College of Integrative Sciences and Arts
Schedule of Academic Personnel Actions
2022-2023
Updated: February 23, 2023

Sabbatical Leaves effective 2023-2024	
April 15, 2022	CISA HR Deadline - Sends out information to faculty and Faculty Head who are eligible to apply for Sabbatical in Fall 2022
June 1, 2022	Faculty Deadline – Notification of intent to apply for Sabbatical AY2022-2023 due to CISA HR and Faculty Head
August 22, 2022	Faculty Deadline – Submit Sabbatical application materials in drop box
August 23-24, 2022	CISA HR Review - Review materials
August 25 – September 26, 2022	Unit Personnel Committee Review - Reviews application, votes and writes letter of recommendation to Faculty Head
September 27-28, 2022	CISA HR Review - Review materials for next level of review
September 29 – October 28, 2022	Faculty Head Review - Reviews applications and writes letter of recommendation
October 31-November 1, 2022	CISA HR Review - reviews materials for next level of review
November 2 – December 9, 2022	Dean Level Review – Review sabbatical applications and notifies CISA HR decisions
December 12 – 14, 2022	CISA HR - Prepares Memos of decision
December 15, 2022	CISA HR Deadline - Sabbatical Decision Notification sent to faculty
January 13, 2022	Provost Deadline – CISA HR sends list of approved sabbaticals to Provost office

All Promotion, Continuing Appointment and Tenure Recommendations in 2023/2024 (Effective Fall 2024)	
February 4, 2022	Faculty Deadline - Notification of Intent to Apply (to Faculty Head and CISA HR)
March 11, 2022	Faculty Deadline – Submits External Review Grid in drop box
March 18, 2022	Faculty Head Deadline – Submits External Reviewer Grid in drop box
March 18, 2022	Faculty Deadline – Materials for review CV, Personal Statement and Publications due in drop box
March 21-25, 2022	Dean Level Review – External Reviewer List
March 21 – 22, 2022	CISA HR Review - Reviews materials for next level of review
March 28, 2022	Faculty Head - Initial Contact (email or verbal) with potential external reviewer for acceptance
April 4 – April 15, 2022	CISA HR - Materials sent to External Reviewer (copy faculty head)
May 20, 2022	CISA HR Deadline – Names of Unit and College Personnel Committee Members serving in AY2022-2023
July 15, 2022	External Reviewer Deadline - Letters Due to CISA HR
August 15, 2022	Faculty Deadline – All other review materials (Teaching and Optional Supplemental Materials) in drop box
August 16 - 19, 2022	CISA HR Review – Reviews materials for next level of review
August 22 – September 14, 2022	Unit Personnel Committee Review - Reviews, votes and writes letters of recommendation to Faculty Head
September 15, 2022	CISA HR Review – Reviews materials for next level of review
September 16 – October 7, 2022	Faculty Head Review – Reviews, writes letter of decision. Meets with faculty to discuss strength and weaknesses and let's faculty know their recommendation
October 10, 2022	CISA HR Review – Reviews materials for next level of review
October 11 – November 4, 2022	College Personnel Committee Review - Reviews, votes and writes letters of recommendation to Dean
November 7, 2022	CISA HR Reviews – Reviews materials for next level of review
November 8 – November 29, 2022	Dean Level Review - Reviews, writes letter of decision. Meets with faculty to discuss strength and weaknesses and let's faculty know their recommendation
November 30 – December 1, 2022	CISA HR – Prepares materials for next level of review
December 2, 2022	Provost Office Deadline –Materials Due

Faculty and Academic Professional Annual Review	

January 23, 2023 - **Faculty deadline** to enter annual reviews

January 24, 2023 – CISA HR review data

January 25-February 22, 2023 – **Unit Personnel Committee** Review

February 23, 2023 – CISA HR review data

February 24, 2023 – March 22, 2023 – **Faculty Head** Review

March 23-29, 2023– CISA HR review data and assists with letters

March 30-31, 2023 – Faculty receives annual review letters and signs

Progress Towards Tenure	
August 22, 2022	CISA HR - Shares information and timelines with faculty who will be reviewed
January 17, 2023	Faculty Deadline – submit Progress Towards Tenure Materials in drop box
February 22 – March 31, 2023	Faculty Head Review - review, writer letter, which can be included in a separate section of the annual review letter. Meets with all Assistant Professor faculty to give feedback.
April 3, 2023	CISA HR Deadline – Progress Towards Tenure Reviews due from Faculty Heads
April 4 – 7, 2023	Dean Review - (if needed) Dean meetings with faculty who have areas of concern or needing Performance Improvement Plans
April 17, 2023	Faculty received Progress Towards Tenure Review

