

**College of Integrative Sciences and Arts
 Schedule of Academic Personnel Actions
 AY 2024 – 2025**

Sabbatical Leaves effective 2025-2026	
April 8, 2024	School EASS sends out information to School Director on faculty who are eligible to apply in Fall 2023 for Sabbatical effective 2025-2026
May 1, 2024	Faculty Deadline – Notification of intent to apply for Sabbatical AY2025-2026 due to EASS and School Director
May 15, 2024	School EASS – Sends out information to faculty (copy School Director and/or designee)
August 16, 2024	Faculty Deadline – Submit Sabbatical application materials in Dropbox
August 19 - 23, 2024	School EASS - Review materials for next level of review
August 26 – September 23, 2024	School Personnel Committee Review - Reviews application, votes and writes letter of recommendation to School Director
September 24 - 26 , 2024	School EASS - Review materials for next level of review
September 27 – October 28, 2024	School Director Review - Reviews applications and writes letter of recommendation to Dean
October 29-31, 2024	CISA HR Review - Reviews materials for next level of review
November 1 – December 9, 2024	Dean Level Review – Review sabbatical applications and notifies CISA HR of decisions
December 10 – 13, 2024	CISA HR - Prepares Memos of Decision
December 15, 2024	CISA HR Deadline - Sabbatical Decision Notification sent to faculty (copy School Director and/or designee)
January 15, 2025	Provost Deadline – CISA HR sends list of approved sabbaticals to Provost office
May 15, 2026	Faculty Deadline – Submit Fall 2025 Sabbatical Report to CISA HR and School Director
June 15, 2026	Provost Deadline – CISA HR sends Fall 2025 sabbatical reports to Provost office
December 15, 2026	Faculty Deadline – Submit Spring 2026 and AY 2025-2026 Sabbatical Report to CISA HR and School Director
January 15, 2027	Provost Deadline – CISA HR sends Spring 2026 and AY 2025-2026 sabbatical reports to Provost office

All Promotion, Continuing Appointment and Tenure Recommendations in 2024-2025 (Effective Fall 2025)	
January 16, 2024	School EASS Deadline - Sends out information to School Director on faculty who are eligible to apply
March 15, 2024	Faculty Deadline - Notification of Intent to Apply (to School Director and CISA HR)
March 15, 2024	School EASS – Sends out promotion information to faculty (copy School Director and/or designee)
April 1, 2024	Faculty Deadline – Submits External Review Grid in Dropbox

April 8, 2024	School Director Deadline – Submits External Reviewer Grid in Dropbox
April 15, 2024	Faculty Deadline – Materials for review CV, Personal Statement and Publications due in Dropbox
April 8-22, 2024	Dean Level Review – Review External Reviewer Grids
May 1, 2024	School Director - Initial Contact (email or verbal) with potential external reviewer for acceptance
May 8 – May 19, 2024	School EASS - Materials sent to External Reviewer (copy School Director and/or designee)
May 15, 2024	CISA HR Deadline – Names of School and College Personnel Committee Members serving in AY2024-2025
July 19, 2024	External Reviewer Deadline - Letters Due to School EASS
August 15, 2024	Faculty Deadline – All other review materials (Teaching and Optional Supplemental Materials) in Dropbox
August 16 - 21, 2024	School EASS Review – Reviews materials for next level of review
August 22 – September 16, 2024	School Personnel Committee Review - Reviews, votes and writes letters of recommendation to School Director (9/2/24 ASU Holiday)
September 17 - 18, 2024	School EASS Review – Reviews materials for next level of review
September 19 – October 14, 2024	School Director Review – Reviews, writes letter of recommendation to Dean. Meets with faculty to discuss strengths and weaknesses.
October 15, 2024	CISA HR Review – Reviews materials for next level of review
October 16 – November 4, 2024	College Personnel Committee Review - Reviews, votes and writes letters of recommendation to Dean
November 5, 2024	CISA HR Reviews – Reviews materials for next level of review
November 6 – November 25, 2024	Dean Level Review - Reviews, writes letter of recommendation. Meets with faculty to discuss strengths and weaknesses. (11/11/24 ASU Holiday)
November 25 – November 27, 2024	CISA HR – Prepares materials for next level of review (ASU Holidays 11/28/24 & 11/29/24)
December 6, 2024	Provost Office Deadline – Materials Due
May 12, 2025	Provost Deadline – Promotion and/or Tenure Decision Notification sent to faculty (copy School Director)

Faculty and Academic Professional Annual Review	
May 15, 2024	CISA HR Deadline – Names of School and College Personnel Committee Members serving in AY2024-2025
October 14, 2024	School EASS Deadline – Sends out information to faculty (copy School Director and/or designee)
October 16, 2024 – January 22, 2025	Faculty and Academic Professional Data Entry - Enter data into ASU Vita and add additional documentation into RPT system
January 23 – 24, 2025	School EASS Review - Reviews data for next level of review

