

**Schedule of ASU Academic Personnel Actions  
College of Integrative Sciences and Arts  
2021-2022**

**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>**

<b>Sabbatical Leaves effective 2022/2023 (Tenured Faculty and Academic Professionals)</b>	
August 20, 2021	Notification of Intent to Apply (to Faculty Head)
September 1, 2021	Materials submitted to Dropbox
September 10, 2021	Materials submitted to Faculty Unit Personnel Committee (if applicable)
October 1, 2021	Materials submitted to Faculty Head <i>for evaluation</i>
October 22, 2021	Materials submitted to College Personnel Committee
November 12, 2021	Materials submitted to Dean
December 15, 2021	Notification Deadline
January 15, 2022	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 your 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 <a href="#">website</a> . The dean will acknowledge receipt of sabbatical reports and send a copy of that acknowledgment to the executive vice president and provost of the university.	

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>All Promotion, Continuing Appointment and Tenure Recommendations in 2022/23 (Effective Fall 2023)</b>	
October 15, 2021	Notification of Intent to Apply (to Faculty Head)
February 1, 2022	Applying faculty supplies names and affiliations of potential external reviewers
February 14, 2022	Final grids to Dean's Office
February 28, 2022	Initial contact letter sent to potential external reviewers for acceptance of review
March 7, 2022	External review materials submitted to Dropbox for Review by FH & CDO
April 1, 2022	Materials sent to external reviewers
May 13, 2022	Faculty Head submits unit committee names to Dean's Office
July 15, 2022	External review letters due to Faculty Head/CDO
July 15, 2022	Remaining materials submitted to Dropbox for CDO review
August 13, 2022	Spreadsheet of anticipated personnel actions due to Provost Office
August 19, 2022	Materials submitted to Unit Personnel Committee
September 16, 2022	Materials submitted to Faculty Head for evaluation
October 3 - 5, 2022	Faculty Head meeting with candidates to review strengths/weaknesses of portfolio
October 7, 2022	Materials submitted to College Personnel Committee
November 4, 2022	Materials submitted to Dean-Dean's Office Review for Submission
November 10, 2022–Nov.28, 2022	Dean meeting with candidates to review strengths/weaknesses of portfolio
December 2, 2022*	Promotion portfolios due in Office of the Provost
May 10, 2023*	Notification deadline for promotion/tenure decisions
Note: A portfolio checklist to see if the P&T submission is complete and properly formatted is available <a href="#">here</a> .	

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>Annual Performance Evaluations</b>	
January 14, 2022	Faculty Members Submit Materials
January 14, 2022	Dean's direct reports submit materials
February 18, 2022	Unit personnel committee submits reviews to faculty head
March 30, 2022	Signed faculty letters due to Dean's Office

<b>Post-Tenure Review (Reports from the College for AY21)</b>	
April 22, 2021	Materials submitted to Dean
August 16, 2021	Due in Office of the Univ. Provost

<b>Evaluation of Probationary (3<sup>rd</sup> Year Review) Faculty and Academic Professionals (Including any recommendations for May 15, 2022 terminations)</b>	
August 16, 2021	Due in Office of the Executive Vice President and University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.
July 11, 2021	Materials submitted to Dropbox for CDO review
August 20, 2021	Materials submitted to Dean's Office (Post to Dropbox for Review)
September 10, 2021	Faculty Head submits names of unit committee members to Dean's Office
September 24, 2021	Materials submitted to Unit Personnel Committee (If applicable)
October 22, 2021	Materials submitted to Faculty Head <i>for evaluation</i>
November 19, 2021	Materials submitted to College Personnel Committee
January 14, 2022	Materials submitted to Dean/Director-Dean's Office Review for Submission
January 24, 2022 –Feb. 11, 2022	Dean meets with candidates to review strengths/weaknesses of portfolio
March 1, 2022	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 2020/21; 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.
May 12, 2022	Notification deadline for terminations effective <b>May 16, 2022.</b>

