

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS
COLLEGE OF INTEGRATIVE SCIENCES AND ARTS
2017-2018**

PLEASE NOTE: Process guides, forms and other helpful information for academic personnel actions can be found at <https://provost.asu.edu/academic-personnel/personnel-processes>

Sabbatical Leaves effective 2018/19 (Tenured Faculty)	
August 1, 2017	Notification of Intent to Apply (to Faculty Head)
August 18, 2017	Materials submitted to Faculty Head for distribution
September 8, 2017	Materials submitted to Faculty Personnel Committee
September 29, 2017	Materials submitted to Faculty Head <i>for evaluation</i>
October 20, 2017	Materials submitted to College Personnel Committee
November 9, 2017	Materials submitted to Dean/Director
December 8, 2017	Notification Deadline
January 2, 2018	List of approved sabbaticals to Provost
Note: No later than the end of the first semester after completing the sabbatical leave, the individual must submit a concise final report to the dean of the college, and the unit chair/director addressing accomplishment of the purposes stated in the application for sabbatical leave. Forms for the application and the final report are available from the Provost Office forms website . The dean will acknowledge the receipt of sabbatical reports and send a copy of that acknowledgment to the executive vice president and provost of the university.	

All Promotion, Continuing Appointment and Tenure Recommendations in 2018/19 (Effective Fall 2019)	
August 15, 2017	Spreadsheet of anticipated personnel action due to Provost Office
October 20, 2017	Notification of Intent to Apply (to Faculty Head)
November 15, 2017	Applying faculty supplies names and affiliations of potential external reviewers
January 5, 2018	Initial contact letter sent to potential external reviewers for acceptance of review
February 9, 2018	External review materials submitted to Faculty Head <i>for review and preparation for distribution to external reviewers</i> (Post to Dropbox for Review)
March 16, 2018	Materials sent to external reviewers
August 1, 2018	External review letters due to Faculty Head
August 10, 2018	Materials submitted to Dean's Office (Post to Dropbox for Review)
August 17, 2018	Materials submitted to Unit Personnel Committee (If applicable)
September 14, 2018	Materials submitted to Faculty Head for evaluation
October 1, 2018 – October 12, 2018	Faculty Head meeting with candidates to review strengths/weakness of portfolio
October 12, 2018	Materials submitted to College Personnel Committee
November 9, 2018	Materials submitted to Dean-Dean's Office Review for Submission
November 12, 2018–Nov.30, 2018	Dean meeting with candidates to review strengths/weaknesses of portfolio
December 8, 2018	Promotion portfolios due in Office of the Provost
May 12, 2019	Notification deadline for promotion/tenure decisions
Note: A portfolio checklist to see if the P&T submission is complete and properly formatted is available here .	

Annual Performance Evaluations	
January 19, 2018	Faculty Members Submit Materials
February 23, 2018	Unit personnel committee submits reviews to faculty head
March 30, 2018	Due to Dean's Office

Post-Tenure Review (Reports from the College)	
August 1, 2017	Materials submitted to Dean/Director
August 15, 2017	Due in Office of the Univ. Provost

Emeritus Status	
Tenured faculty and academic professionals with continuing status who retire may be recommended for emeritus status which must be approved by the President. Written notification of the retirement date with simultaneous recommendation from the dean and chair/director to the Office of the University Provost initiates this process.	

Evaluation of Probationary Faculty and Academic Professionals (Including any recommendations for May 15, 2018 terminations)	
August 15, 2017	Spreadsheet of anticipated academic personnel actions to Provost Office
September 1, 2017	Materials submitted to Faculty Head for distribution
September 15, 2017	Materials submitted to Dean's Office (Post to Dropbox for Review)
September 29, 2017	Materials submitted to Unit Personnel Committee (If applicable)
October 27, 2017	Materials submitted to Faculty Head <i>for evaluation</i>
November 27, 2017	Materials submitted to College Personnel Committee
January 19, 2018	Materials submitted to Dean/Director-Dean's Office Review for Submission
January 29, 2018 –Feb. 16, 2018	Meeting with candidates to review strengths/weaknesses of portfolio
February 27, 2018	Due in Office of the Univ. Provost: 1. A spreadsheet of all probationary reviews with final decision from the dean for regular contracts or conditional contracts (include conditions) for 2018/19; attach to this listing a copy of the dean's notification letter** and the signed original Request for Academic Personnel Action (APA) form for the successful candidate. 2. The complete files for any candidates who are recommended for a terminal contract for 2018/19.
May 11, 2018	Notification of termination effective May 16, 2018
Note: A portfolio checklist to see if the P&T submission is complete and properly formatted is available here .	

Review for Renewal of Multi-Year Appointments and/or Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
May 1, 2017	Notification of Intent to Apply (to Faculty Head) and submission of external faculty reviewers' names
May 22, 2017	Promotion materials submitted to Faculty Head for review (Candidate post to Dropbox)
May 22, 2017 – June 2, 2017	Dean's Office review with candidate for format
June 5, 2017	Faculty Head sends promotion materials to external faculty reviewers
August 14, 2017	External review letters due to Faculty Head
August 15, 2017	Due in Office of the University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration. PDF of approved Unit/college criteria due to Provost office.
August 14, 2017-September 1, 2017	Meetings between Faculty Heads and Candidates (discussions about whether candidate should advance, and if so, what additions or revisions to file should be made)
August 14-18, 2017	Faculty Head posts to Dropbox external reviewer letters for Dean's Office review and assembly of portfolio
September 22, 2017	Promotion materials due to unit personnel committee for evaluation letter, if applicable
October 20, 2017	Promotion materials due to unit faculty head for evaluation letter
November 3, 2017	Promotion materials due to college personnel committee for evaluation letter
January 22, 2018	Promotion materials due to Dean for evaluation letter and final review and assembly of portfolio
January 29, 2018 to February 16, 2018	Dean meeting with candidates to review strengths/weaknesses of portfolio, if needed
February 27, 2018	Due in Office of the Univ. Provost: 1. a listing of all multi-year reviews with a copy of the dean's letter and the signed original Request for Academic Personnel Action (APA) form of the final decision on renewals for the next multi-year term; 2. The files for any candidates who are recommended for promotion or non-renewal.
May 11, 2018	Notification deadline to candidates regarding action on promotion requests.
*NOTE: The multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.	

Evaluation of Conditional Contracts for the Current Year	
January 22, 2018	Materials submitted to Dean/Director
March 2, 2018	Recommendation for Termination due in Office of the Univ. Provost
April 10, 2018	Notification of decision*
*(Note: Conditional Review – if a positive decision, the dean will notify the candidate and send a copy of the notification letter to the Provost.)	

Review of New Multi-Year Appointment Applications	
September 15, 2017	Notification of Intent to Apply for MY Status
October 2, 2017	Materials submitted to Faculty Head loaded into Dropbox. Required Materials: <ul style="list-style-type: none"> • Candidate CV • Scoring Matrix for classes as described in the “Process Guide for Promotion of Fixed-Term Faculty” under Step 3 • Copies of the annual review for last five years
November 20, 2017	Faculty Head letter due to Dean
November 20, 2017 – Feb. 23, 2018	Dean preparation of materials for presentation to Provost Office and discussion with Provost.
May 12, 2018	Decision from Provost Office and preparation of offer letters