January 27 – February 20, 2025	School Personnel Committee Review – Access to RPT for reviews, votes and writes letter of recommendation to School Director (ASU Holiday 12/31/25, 1/1/25, 1/20/25)
February 21, 2025	School EASS Review – Reviews data for next level of review
February 22 – March 20, 2025	School Director Review – Access to RPT for reviews and writes annual review letter
March 21 – 27, 2025	School EASS Review – Reviews data and assist with letters
March 28 – April 1, 2025	Faculty and Academic Professional Review - Review evaluation, signs and return signed letter to School EASS
April 1 - 28, 2025	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, 2025 terminations)	
April 15, 2024	School EASS Deadline – Information sent to faculty who will be reviewed about the process and timelines
May 15, 2024	CISA HR Deadline – Names of School and College Personnel Committee Members serving in AY2024-2025
July 26, 2024	School EASS Deadline - Create RPT case for probationary faculty
August 16 – September 16, 2024	Faculty Data Entry – RPT case entry for faculty (ASU Holiday 9/2/24)
September 17 – 19, 2024	School EASS Review - Review case data information added by faculty member
September 19 – 20, 2024	School EASS - School Committee training on RPT
September 20 – October 21, 2024	School Committee Review - Access to RPT for reviews, votes and writes Letters of Recommendation to School Director
October 22 – 23, 2024	School EASS Review – Uploads Unit Committee vote and letter for RPT next level of review
October 23, 2023	School EASS – School Director training on RPT
October 24 – November 18, 2024	School Director Review - Access to RPT case to review and write letters of recommendation to Dean. School Director meets with faculty regarding reviews and give feedback. (ASU Holiday 11/11/24)
November 19-20, 2024	School EASS Review - Uploads School Director letter into RPT for next level of review
November 21, 2024 – January 6, 2025	College Personnel Committee Review - Reviews, votes and writes Letters of Recommendation to Dean (ASU Holidays 11/28/24, 11/29/24, 12/23/24, 12/24/24, 1/1/25)
January 7-8, 2025	CISA HR Review - Upload College Personnel Committee vote and letter into RPT for next level of review
January 9 – February 24, 2025	Dean Review - Review materials and let's CISA HR know decision. Dean meetings with faculty and School Director to discuss strengths and weaknesses regarding file and let faculty know outcome. (ASU Holiday 11/20/25)
February 25 – 27, 2025	CISA HR Review – Prepares Dean memo of decision and materials for Provost level review
March 3, 2025	Provost Deadline – Materials due in Provost Office

May 12, 2025	Notification deadline for terminations effective May 16, 2025 (for faculty member in the first or second year of employment at ASU); or effective May 16, 2026 (for those who have served more than two years as they are given a terminal contract year).
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Promotion Review of Non-Tenure Eligible (Career Track) Faculty - Teaching Faculty, Clinical Faculty, Professor of Practices, Research Faculty, and Academic Professionals	
February 26, 2024	School EASS Deadline – Sends out information to School Director on faculty who are eligible to apply
March 25, 2024	Faculty Deadline – Notification of Intent to Apply to School EASS and School Director and/or designee
April-1-May 15, 2024	Candidates meet with School Director and Associate Dean to discuss candidacy.
April 15, 2024	School EASS Deadline – Sends out information to faculty (copy School Director and/or designee)
May 15, 2024	School Director/CISA HR Deadline – Names of Unit and College Personnel Committee’s serving in AY2024-2025
May 17, 2024	Faculty Deadline – Submits External Reviewer Grid in Dropbox- Reviewer only need be external to Unit
May 28, 2024	School Director Deadline – Submits External Reviewer Grid in Dropbox
June 30, 2024	Dean Level Review – Review external reviewer grids
August 1, 2024	Faculty Deadline – Materials submitted for review to Dropbox (CV, Personnel Statement)
August 4, 2024	School Director – Initial contact (email or verbal) with External Reviewer for potential review
August 18, 2024	School EASS – Materials sent to External Review (copy School Director and/or designee)
September 25, 2024	External Reviewer Deadline – Letters due to School
September 28-29, 2024	School EASS Review – Reviews materials for the review
October 9-27, 2024	School Personnel Committee Review – Review, vote and Letter of Recommendation to School Director
October 30-31, 2024	School EASS Review – Reviews materials for next level of review
November 1– 27, 2024	School Director Review – Review and Letter of Recommendation to Dean. School Director meets with faculty to discuss file strengths and weaknesses and recommendation
November 28, 2024	School EASS Review – Reviews materials for next level of review
November 29, 2024 – January 19, 2025	College Personnel Committee Review – Reviews, votes, and writes Letter of Recommendation to Dean
January 20, 2025	CISA HR Review – Reviews materials for next level of review
January 21 – February 26, 2025	Dean Review – Reviews, writes letter of recommendation. Meets with faculty discuss file strengths and weaknesses.
February 26 – 28, 2025	CISA HR Review – Reviews and prepares materials for next level of review

March 3, 2025	Provost Deadline – Materials due in Provost office
May 12, 2025	Notification deadline to candidates regarding action on renewal and/or promotion requests

Evaluation of Conditional Contract for Current Year	
February 17, 2025	School Director Deadline - Submits materials to CISA HR
March 3, 2025	CISA HR Deadline - Recommendation for Termination due in Provost office
April 10, 2025	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 (Career Track) Clinical Faculty, Teaching Faculty, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
May 6, 2024	School Director Deadline – Notify CISA HR of intent to Renew Faculty Multi-Year Appointment
November 4, 2024	Faculty Deadline - submit MY Renewal materials in Dropbox
November 5 - 7, 2024	School EASS Review – Review materials for next level of review
November 8 – December 2, 2024	School Personnel Committee Review (if applicable) – Review, vote and letter of recommendation to School Director (ASU Holiday 11/28/24, 11/29/24)
December 4, 2024 – January 6, 2025	School Director Review - Review and letter of Decision. School Director meets with candidate to discuss strengths and weaknesses and recommendation (ASU Holiday 12/24/24, 12/25/24, 1/1/25)
January 7 – 8, 2025	CISA HR Review – reviews materials for next level of review
January 9 – February 24, 2025	Dean Review – Reviews, writes letter of decision. Potentially meets faculty regarding recommendation.
February 25-27, 2024	CISA HR Deadline – Prepares materials for next level of review
March 3, 2025	Provost Deadline - Materials due to Provost office
May 12, 2025	CISA HR Deadline - Send notification to school and candidate regarding intent