

**DATE:** May 26, 2022

**TO:** Deans, Department Chairs and Heads

**FROM:** Michael J. Eagen, Associate Provost for Academic Personnel

**RE:** Personnel Action Deadlines

The Office of the Provost has established, in accordance with the MSP collective bargaining agreement and the Academic Personnel Policy, fixed deadlines for the processing of faculty personnel actions.

**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 can be extended by approval from the Dean. Provost's Office deadlines can be extended by approval from the Academic Personnel Office.

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

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

Personnel Action Deadlines

<b>C. Reappointment through Tenure Decision Year (4.2 review) appointment ends August of the next academic year</b>	
<b>Department Head/Chair</b> 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.	<b>During the first two weeks of the spring semester before the review</b>
<b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations to the Department Head/ Chair.	<b>Due date set by Dept. Chair/Head</b>
<b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.	<b>February 15</b>
<b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.	<b>Due date set by Dean</b>
<b>Deans</b> must advance through APWS their recommendations to the Provost.	<b>April 15</b>
<b>Provost's Office</b> 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.	<b>August 15 or the preceding business day</b>

<b>D. Tenure and Promotion</b>	
<b>Department Head/Chair</b> 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.	<b>During the first two weeks of the spring semester before the review</b>
<b>Faculty</b> must submit all materials for external referees to review and fill out waiver of rights section in APWS.	<b>May 1</b>
<b>Faculty</b> 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.	<b>September 15</b>
<b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.	<b>Due date set by Dept. Chair/Head</b>
<b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.	<b>November 1</b>
<b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.	<b>Due date set by Dean</b>
<b>Deans</b> must advance through APWS their recommendations to the Provost.	<b>January 15</b>
<b>Faculty members</b> must be notified of the award of tenure, or of one-year terminal appointments no later than this date.	<b>August 15 or the preceding business day</b>

Personnel Action Deadlines

<b>E. Promotion (TT Faculty, not associated with Tenure)</b>	
<b>Faculty members</b> applying for promotion to full Professor, or in the Clinical, Extension, & Research ranks submit such applications through APWS to the Department Head/Chair.	<b>Due date in Fall semester set by Dept. Chair/Head</b>
<b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations to the Department Head/Chair.	<b>Due date set by Dept. Chair/Head</b>
<b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.	<b>February 15</b>
<b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.	<b>Due date set by Dean</b>
<b>Deans</b> must advance through APWS their recommendations to the Provost.	<b>May 1</b>

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

<b>G. Non-Tenure Track Professional Improvement Fellowships Commencing the Next Academic Year</b>	
Applications for Non-Tenure Track Professional Improvement Fellowships are available in APWS.	<b>September 15</b>
<b>Faculty member</b> submits application for fellowship in APWS	<b>October 15</b>
<b>Department Personnel Committee (DPC)</b> recommendation due to the Dean	<b>Due date set by Dean</b>
<b>Dean</b> advances fellowship application through APWS to the Provost.	<b>December 15</b>
<b>Provost's office</b> notifies faculty of award of fellowship	<b>February 1</b>

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

Personnel Action Deadlines

<b>I. Non-Tenure Track Reappointments</b>			
<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>	
<b>Department Head/Chair</b> recommendations due in deans' office for reappointment or non-reappointment of faculty members.	<b>October 1</b>	<b>January 1</b>	
<b>Dean</b> recommendations due in Provost's Office for reappointment or non-reappointment of faculty members.	<b>November 1</b>	<b>February 1</b>	
<b>Department Head/Chair</b> must send notification of reappointment or expiration of appointment.	<b>December 15 or the preceding business day</b>	<b>March 1 or the preceding business day</b>	
*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>	
<b>Department Head/Chair</b> recommendations due in dean's office for reappointment of faculty members.	<b>February 15</b>		
<b>Dean</b> recommendations due in Provost's Office for reappointment of faculty members.	<b>May 1</b>		
<b>Department Head/Chair</b> must send notification of reappointment or expiration of appointment.	<b>August 15 or the preceding business day</b>		
<i>For faculty at less than 50% FTE</i>			
		<i>End Fall</i>	<i>End Spring</i>
<b>Department Head/Chair</b> must send notification of reappointment or non-reappointment of appointment.	<b>December 1</b>	<b>May 1</b>	

<b>J. Leaves without Pay (Commencing during <i>the NEXT Academic Year</i> (either or both semesters))</b>	
<b>Faculty member</b> applications due in department offices.	<b>December 15</b>
<b>Department Head/Chair</b> recommendations due in deans' offices.	<b>February 1</b>
<b>Dean's</b> recommendation due in the Provost's Office.	<b>February 15</b>
Final date for <b>faculty members</b> to apply for cancellation of previously approved leaves without pay for either or both semesters.	<b>April 15</b>

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