Evaluation of Probationary Faculty 3rd/4th Year (Including any recommendation for May 16, 2023 terminations)	
April 21, 2022	CISA HR Deadline – Information sent to faculty who will be reviewed about the process and timelines
May 20, 2022	CISA HR Deadline – Names of Unit and College Personnel Committee Members serving in AY2022-2023
August 5, 2022	CISA HR Deadline - Create RPT case for probationary faculty
August 16 – September 16, 2022	Faculty Data Entry – RPT case entry for faculty
September 19 – 20, 2022	CISA HR Review - Review case data information added by faculty member
September 19 – 23, 2022	CISA HR - Unit Committee training on RPT
September 19 – October 21, 2022	Unit Committee Review - Access to RPT for reviews, votes and writes Letters of Recommendation to Faculty Head
October 24 – 26, 2022	CISA HR Review – Uploads Unit Committee vote and letter for RPT next level of review
October 26, 2022	CISA HR – Faculty Head training on RPT
October 27 – November 18, 2022	Faculty Head Review - Access to RPT case to review and write letters of decision. Faculty Head meets with faculty regarding reviews and give feedback and recommendation
November 21-22, 2022	CISA HR Review - Uploads Faculty Head letter into RPT and vote for next level of review
November 23, 2022 – January 6, 2023	College Personnel Committee Review - Reviews, votes and writes Letters of Recommendation to Dean
January 9, 2023	CISA HR Review - Upload College Personnel Committee vote and letter into RPT for next level of review

January 10 – February 23, 2023	Dean Review - Review materials and let's CISA HR know decision. Dean meetings with faculty and Faculty Head to discuss strength and weaknesses regarding file and let faculty know outcome.
February 24 – 28, 2022	CISA HR Review – Prepares Dean memo of decision and materials for Provost level review
March 1, 2023	Materials due in Provost Office
May 12, 2023	Notification deadline for terminations effective May 16, 2022 (for faculty member in the first or second year of employment at ASU); or effective May 16, 2023 (for those who have served more than two years as they are given a terminal contract year).

Promotion Review of Non-Tenure Eligible Faculty - Lecturers, Clinical Faculty, Professor of Practices, Research Faculty, and Academic Professionals	
February 25, 2022	CISA HR Deadline - Send faculty candidates information and timelines to prepare for review.
April 4, 2022	Faculty Deadline - Notification of Intent to Apply to CISA HR and Faculty Head
April 18, 2022	Faculty Deadline – Submit External Reviewer Grid in drop box
April 29, 2022	Faculty Head Deadline – Submit External Reviewer Grid in drop box
May 2-13, 2022	Dean Level Review – Review external reviewer grids
May 16, 2022	Faculty Deadline – Materials submitted for review to drop box (CV, Personnel Statement)
May 16, 2022	Faculty Head – Initial contact (email or verbal) with External Reviewer for potential review
May 17-19, 2022	CISA HR Review – Reviews materials for next level of review
May 20 – 30, 2022	CISA HR – Materials sent to External Review (faculty head copied)
May 20, 2022	CISA HR Deadline – Names of Unit and College Personnel Committee's serving in AY2022-2023
August 16, 2022	External Reviewer Deadline – Letters due to CISA HR
August 29-31, 2022	CISA HR Deadline – Reviews materials for next level of review
September 1-30, 2022	Unit Personnel Committee Review - Review, vote and Letter of Recommendation to Faculty Head
October 3- 4, 2022	CISA HR Review – Reviews materials for next level of review
October 5 – November 4, 2022	Faculty Head Review - Review and Letter of Recommendation to Dean. Faculty Head meets with faculty to discuss file strength and weaknesses and recommendation
November 7-8, 2022	CISA HR Review - Reviews materials for next level of review
November 9, 2022 – January 13, 2023	College Personnel Committee Review - reviews, votes and writes Letter of Recommendation to Dean
January 17, 2023	CISA HR Review – Reviews materials for next level of review
January 18 – February 23, 2023	Dean Review – Reviews, writes letter of decision. Meets with faculty discuss file strength and weakness and recommendation
February 24 – 28, 2023	CISA HR – Reviews and prepares materials for next level of review
March 1, 2023	Materials due in Provost office
May 12, 2023	Notification deadline to candidates regarding action on renewal and/or promotion requests

Evaluation of Conditional Contract for Current Year	
February 13, 2023	Faculty Head Deadline - Submits materials to CISA HR
March 3, 2023	CISA HR Deadline - Recommendation for Termination due in Provost office
April 10, 2023	Provost - Notification of decision (Note: Conditional Reviews – if a positive decision, the dean will notify the candidate and send a copy of the notification letter to the Provost office)

Review of Renewal of Multi-Year Appointments of Non-Tenure eligible Clinical faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
May 2, 2022	Faculty Head Deadline – Notify CISA HR of intent to Renew Faculty Multi-year Appointment
November 7, 2022	Faculty Deadline - submit MY Renewal materials in drop box
November 8-19, 2022	CISA HR Review – Review materials for next level of review
November 10 – December 23, 2022	Faculty Head Review - Materials submitted to Faculty Head for review and letter of Decision. Faculty Head meets with candidate to discuss strength and weakness and recommendation
January 2 – 6, 2023	CISA HR Review – reviews materials for next level of review
January 9 – February 26, 2023	Dean Review – Reviews, writes letter of decision. Meets potential meets faculty regarding recommendation.
February 27-28, 2023	CISA HR Deadline – Prepares materials for next level of review
March 1, 2023	Provost Deadline -Materials due to Provost office
May 12, 2023	CISA HR Deadline - Send notification to school and candidate regarding Intent