

DATE: June 2, 2023
TO: Deans, Department Chairs and Heads,
 College HR Directors
FROM: Michael J. Eagen, Associate Provost for Academic Personnel
RE: Personnel Action Deadlines

This is a reminder that last year the Office of the Provost established, in accordance with the MSP collective bargaining agreement and the Academic Personnel Policy, fixed deadlines for the processing of faculty personnel actions. These dates and deadlines have been updated to reflect recent changes to the academic calendar.

Unless noted otherwise, when a due date falls on a weekend or holiday, it is automatically extended to the next business day.

Department and School/College deadlines are established and can be extended by the Dean. Provost's Office deadlines can be extended by approval from the Academic Personnel Office.

Annual Faculty Report and Evaluation of Professional Activities (AFR) FOR <i>PREVIOUS</i> ACADEMIC YEAR.	
Faculty member submits completed Annual Faculty Report and Evaluation of Professional Activities Form. Faculty member will have the option to respond to comments following each level of review prior to the Provost's Office.	October 15
Department Head/Chair uploads job description for NTT Faculty only.	Set by Dean
Department Personnel Committee (DPC) advances AFRs with comments through APWS to the Department Head/Chair.	Set by Dean
Department Head/Chair advances AFRs with comments through APWS back to faculty member.	Set by Dean
Dean reviews AFRs in APWS and advances them to the Provost's Office.	May 1

Non-Tenure Track Promotions – all titles and ranks	
NTT Faculty members applying for promotion submit such applications through APWS to the Department Head/Chair.	First day of the spring semester
Department Personnel Committee (DPC) must advance through APWS their recommendations for promotion.	Set by Dean
Department Head/Chair must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.	Set by Dean
College-Level NTT review committees must advance through APWS their recommendations to the Dean.	Set by Dean
Deans must advance through APWS their recommendations to the Provost.	June 15

Reappointment through Tenure Decision Year (4.2 review) appointment ends August of the <i>NEXT</i> 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.	During the 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.	Due date set by Dept. Chair/Head
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	Due date set by Dean
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	Due date set by Dean
Deans must advance through APWS their recommendations to the Provost.	May 1
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

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 1st prior to the tenure decision year
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.	September 15th of the tenure decision year
Department Personnel Committee (DPC) must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.	Due date set by Dept. Chair/Head
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	Due date set by Dean
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	Due date set by Dean (no later than the end of the fall semester)
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 or the preceding business day

Promotion (TT Faculty, not associated with Tenure)	
Faculty members applying for promotion to full Professor, or in the Clinical, Extension, & Research ranks submit such applications through APWS to the Department Head/Chair.	Due date in Fall semester set by Dept. Chair/Head
Department Personnel Committee (DPC) must advance through APWS their recommendations to the Department Head/Chair.	Due date set by Dept. Chair/Head
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	Due date set by Dean
College/School Personnel Committee must advance through APWS their recommendations to the Dean.	Due date set by Dean
Deans must advance through APWS their recommendations to the Provost.	May 15

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

Non-Tenure Track Professional Improvement Fellowships Commencing during <i>the next academic year</i>	
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 (DPC) recommendation due to the Dean	Due date set by Dean
Dean advances fellowship application through APWS to the Provost.	December 15
Provost's office notifies faculty of award of fellowship	February 1

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

Non-Tenure Track Reappointments		
<i>For faculty members whose current appointments expire 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.	Due date set by Dean	Due date set by Dean
Dean recommendations due in Provost's Office for reappointment or non-reappointment of faculty members.	November 1	February 1
Department Head/Chair must send notification of reappointment or expiration of appointment.	December 15 or the preceding business day	March 1 or the preceding business day
*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.		
<i>For faculty members whose current appointments expire 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.	Due date set by Dean	
Dean recommendations due in Provost's Office for reappointment of faculty members.	May 1	
Department Head/Chair must send notification of reappointment or expiration of appointment.	August 15 or the preceding business day	
<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.	December 1	May 1

Leaves without Pay (Commencing during the NEXT Academic Year (either or both semesters)	
Faculty member applications due in department offices.	Due date set by the Dept. Chair/Head
Department Head/Chair recommendations due in deans' offices.	Due date set by Dean
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

Other important Dates	
No offer of a Fall appointment, commencing 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 Chairs/Heads 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