

University of Massachusetts Amherst
Chronology of Major Personnel Actions, Academic Affairs
2019-2020

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 15, 2019	Faculty members submit completed Annual Faculty Report and Evaluation of Professional Activities Form through APWS. If applicable, identify department or program head/chair for joint appointment such as Commonwealth Honors, IALS, or other formal joint appointment.
October 31, 2019	Department head/chair uploads job description for NTT Faculty only
December 17, 2019	Department personnel committee must advance AFRs with its comments through APWS to the department head/chair
January 17, 2020	Department head/chair must advance AFRs with their comments through APWS back to faculty member
January 24, 2020	Faculty member certifies AFR and responds (optionally) to the comments entered by the DPC and head/chair. Once complete the AFR is advanced to the Dean
February 24, 2020	Dean adds her/his comments to all AFRs in APWS and advances them to the Provost's Office

Librarian Annual Reports and Evaluations

August 5, 2019	Annual report available to Librarians Personnel Committee and Personnel Committee review
August 26, 2019	Annual report available to intermediate supervisor (typically Associate Director or Dean of Libraries); Evaluation interviews of librarians and intermediate supervisor if necessary
September 16, 2019	Annual report available Dean of Libraries in APWS
October 7, 2019	Dean's meeting with Librarians Personnel Committee (if required)
October 14, 2019	Final approval from librarians in APWS; their own completed forms
October 21, 2019	Transmitted to Provost via APWS
May 15, 2020	Annual Report forms available to all eligible MSP bargaining unit librarians in Academic Personnel Workflow System (APWS)
July 10, 2020	Annual report submitted in APWS
July 11, 2020	Annual report available to direct supervisor (typically Department Head) in APWS Evaluation interviews of librarians with Department Heads

Tenure and Promotion (Regular Cycle)

September 1, 2019 - September 21, 2019	*	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 2019-2020 that a review of their records will be made for the purpose of a personnel recommendation
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November 6, 2019		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 2019-2020 II (regular cycle)
January 16, 2020		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 2019-2020 II (regular cycle)
August 15, 2020	*	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
September 1, 2019 - September 21, 2019	*	<u>Tenure and Promotion (Off-Cycle)</u> 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 2019-2020 that a review of their records will be made for the purpose of a personnel recommendation
December 15, 2019		Faculty members being considered for tenure (off-cycle 2019-2020 I) must be notified of the award of tenure, or of one-year terminal appointment, no later than this date
March 5, 2020		Department chairs/heads must advance through APWS all tenure recommendations for faculty members whose tenure decision year is 2020-2021 I (off-cycle) and whose appointment ends in January 2021
April 16, 2020		Deans must advance through APWS their tenure recommendations for faculty members whose tenure decision year is 2020-2021 I (off-cycle)
February 12, 2020		<u>Promotions Not Associated with Tenure</u> Department chairs/heads must advance through APWS office all recommendations for promotions not associated with tenure
April 2, 2020		Deans must advance through APWS to the Provost's Office all recommendations for promotions not associated with tenure
January 23, 2020		<u>Senior Lecturer and Senior Lecturer 2 Promotions</u> Faculty members applying for promotion to Senior Lecturer or Senior Lecturer 2 submits such applications through APWS to the department head/chair
March 5, 2020		Department personnel committee must advance through APWS all recommendations for promotion to Senior Lecturer and Senior Lecturer 2
March 19, 2020		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 16, 2020		College-level NTT review committees must advance through APWS to the Dean their recommendations for promotion to Senior Lecturer and Senior Lecturer 2
May 15, 2020		Deans must advance through APWS to the Provost's Office their recommendations for promotion to Senior Lecturer and Senior Lecturer 2
September 1, 2019 - September 21, 2019	*	<u>Reappointments</u> 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 2019-2020 that a review of their records will be made for the purpose of a personnel recommendation
October 11, 2019		Recommendations due in deans' office for reappointment or non-reappointment of faculty members in second year of service whose current appointments expire August 31, 2020
November 20, 2019		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, 2020

November 20, 2019		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, 2020
December 1, 2019		Notification of reappointment or non-reappointment of faculty members at less than 50% FTE whose appointment concludes at the end of fall semester 2019
December 15, 2019	*	Notification of reappointment or expiration of appointment of faculty members in second year of service whose current appointments expire August 31, 2020 . 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
January 31, 2020		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, 2020
February 20, 2020		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, 2021
February 20, 2020		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, 2021
March 1, 2020	*	Notification of reappointment or expiration of appointment of faculty members in their first year of service whose current appointments expire August 31, 2020 . 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, 2020		Deans 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, 2021
April 17, 2020		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, 2021
May 1, 2020	*	Notification of reappointment or non-reappointment of faculty members at less than 50% FTE whose appointment concludes at the end of spring semester 2020
August 15, 2020	*	Notification of reappointment or expiration of appointment of faculty members in their second or later year of service whose current appointments expire August 31, 2021 . 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
September 1, 2019 - September 21, 2019	*	<u>Reappointments - Off-Cycle Tenure Track</u> 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 2019-2020 that a review of their records will be made for the purpose of a personnel recommendation
October 2, 2019		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 2021 (off-cycle)
November 1, 2019		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 2021 (off-cycle)

December 15, 2019	*	Notification of reappointment or expiration of appointment of faculty members in their second or later year of service whose current appointments expire January 2021 . 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
<u>Sabbatical Leaves</u>		
September 1, 2019		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, 2019		Deadline for submission of applications through APWS for sabbatical leaves for 2020-2021
October 30, 2019		Department heads/chairs must advance through APWS to the dean all applications for sabbatical leave requests for 2020-2021
November 12, 2019		Faculty who took sabbatical leaves during AY2018-19 submit their sabbatical leave reports in APWS
December 3, 2019		Deans must advance through APWS to the Provost's Office all applications for sabbatical leave for 2020-2021
March 26, 2020		Notification through APWS of faculty members granted sabbatical leaves for 2020-2021 (except those being considered for tenure)
April 17, 2020		Final date for faculty members to request cancellation of previously approved full-time sabbatical leaves commencing in 2020-2021 , or for conversion of previously approved full-year sabbatical leaves commencing in 2020-2021 to half-year sabbatical leaves to be taken in either semester of 2020-2021 . (Conversions from half-year to full-year sabbaticals may still be approved at the discretion of the dean.)
<u>Leaves without Pay</u>		
December 13, 2019		Applications for Leave Without Pay for 2020-2021 due in department offices
January 31, 2020		Applications for Leave Without Pay for 2020-2021 , with department head/chair recommendation, due in deans' offices
February 20, 2020		Applications for Leave Without Pay for 2020-2021 , with Dean's recommendation, due in the Provost's Office
April 17, 2020		Final date for faculty members to apply for cancellation of previously approved leaves without pay for either or both semesters, 2020-2021
<u>Periodic Multi-Year Review</u>		
January 22, 2020		Faculty members who are scheduled for Periodic Multi-Year Review during 2019-2020 must submit review materials to the department head/chair
April 30, 2020		Department heads/chairs must notify their faculty members who are scheduled for Periodic Multi-Year Review during academic year 2020-2021
August 17, 2020		Dean submits the college's 2019-2020 Annual Periodic Multi-Year Reports (PMYRs) to the Provost's Office via Box upload
<u>Other Pertinent Dates</u>		
May 1, 2020		No offer of appointment for Fall 2020 to faculty members at another college or university should be made after this date without special clearance (AAU standard)
May 15, 2020		Faculty members should not resign/retire after this date (AAU standard)