

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS
COLLEGE OF LETTERS AND SCIENCES
2016-2017**

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 2017/18 (Tenured Faculty)

August 1, 2016.....Notification of Intent to Apply (to Faculty Head)
 August 19, 2016.....Materials submitted to Faculty Head *for distribution*
 September 9, 2016.....Materials submitted to Faculty Personnel Committee
 September 30, 2016... ..Materials submitted to Faculty Head *for evaluation*
 October 21, 2016.....Materials submitted to College Personnel Committee
 November 11, 2016.....Materials submitted to Dean/Director
 December 9, 2016Notification Deadline
 January 4, 2017.....List to Provost

All Promotion, Continuing Appointment and Tenure Recommendations in 2017/18 (Effective Fall 2018)

October 20, 2016.....Notification of Intent to Apply (to Faculty Head)
 November 15, 2016.....Applying faculty supplies names and affiliations of potential external reviewers
 January 5, 2017.....Initial contact letter sent to potential external reviewers for acceptance of review
 February 9, 2017.....External review materials submitted to Faculty Head *for distribution*
 March 16, 2017.....Materials sent to external reviewers
 August 1, 2017.....External reviews due to Faculty Head
 August 11, 2017.....Materials submitted to Dean’s Office (Post to Blackboard for Review)
 August 18, 2017.....Materials submitted to Faculty Personnel Committee
 September 15, 2017.....Materials submitted to Faculty Head *for evaluation*
 October 1 – Oct 13.....Faculty Head meeting with candidates to review strengths/weakness of portfolio
 October 13, 2017.....Materials submitted to College Personnel Committee
 November 10, 2017.....Materials submitted to Dean-Dean’s Office Review for Submission
 Nov. 20, 2017 –Dec.1, 2017.....Dean meeting with candidates to review strengths/weaknesses of portfolio
 December 8, 2017.....Due in Office of the Univ. Provost
 May 12, 2018.....Notification deadline for promotion/tenure decisions

Evaluation of Probationary Faculty and Academic Professionals

(Including any recommendations for May 15, 2017 terminations)

August 12, 2016.....Spreadsheet of anticipated academic personnel actions to Provost Office.
 September 2, 2016.....Materials submitted to Faculty Head *for distribution*
 September 16, 2016.....Materials submitted to Dean’s Office (Post to Blackboard for Review)
 September 30, 2016.....Materials submitted to Faculty Personnel Committee
 October 28, 2016.....Materials submitted to Faculty Head *for evaluation*
 November 28, 2016.....Materials submitted to College Personnel Committee
 January 20, 2017..... Materials submitted to Dean/Director-Dean’s Office Review for Submission
 Feb. 6, 2016 –Feb. 17, 2016.....Meeting with candidates to review strengths/weaknesses of portfolio
 February 24, 2017Due 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 2017/18; 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 2017/18
 May 12, 2017.....Notification deadline for terminations effective **May 15, 2017** (for faculty member in the first or second year of employment with ASU); or **May 15, 2018** (for those who have served more than two years as they are given a terminal contract year).

*A reminder – do not distribute the notification letters to the candidates until all terminal reviews for your college have been completed by the Provost – notifying all candidates at the same time.

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, 2016..... Notification of Intent to Apply (to Faculty Head)
 August 12, 2016..... 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.

For all fixed-term promotion cases, a PDF of the unit/and or college document which contains the promotion criteria is due to the provost’s office. At this time, the criteria documents will be reviewed by the provost’s office, and it will be determined whether the criteria in each case are sufficient for a promotion review to proceed.

September 9, 2016Review materials submitted to Faculty Head *for distribution* (Post to Blackboard)
 September 16, 2016.....Materials sent to external reviewers
 October 3, 2016.....Reviews due to Faculty Head
 October 10, 2016.....Materials submitted to Dean’s Office (Post to Blackboard for Review)
 October 24, 2016.....Materials submitted to Faculty Personnel Committee
 November 18, 2016.....Materials submitted to Faculty Head *for evaluation*
 December 19, 2016.....Materials submitted to College Personnel Committee
 January 23, 2017.....Materials submitted to Dean/Director-Dean’s Office Review for Submission
 Feb. 6, 2016 –Feb. 17, 2016.....Meeting with candidates to review strengths/weaknesses of portfolio if needed
 February 24, 2017Due 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 12, 2017.....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.

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.

Annual Performance Evaluations

January 23, 2017.....Faculty Members Submit Materials
 February 24, 2017.....Unit personnel committee submits reviews to faculty head
 March 31, 2017.....Due to Dean’s Office

Post-Tenure Review (Reports from the College)

August 1, 2016Materials submitted to Dean/Director
 August 15, 2016.....Due in Office of the Univ. Provost

Evaluation of Conditional Contracts for the Current Year

January 23, 2017.....Materials submitted to Dean/Director
 March 3, 2017.....Recommendation for Termination due in Office of the Univ. Provost
 April 7, 2017.....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.)