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)</b>	
April 2, 2021	Notification of Intent to Apply (to Faculty Head) and submission of external faculty reviewers' names
May 14, 2021	Promotion materials submitted to Faculty Head for review (Candidate post to Dropbox)
May 14, 2021 – May 28, 2021	Dean's Office review with candidate for format
June 4, 2021	Faculty Head/CDO sends promotion materials to external faculty reviewers
August 13, 2021	External review letters due to Faculty Head
August 16, 2021	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 16, 2021 – August 27, 2021	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 27, 2021 or earlier	Faculty Head posts to Dropbox external reviewer letters for Dean's Office review and assembly of portfolio
September 3, 2021	Faculty Head submits unit committee names to Dean's Office-if applicable
September 24, 2021	Promotion materials due to unit personnel committee for evaluation letter, if applicable
October 22, 2021	Promotion materials due to unit faculty head for evaluation letter
November 12, 2021	Promotion materials due to college personnel committee for evaluation letter
January 21, 2022	Promotion materials due to Dean for evaluation letter and final review and assembly of portfolio
February 14 - 25, 2022	Dean meeting with candidates to review strengths/weaknesses of portfolio, if needed
March 1, 2022	Due in Office of the Univ. Provost: The files for any candidates who are recommended for promotion or non-renewal.
May 12, 2022	Notification deadline to candidates regarding action on promotion requests.
Note: A portfolio checklist to see if the faculty NTT promotion submission is complete and properly formatted is available <a href="#">here</a> .	

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>Evaluation of Conditional Contracts for the Current Year</b>	
January 14, 2022	Materials submitted to Dean/Director
March 1, 2022	Recommendation for Termination due in Office of the Univ. Provost
April 10, 2022	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.)	

<b>Review of New Multi-Year or RMY Appointment Applications</b>	
April 30, 2021	Notification of Intent to Apply for MY Status
August 16, 2021	List of anticipated actions to the Provost Office
October 1, 2021	Materials submitted to Faculty Head loaded into Dropbox. Required Materials: <ul style="list-style-type: none"> <li>• Candidate CV</li> <li>• Scoring Matrix for classes as described in the “Process Guide for Promotion of Fixed-Term Faculty” under Step 3</li> <li>• Copies of the annual review letters for last five years</li> </ul>
October 15, 2021	Release materials to unit committee, if applicable
November 5, 2021	Release materials to faculty head
December 3, 2021	Faculty Head letter due to Dean
December 3, 2021 – Feb. 18, 2022	Dean writes letter including college numbers for Vice Provost
March 1, 2022	Due in Office of the Univ. Provost: A listing of all multi-year reviews with a copy of the dean’s recommendation letter and signed original APA form with final decisions.
May 12, 2022	Decision from Provost Office and preparation of offer letters to Provost Office for Provost signature.

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>Review for Renewal of Multi-Year or RMY Appointments of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)</b>	
April 30, 2021	Notification of Intent to Apply (to Faculty Head)
August 16, 2021	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.
November 5, 2021	Materials submitted to Dropbox
December 3, 2021	Promotion materials due to unit faculty head for evaluation letter
January 14, 2022	Promotion materials due to Dean for evaluation letter and final review and assembly of portfolio
March 1, 2022	Due in Office of the Univ. Provost: A listing of all multi-year reviews with a copy of the dean’s recommendation letter and the signed original Request for Academic Personnel Action (APA) form of the final decision on renewals for the next multi-year term.
May 12, 2022	Notification deadline to candidates regarding action on MY requests.
<b>NOTE:</b> The multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.	

\*Dates may change due to the release of the Provost Office Schedule of Academic Personnel Actions

<b>Emeritus Status</b>
Tenured faculty and academic professionals with continuing status may be recommended for emeritus status upon retirement. Written notification of the retirement date with recommendation from the dean to the Office of the Executive Vice President and University Provost initiates this process, at the beginning of the semester of retirement. Emeritus status is determined by the president.