

**Schedule of ASU Academic Personnel Actions
College of Integrative Sciences and Arts
University College
2019-2020**

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 2020/21 (Tenured Faculty and Academic Professionals)	
August 2, 2019	Notification of Intent to Apply (to Faculty Head)
August 19, 2019	Materials submitted to Faculty Head for distribution
September 6, 2019	Materials submitted to Faculty Personnel Committee
September 27, 2019	Materials submitted to Faculty Head <i>for evaluation</i>
October 18, 2019	Materials submitted to College Personnel Committee
November 8, 2019	Materials submitted to Dean/Director
December 13, 2019*	Notification Deadline
January 15, 2020	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 form 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.	

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All Promotion, Continuing Appointment and Tenure Recommendations in 2020/21 (Effective Fall 2021)	
August 15, 2019	Spreadsheet of anticipated personnel action due to Provost Office
October 18, 2019	Notification of Intent to Apply (to Faculty Head)
November 15, 2019	Applying faculty supplies names and affiliations of potential external reviewers
January 3, 2020	Initial contact letter sent to potential external reviewers for acceptance of review
February 7, 2020	External review materials submitted to Faculty Head <i>for review and preparation for distribution to external reviewers</i> (Post to Dropbox for Review)
March 13, 2020	Materials sent to external reviewers
July 6, 2020	External review letters due to Faculty Head
July 10, 2020	Materials submitted to Dean's Office (Post to Dropbox for Review)
August 7, 2020	Faculty Head submits unit committee names to Dean's Office (if applicable)
August 17, 2020	Materials submitted to Unit Personnel Committee (If applicable)
September 11, 2020	Materials submitted to Faculty Head for evaluation
September 28, 2020 – Oct. 9, 2020	Faculty Head meeting with candidates to review strengths/weakness of portfolio
October 9, 2020	Materials submitted to College Personnel Committee
November 6, 2020	Materials submitted to Dean-Dean's Office Review for Submission
November 12, 2020–Nov.30, 2020	Dean meeting with candidates to review strengths/weaknesses of portfolio
December 4, 2020*	Promotion portfolios due in Office of the Provost
May 7, 2021*	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 .	

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Annual Performance Evaluations	
January 17, 2020	Faculty Members Submit Materials
February 21, 2020	Unit personnel committee submits reviews to faculty head
March 27, 2020	Due to Dean's Office

Post-Tenure Review (Reports from the College)	
August 1, 2019	Materials submitted to Dean/Director
August 15, 2019	Due in Office of the Univ. Provost

Evaluation of Probationary (3rd Year Review) Faculty and Academic Professionals (Including any recommendations for May 15, 2019 terminations)	
August 15, 2019	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 12, 2019	Materials submitted to Faculty Head for distribution
August 16, 2019	Materials submitted to Dean's Office (Post to Dropbox for Review)
September 13, 2019	Faculty Head submits names of unit committee members to Dean's Office
September 27, 2019	Materials submitted to Unit Personnel Committee (If applicable)
October 25, 2019	Materials submitted to Faculty Head <i>for evaluation</i>
November 25, 2019	Materials submitted to College Personnel Committee
January 17, 2020	Materials submitted to Dean/Director-Dean's Office Review for Submission
January 27, 2020 –Feb. 14, 2020	Meeting with candidates to review strengths/weaknesses of portfolio
February 28, 2020*	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 2019/20.
May 8, 2020*	Notification deadline for terminations effective May 16, 2019 (for faculty member in the first or second year of employment with ASU); or effective May 16, 2020 (for those who have served more than two years as they are given a terminal contract year).

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Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
April 1, 2019	Notification of Intent to Apply (to Faculty Head) and submission of external faculty reviewers' names
May 13, 2019	Promotion materials submitted to Faculty Head for review (Candidate post to Dropbox)
May 13, 2019 – May 31, 2019	Dean's Office review with candidate for format
June 3, 2019	Faculty Head sends promotion materials to external faculty reviewers
August 12, 2019	External review letters due to Faculty Head
August 15, 2019	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 12, 2019 – August 30, 2019	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 30, 2019	Faculty Head posts to Dropbox external reviewer letters for Dean's Office review and assembly of portfolio
September 13, 2019	Faculty Head submits unit committee names to Dean's Office-if applicable
September 20, 2019	Promotion materials due to unit personnel committee for evaluation letter, if applicable
October 18, 2019	Promotion materials due to unit faculty head for evaluation letter
November 8, 2019	Promotion materials due to college personnel committee for evaluation letter
January 17, 2020	Promotion materials due to Dean for evaluation letter and final review and assembly of portfolio
January 27, 2020 to February 14, 2020	Dean meeting with candidates to review strengths/weaknesses of portfolio, if needed
February 28, 2020*	Due in Office of the Univ. Provost: The files for any candidates who are recommended for promotion or non-renewal.
May 8, 2020*	Notification deadline to candidates regarding action on promotion requests.
Note: A portfolio checklist to see if the faculty NNT promotion submission is complete and properly formatted is available here .	

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Evaluation of Conditional Contracts for the Current Year	
January 20, 2020	Materials submitted to Dean/Director
February 28, 2020	Recommendation for Termination due in Office of the Univ. Provost
April 8, 2020	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	
May 1, 2019	Notification of Intent to Apply for MY Status
November 1, 2019	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
December 6, 2019	Faculty Head letter due to Dean
December 6, 2019 – Feb. 21, 2020	Dean preparation of materials for presentation to Provost Office and discussion with Provost.
February 28, 2020*	Due in Office of the Univ. Provost: A listing of all multi-year reviews with a copy of the dean’s letter and signed original APA form with final decisions. The files for any candidates who are not recommended for renewal.
May 8, 2020*	Decision from Provost Office and preparation of offer letters to Provost Office for Provost signature.

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Review for Renewal of Multi-Year Appointments of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty, and Academic Professionals (not on track)	
May 3, 2019	Notification of Intent to Apply (to Faculty Head
August 15, 2019	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.
December 6, 2019	Promotion materials due to unit faculty head for evaluation letter
January 17, 2020	Promotion materials due to Dean for evaluation letter and final review and assembly of portfolio
February 28, 2020*	Due in Office of the Univ. Provost: 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.
May 8, 2020*	Notification deadline to candidates regarding action on MY requests.
NOTE: The multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.	

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Emeritus Status
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.