College of Integrative Sciences and Arts
Schedule of Academic Personnel Actions
AY 2023-2024
Updated: January 13, 2023

Sabbatical Leaves effective 2024-2025	
April 10, 2023	CISA HR Deadline - Sends out information to Faculty Head on faculty who are eligible to apply in Fall 2023 for Sabbatical effective 2024-2025
May 15, 2023	Faculty Deadline – Notification of intent to apply for Sabbatical AY2024-2025 due to CISA HR and Faculty Head
May 19, 2023	CISA HR Deadline – Sends out information to faculty (copy faculty head)
August 21, 2023	Faculty Deadline – Submit Sabbatical application materials in Dropbox
August 22-25, 2023	CISA HR Review - Review materials for next level of review
August 28 – September 22, 2023	Unit Personnel Committee Review - Reviews application, votes and writes letter of recommendation to Faculty Head
September 25-26, 2023	CISA HR Review - Review materials for next level of review
September 27 – October 27, 2023	Faculty Head Review - Reviews applications and writes letter of recommendation to Dean
October 30-31, 2023	CISA HR Review - Reviews materials for next level of review
November 1 – December 8, 2023	Dean Level Review – Review sabbatical applications and notifies CISA HR of decisions
December 11 – 12, 2023	CISA HR - Prepares Memos of decision
December 15, 2023	CISA HR Deadline - Sabbatical Decision Notification sent to faculty (copy faculty head)
January 12, 2024	Provost Deadline – CISA HR sends list of approved sabbaticals to Provost office
May 15, 2025	Faculty Deadline – Submit Fall 2024 Sabbatical Report to CISA HR and Faculty Head
June 15, 2025	Provost Deadline – CISA HR sends Fall 2024 sabbatical reports to Provost office
December 15, 2025	Faculty Deadline – Submit Spring 2025 and AY 2024-2025 Sabbatical Report to CISA HR and Faculty Head
January 15, 2026	Provost Deadline – CISA HR sends Spring 2025 and AY 2024-2025 sabbatical reports to Provost office

All Promotion, Continuing Appointment and Tenure Recommendations in 2023-2024 (Effective Fall 2024)	
January 17, 2023	CISA HR Deadline - Sends out information to Faculty Head on faculty who are eligible to apply
February 3, 2023	Faculty Deadline - Notification of Intent to Apply (to Faculty Head and CISA HR)
February 6, 2023	CISA HR Deadline – Sends out information to faculty (copy faculty head)
March 10, 2023	Faculty Deadline – Submits External Review Grid in Dropbox

March 17, 2023	Faculty Head Deadline – Submits External Reviewer Grid in Dropbox
March 20, 2023	Faculty Deadline – Materials for review CV, Personal Statement and Publications due in Dropbox
March 20-24, 2023	Dean Level Review – Review External Reviewer Grids
March 21 – 24, 2023	CISA HR Review - Reviews materials for next level of review
March 27, 2023	Faculty Head - Initial Contact (email or verbal) with potential external reviewer for acceptance
April 3 – April 17, 2023	CISA HR - Materials sent to External Reviewer (copy faculty head)
May 15, 2023	CISA HR Deadline – Names of Unit and College Personnel Committee Members serving in AY2022-2023
July 17, 2023	External Reviewer Deadline - Letters Due to CISA HR
August 15, 2023	Faculty Deadline – All other review materials (Teaching and Optional Supplemental Materials) in Dropbox
August 16 - 21, 2023	CISA HR Review – Reviews materials for next level of review
August 22 – September 15, 2023	Unit Personnel Committee Review - Reviews, votes and writes letters of recommendation to Faculty Head
September 18, 2023	CISA HR Review – Reviews materials for next level of review
September 19 – October 9, 2023	Faculty Head Review – Reviews, writes letter of recommendation to Dean. Meets with faculty to discuss strengths and weaknesses.
October 10, 2023	CISA HR Review – Reviews materials for next level of review
October 11 – November 3, 2023	College Personnel Committee Review - Reviews, votes and writes letters of recommendation to Dean
November 6, 2023	CISA HR Reviews – Reviews materials for next level of review
November 7 – November 28, 2023	Dean Level Review - Reviews, writes letter of recommendation. Meets with faculty to discuss strengths and weaknesses.
November 29 – December 1, 2023	CISA HR – Prepares materials for next level of review
December 1, 2023	Provost Office Deadline – Materials Due
May 12, 2024	Provost Deadline – Promotion and/or Tenure Decision Notification sent to faculty (copy faculty head)

Faculty and Academic Professional Annual Review	
May 15, 2023	CISA HR Deadline – Names of Unit and College Personnel Committee Members serving in AY2023-2024
October 16, 2023	CISA HR Deadline – Sends out information to faculty (copy faculty head)
October 16, 2023 – January 22, 2024	Faculty and Academic Professional Data Entry - Enter data into ASU Vita and add additional documentation into RPT system
January 23 – 24, 2024	CISA HR Review - Reviews data for next level of review

January 25 – February 19, 2024	Unit Personnel Committee Review – Access to RPT for reviews, votes and writes letter of recommendation to Faculty Head
February 20, 2024	CISA HR Review – Reviews data for next level of review
February 21 – March 19, 2024	Faculty Head Review – Access to RPT for reviews and writes annual review letter
March 20 – 26, 2024	CISA HR Review – Reviews data and assist with letters
March 27 – April 1, 2024	Faculty and Academic Professional Review - Review evaluation, signs and return signed letter to CISA HR
April 1 - 29, 2024	CISA HR Review - Saves all Post Tenure Review Scores to spreadsheet in Dropbox and reviews all letters

