end of spring semester 2018.

August 15, 2018 * Notification of reappointment or expiration of appointment of faculty members **in their second or later year of service** whose current appointments expire **August 31, 2019**. 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.

Reappointments - Off-Cycle Tenure Track

September 1, 2017 - September 21, 2017 * Department heads/chairs must, within the first three weeks of the semester, notify all members of their department who are scheduled for reappointment or tenure consideration during **AY 2017-18** that a review of their records will be made for the purpose of a personnel recommendation .

October 2, 2017 Department chairs/heads must advance through APWS their recommendations for all reappointments through the tenure decision year (a.k.a. "mini-tenure" or "4.2 review") for faculty with appointments ending **January 2019 (off-cycle)**.

- November 1, 2017 Deans must advance through APWS to the Provost's Office their recommendations for all applications for reappointment through the tenure decision year (a.k.a. "mini-tenure" or "4.2 review") for faculty with appointments ending **January 2019 (off-cycle)**.
- December 15, 2017 * Notification of reappointment or expiration of appointment of faculty members in their second or later year of service whose current appointments expire **January 2019**. 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 31, 2017 **Sabbatical Leaves**
Sabbatical leave policy always available at: <https://www.umass.edu/provost/faculty-staff-resources/personnel-information>. Faculty may begin work on sabbatical applications in APWS at any time.
- October 10, 2017 Deadline for submission of applications through APWS for sabbatical leaves for **2018-19**.
- October 30, 2017 Department heads/chairs must advance through APWS to the dean all applications for sabbatical leave requests for **2018-2019**.
- November 9, 2017 Faculty who took sabbatical leaves during **AY2016-17** submit their sabbatical leave reports to department heads/chairs.
- December 1, 2017 Deans must advance through APWS to the Provost's Office all applications for sabbatical leave for **2018-2019**.
- January 16, 2018 Department heads/chairs must forward their faculty members' sabbatical leave reports for **2016-2017**, (with head's/chair's summary) to the dean.
- March 26, 2018 Deans must forward their faculty members' sabbatical leave reports for **2016-2017**, with dean's summaries, to the Provost's Office via Box upload.
- March 26, 2018 Notification through APWS of faculty members granted sabbatical leaves for **2018-2019** (except those being considered for tenure).

April 17, 2018 Final date for faculty members to request cancellation of previously approved full-time sabbatical leaves commencing in **2018-2019**, or for conversion of previously approved full-year sabbatical leaves commencing in **2018-2019** to half-year sabbatical leaves to be taken in either semester of **2018-2019**. (Conversions from half-year to full-year sabbaticals may still be approved at the discretion of the dean.)

Leaves without Pay

December 13, 2017 Applications for Leave Without Pay for **2018-2019** due in department offices.

January 31, 2018 Applications for Leave Without Pay for **2018-2019**, with department head/chair recommendation, due in deans' offices.

February 20, 2018 Applications for Leave Without Pay for **2018-2019**, with Dean's recommendation, due in the Provost's Office.

April 17, 2018 Final date for faculty members to apply for cancellation of previously approved leaves without pay for either or both semesters, **2018-2019**.

Anomaly Increases

April 13, 2018 Anomaly recommendations due in departmental offices.

May 4, 2018 Anomaly recommendations due in deans' offices with the recommendations of the department personnel committee and department head/chair.

June 15, 2018 Anomaly recommendations due in the Provost's Office.

Periodic Multi-Year Review

January 22, 2018 Faculty members who are scheduled for Periodic Multi-Year Review during **2017-18** must submit review materials to the department head/chair.

April 30, 2018 Department heads/chairs must notify their faculty members who are scheduled for Periodic Multi-Year Review during academic year **2018-2019**.

August 17, 2018 Dean submits the college's **2017-2018** Annual Periodic Multi-Year Reports (PMYRs) to the Provost's Office via Box upload.

Other Pertinent Dates

May 1, 2018

No offer of appointment for Fall 2018 to faculty members at another college or university should be made after this date without special clearance (AAU standard).

May 15, 2018

Faculty members should not resign/retire after this date (AAU standard).