

DATE: April 28, 2021 **updated 8/11/21***
 TO: Deans, Department Chairs and Heads
 FROM: Michael J. Eagen, Associate Provost for Academic Personnel
 RE: Personnel Action Deadlines

Department and college deadlines can be extended by approval from the Dean, and the Provost's Office deadlines can be extended by approval from Academic Personnel.

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, 2021
Department Head/Chair uploads job description for NTT Faculty only.	October 29, 2021
Department Personnel Committee (DPC) advances AFRs with comments through APWS to the Department Head/Chair.	December 17, 2021
Department Head/Chair advances AFRs with comments through APWS back to faculty member.	January 14, 2022
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, 2022
Dean reviews AFRs in APWS and advances them to the Provost's Office.	February 24, 2022

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 21, 2022
Department Personnel Committee (DPC) must advance through APWS their recommendations for promotion to Senior Lecturer and Senior Lecturer 2.	March 4, 2022
Department Head/Chair must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.	March 18, 2022
College-Level NTT review committees must advance through APWS their recommendations to the Dean.	April 15, 2022
Deans must advance through APWS their recommendations to the Provost.	May 17, 2022

C. Reappointment through Tenure Decision Year (4.2 review) appointment ends August 2023	
Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration during AY 2021-2022 that a review of their records will be made for the purpose of a personnel recommendation.	February 1, 2021- February 19, 2021
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 18, 2022
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 15, 2022
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, 2022

D. Tenure and Promotion, Tenure Decision Year is 2021-2022	
Department Head/Chair must notify all members of their department who are scheduled for reappointment or tenure consideration during AY 2021-2022 that a review of their records will be made for the purpose of a personnel recommendation.	February 1, 2021- February 19, 2021
Faculty must submit all materials for external referees to review and fill out waiver of rights section in APWS.	May 1, 2021* *later with approval from Dept. Head/Chair/Dean
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 10, 2021
Department Personnel Committee (DPC) must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.	Due date set in Dept.
Department Head/Chair must advance through APWS their recommendations to the CPC/SPC.	November 5, 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.	January 14, 2022
Faculty members must be notified of the award of tenure, or of one-year terminal appointments no later than this date.	August 15, 2022

President’s Office Deadlines

Tenure, distinguished professor, and name professor recommendations are reviewed and approved by the Board of Trustees which meets four a times a year. These files are due in the President’s Office well in advance of those meetings and the Provost’s Office requires ample time to review and prepare the memos and files for submission. We have eliminated off-cycle tenure reviews, but submissions can still be made on ad-hoc basis for hires with tenure and named professorships. These are the upcoming deadlines for submission to the President’s Office.

BOT Meeting	Deadline for Tenure	Deadline for Named Professorship
June 16, 2021	April 16, 2021 (Majority of cases)	May 7, 2021
September 15, 2021	August 2, 2021	August 25, 2021
December 15, 2021	October 6, 2021	October 29, 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 (no later than Fall 2021)
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 11, 2022
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 1, 2022

F. Sabbatical Leaves	
Faculty may begin work on sabbatical applications in APWS at any time.	September 1, 2021
Deadline for faculty to submit their sabbatical leave applications for AY 2022-2023 in APWS.	October 8, 2021
Department Head/Chair must advance through APWS all AY 2022-2023 applications for sabbatical leave requests to the Dean.	October 29, 2021
Faculty who took sabbatical leaves during AY 2020-2021 must submit their sabbatical leave reports in APWS.	November 12, 2021
Deans must advance through APWS all applications for AY 2022-2023 sabbatical leave to the Provost's office.	December 3, 2021
Provost's office notifies faculty members who are granted sabbatical leaves for AY 2022-2023.	March 25, 2022
Deadline for faculty members to request cancellation or conversions of previously approved full-time sabbatical leaves commencing in 2022-2023.	April 19, 2022

G. Non-Tenure Track Professional Improvement Fellowships	
Applications for AY 2022-2023 Non-Tenure Track Professional Improvement Fellowships are available in APWS.	September 13, 2021
Faculty member submits application for AY 2022-2023 fellowship in APWS	October 19, 2021
Department Personnel Committee (DPC) recommendation due to the Dean	Set internally
Dean advances fellowship application through APWS back to the Provost.	December 17, 2021
Provost's office notifies faculty of award of fellowship	January 14, 2022

H. Periodic Multi-Year Review (PMYR)	
Faculty members who are scheduled for Periodic Multi-Year Review during 2021-2022 must submit review materials to the department head/chair.	January 21, 2022
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 2022-2023.	April 29, 2022
Dean submits the college's 2021-2022 Annual Periodic Multi-Year Reports (PMYRs) to the Provost's Office via Box upload.	August 17, 2022

I. Non-Tenure Track Reappointments		
<i>For faculty members whose current appointments expire August 31, 2022</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.	October 8, 2021	January 14, 2022
Dean recommendations due in Provost's Office for reappointment or non-reappointment of faculty members.	November 19, 2021	February 1, 2022
Department Head/Chair must send notification of reappointment or expiration of appointment.	December 15, 2021 *	March 1, 2022 **
*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 31, 2023</i>	<i>Second or later year of service</i>	
Department Head/Chair recommendations due in dean's office for reappointment of faculty members.	February 18, 2022	
Dean recommendations due in Provost's Office for reappointment of faculty members.	April 15, 2022	
Department Head/Chair must send notification of reappointment or expiration of appointment.	August 15, 2022	
<i>For faculty at less than 50% FTE</i>	<i>End Fall 2021</i>	<i>End Spring 2022</i>
Department Head/Chair must send notification of reappointment or non-reappointment of appointment.	December 1, 2021	April 29, 2022

J. Leaves without Pay	
Faculty member applications for AY 2022-2023 due in department offices.	December 10, 2021
Department Head/Chair recommendations for AY 2022-2023 due in deans' offices.	January 28, 2022
Dean's recommendation for AY 2022-2023 due in the Provost's Office.	February 18, 2022
Final date for faculty members to apply for cancellation of previously approved leaves without pay for either or both semesters, 2022-2023.	April 15, 2022

K. Other important Dates	
No offer of appointment for Fall 2022 to tenure-track faculty members at another college or university should be made after this date without special clearance (AAU standard).	May 1, 2022
Faculty members should not resign/retire after this date (AAU standard).	May 15, 2022
New or Replacement Department Chairs/Heads should be established before the end of the period of responsibility.	May 25, 2022
Department and College Personnel committees should be established no later than this date.	September 15, 2022