Evaluation of Probationary Faculty 3rd/4th Year (Including any recommendation for May 16, 2024 terminations)	
April 17, 2023	CISA HR Deadline – Information sent to faculty who will be reviewed about the process and timelines
May 15, 2023	CISA HR Deadline – Names of Unit and College Personnel Committee Members serving in AY2023-2024
July 28, 2023	CISA HR Deadline - Create RPT case for probationary faculty
August 16 – September 15, 2023	Faculty Data Entry – RPT case entry for faculty
September 18 – 20, 2023	CISA HR Review - Review case data information added by faculty member
September 19 – 22, 2023	CISA HR - Unit Committee training on RPT
September 21 – October 20, 2023	Unit Committee Review - Access to RPT for reviews, votes and writes Letters of Recommendation to Faculty Head
October 23 – 24, 2023	CISA HR Review – Uploads Unit Committee vote and letter for RPT next level of review
October 25, 2023	CISA HR – Faculty Head training on RPT
October 26 – November 17, 2023	Faculty Head Review - Access to RPT case to review and write letters of recommendation to Dean. Faculty Head meets with faculty regarding reviews and give feedback.
November 20-21, 2023	CISA HR Review - Uploads Faculty Head letter into RPT and vote for next level of review
November 22, 2023 – January 5, 2024	College Personnel Committee Review - Reviews, votes and writes Letters of Recommendation to Dean
January 8, 2024	CISA HR Review - Upload College Personnel Committee vote and letter into RPT for next level of review
January 9 – February 23, 2024	Dean Review - Review materials and let's CISA HR know decision. Dean meetings with faculty and Faculty Head to discuss strengths and weaknesses regarding file and let faculty know outcome.
February 26 – 27, 2024	CISA HR Review – Prepares Dean memo of decision and materials for Provost level review
March 1, 2024	Provost Deadline – Materials due in Provost Office
May 12, 2024	Notification deadline for terminations effective May 16, 2024 (for faculty member in the first or second year of employment at ASU); or effective May 16,

	2025 (for those who have served more than two years as they are given a terminal contract year).

Promotion Review of Non-Tenure Eligible Faculty - Teaching Faculty, Clinical Faculty, Professor of Practices, Research Faculty, and Academic Professionals	
February 20, 2023	CISA HR Deadline - Sends out information to Faculty Head on faculty who are eligible to apply
April 3, 2023	Faculty Deadline - Notification of Intent to Apply to CISA HR and Faculty Head
February 6, 2023	CISA HR Deadline – Sends out information to faculty (copy faculty head)
April 17, 2023	Faculty Deadline – Submits External Reviewer Grid in Dropbox
April 28, 2023	Faculty Head Deadline – Submits External Reviewer Grid in Dropbox
May 1-12, 2023	Dean Level Review – Review external reviewer grids
May 15, 2023	Faculty Deadline – Materials submitted for review to Dropbox (CV, Personnel Statement)
May 22, 2023	Faculty Head – Initial contact (email or verbal) with External Reviewer for potential review
May 16-19, 2023	CISA HR Review – Reviews materials for next level of review
May 22 – June 2, 2023	CISA HR – Materials sent to External Review (faculty head copied)
May 15, 2023	CISA HR Deadline – Names of Unit and College Personnel Committee's serving in AY2022-2023
August 16, 2023	External Reviewer Deadline – Letters due to CISA HR
August 28-30, 2023	CISA HR Deadline – Reviews materials for next level of review
August 31 - September 29, 2023	Unit Personnel Committee Review - Review, vote and Letter of Recommendation to Faculty Head
October 2- 3, 2023	CISA HR Review – Reviews materials for next level of review
October 4 – November 3, 2023	Faculty Head Review - Review and Letter of Recommendation to Dean. Faculty Head meets with faculty to discuss file strengths and weaknesses and recommendation
November 6-7, 2023	CISA HR Review - Reviews materials for next level of review
November 8, 2023 – January 12, 2024	College Personnel Committee Review - reviews, votes and writes Letter of Recommendation to Dean
January 15, 2024	CISA HR Review – Reviews materials for next level of review
January 16 – February 26, 2024	Dean Review – Reviews, writes letter of recommendation. Meets with faculty discuss file strengths and weaknesses.
February 26 – 28, 2024	CISA HR – Reviews and prepares materials for next level of review
March 1, 2024	Provost Deadline – Materials due in Provost office

May 12, 2024	Notification deadline to candidates regarding action on renewal and/or promotion requests

Evaluation of Conditional Contract for Current Year	
February 19, 2024	Faculty Head Deadline - Submits materials to CISA HR
March 1, 2024	CISA HR Deadline - Recommendation for Termination due in Provost office
April 12, 2024	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, Teaching Faculty, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
May 5, 2023	Faculty Head Deadline – Notify CISA HR of intent to Renew Faculty Multi-year Appointment
November 6, 2023	Faculty Deadline - submit MY Renewal materials in Dropbox
November 7-8, 2023	CISA HR Review – Review materials for next level of review
November 9 – December 1, 2023	Unit Personnel Committee Review (if applicable) – Review, vote and letter of recommendation to Faculty Head
November 4, 2023 – January 3, 2024	Faculty Head Review - Materials submitted to Faculty Head for review and letter of Decision. Faculty Head meets with candidate to discuss strengths and weaknesses and recommendation
January 4 – 5, 2024	CISA HR Review – reviews materials for next level of review
January 8 – February 26, 2024	Dean Review – Reviews, writes letter of decision. Potentially meets faculty regarding recommendation.
February 27-28, 2024	CISA HR Deadline – Prepares materials for next level of review
March 1, 2024	Provost Deadline - Materials due to Provost office
May 12, 2024	CISA HR Deadline - Send notification to school and candidate regarding Intent