

DATE: June 3, 2020
 TO: Deans, Department Chairs & Heads
 FROM: Michael J. Eagen, Associate Provost for Academic Personnel
 RE: Personnel Action Deadlines

Personnel Action Deadlines

A. Annual Faculty Report and Evaluation of Professional Activities (AFR)	
Faculty member submits completed Annual Faculty Report and Evaluation of Professional Activities Form through APWS.	October 15, 2020
Department Head/Chair uploads job description for NTT Faculty only.	October 30, 2020
Department Personnel Committee (DPC) advances AFRs with comments through APWS to the Department Head/Chair.	December 17, 2020
Department Head/Chair advances AFRs with comments through APWS back to faculty member.	January 15, 2021
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.	January 25, 2021
Dean reviews AFRs in APWS and advances them to the Provost's Office.	February 24, 2021

B. Promotion to Senior Lecturer or Senior Lecturer II	
Faculty members applying for promotion to Senior Lecturer or Senior Lecturer 2 submit such applications through APWS to the Department Head/Chair.	January 22, 2021
Department Personnel Committee (DPC) must advance through APWS their recommendations for promotion to Senior Lecturer and Senior Lecturer 2.	March 5, 2021
Department Head/Chair must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.	March 19, 2021
College-Level NTT review committees must advance through APWS their recommendations to the Dean	April 16, 2021
Deans must advance through APWS their recommendations to the Provost.	May 17, 2021

C. Reappointment through Tenure Decision Year (4.2 review)	Regular Cycle (Appointments ending August 2022)	Off Cycle (Appointments ending January 2022)
<p>Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration during AY 2020-2021 that a review of their records will be made for the purpose of a personnel recommendation.</p>	<p>September 1, 2020 - September 21, 2020</p>	<p>September 1, 2020 - September 21, 2020</p>
<p>Department Personnel Committee (DPC) must advance through APWS their recommendations to the Department Head/ Chair.</p>	<p>Due date set in Dept.</p>	<p>Due date set in Dept.</p>
<p>Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.</p>	<p>February 19, 2021</p>	<p>October 2, 2020</p>
<p>College/School Personnel Committee must advance through APWS their recommendations to the Dean.</p>	<p>Due date set internally</p>	<p>Due date set internally</p>
<p>Deans must advance through APWS their recommendations to the Provost.</p>	<p>April 16, 2021</p>	<p>November 2, 2020</p>
<p>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.</p>	<p>August 15, 2021</p>	<p>December 15, 2020</p>

D. Tenure and Promotion	Regular Cycle (TDY is 2020-2021)	Off Cycle (Appointments ending January 2022)
<p>Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration during AY 2020-2021 that a review of their records will be made for the purpose of a personnel recommendation.</p>	<p>September 1, 2020 - September 21, 2020</p>	<p>September 1, 2020 - September 21, 2020</p>
<p>Department Personnel Committee (DPC) must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.</p>	<p>Due date set in Dept.</p>	<p>Due date set in Dept.</p>
<p>Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.</p>	<p>November 6, 2020</p>	<p>March 5, 2021</p>
<p>College/School Personnel Committee must advance through APWS their recommendations to the Dean.</p>	<p>Due date set internally</p>	<p>Due date set internally</p>
<p>Deans must advance through APWS their recommendations to the Provost.</p>	<p>January 15, 2021</p>	<p>April 16, 2021</p>

Faculty members must be notified of the award of tenure, or of one-year terminal appointments, no later than this date.	August 15, 2021	December 15, 2021
E. Promotion (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 set internally - not later than Fall, 2020
Department Personnel Committee (DPC) must advance through APWS their recommendations to the Department Head/Chair.		Due date set in Dept.
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.		February 12, 2021
College/School Personnel Committee must advance through APWS their recommendations to the Dean.		Due date set internally
Deans must advance through APWS their recommendations to the Provost.		April 2, 2021

F. Sabbatical Leaves	Deadline
Faculty may begin work on sabbatical applications in APWS at any time.	September 1, 2020
Deadline for faculty to submit their sabbatical leave applications in APWS.	October 9, 2020
Department Head/Chair must advance through APWS all applications for sabbatical leave requests to the Dean.	October 30, 2020
Faculty who took sabbatical leaves during AY 2019-2020 must submit their sabbatical leave reports in APWS.	November 12, 2020
Deans must advance through APWS all applications for sabbatical leave to the Provost's office.	December 3, 2020
Provost's office notifies faculty members who are granted sabbatical leaves for AY 2021-2020	March 26, 2021
Deadline for faculty members to request cancellation or conversions of previously approved full-time sabbatical leaves commencing in 2021-2022 .	April 19, 2021

G. Periodic Multi-Year Review (PMYR)	Deadline
Faculty members who are scheduled for Periodic Multi-Year Review during 2020-2021 must submit review materials to the department head/chair.	January 22, 2021
Department Personnel Committee reviews PMYR reports and requests for funds.	Due date set internally
Department Head/Chair must notify their faculty members who are scheduled for Periodic Multi-Year Review during academic year 2021-2022 .	April 30, 2021
Dean submits the college's 2020-2021 Annual Periodic Multi-Year Reports (PMYRs) to the Provost's Office via Box upload.	August 17, 2021

H. Non-Tenure Track Reappointments		
<i>For faculty members whose current appointments expire August 31, 2021</i>	<i>If in second year of service</i>	<i>If in first year of service</i>
Department Head/Chair recommendations due in deans' office for reappointment or non-reappointment of faculty members	October 9, 2020	January 15, 2021
Dean recommendations due in Provost's Office for reappointment or non-reappointment of faculty members	November 20, 2020	February 1, 2021
Department Head/Chair must send notification of reappointment or expiration of appointment.	December 15, 2020 *	March 1, 2021 **
*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 of its termination.		
<i>For faculty members whose current appointments expire August 31, 2022</i>	<i>If in second or later year of service</i>	
Department Head/Chair recommendations due in dean's office for reappointment of faculty members	February 19, 2021	
Dean recommendations due in Provost's Office for reappointment of faculty members	April 16, 2021	
Department Head/Chair must send notification of reappointment or expiration of appointment.	August 15, 2021	
<i>For faculty at less than 50% FTE</i>	<i>Whose appointment concludes at the end of Fall 2020</i>	<i>Whose appointment concludes at the end of Spring 2021</i>
Department Head/Chair must send notification of reappointment or non-reappointment of appointment.	December 1, 2020	May 1, 2021

I. Leaves without Pay	
Faculty member applications for AY 2021-2022 due in department offices.	December 11, 2020
Department Head/Chair recommendations for AY 2021-2022 due in deans' offices.	January 29, 2021
Dean's recommendation for AY 2021-2022 due in the Provost's Office.	February 19, 2021
Final date for faculty members to apply for cancellation of previously approved leaves without pay for either or both semesters, 2021-2022 .	April 16, 2021

J. Other Important dates	
No offer of appointment Fall 2020 to tenure-track faculty members at another college or university should be made after this date without special clearance (AAU standard).	May 1, 2021
Faculty members should not resign/retire after this date (AAU standard).	May 15, 2021