

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS
AY 2021-2022**

Post-Tenure Review (Tenured Faculty)

August 16, 2021..... Due in Office of the Executive Vice President and University Provost: Reports from the deans.

Sabbatical Leaves effective AY 2022-223 (Faculty and Academic Professionals)

September 13, 2021 Faculty discusses intent with Vice Dean
 September 27, 2021 Applications submitted to Vice Dean
 September 27 – October 25, 2021 Review by Vice Dean
 October 25 – November 16, 2021 Review by Dean
 November 17, 2021 Sabbaticals to Academic Personnel Office (format & submit)
 December 15, 2021 Notification deadline
 January 15, 2022 Due in Office of the Executive Vice President and University Provost: A spreadsheet of the approved sabbatical leaves identifying the applicant, department, contract status (academic or fiscal), and the period of the sabbatical leave (fall, spring, AY, FY). Be sure to include the names of those you agreed to defer their sabbaticals from the previous year.

Future Promotion, Continuing Appointment, and Tenure Recommendations* (effective 2023/2024)

September 13, 2021 Faculty to notify Vice Dean (See “Promotion and Tenure Schedule for material submission dates)

Note: sixth year promotion and tenure candidates do not need to notify Vice Dean. Memo will be sent September 13, 2021 with details

Current Promotion, Continuing Appointment, and Tenure Recommendations* (effective 2022/2023)

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.
 September 6, 2021 Final Portfolio/Addendum Items Due to Kim
 September 13, 2021 Faculty Portfolio materials uploaded to Dropbox
 September 14 – October 12, 2021 Review by Vice Dean
 October 13 – November 3, 2021 Review by Personnel Evaluation Committee (PEC)
 November 4 – November 18, 2021 Review by Dean
 November 19 – December 3, 2021 Formatting and submission by Academic Personnel
 December 3, 2021 Due in Office of the Executive Vice President and University Provost
 May 12, 2022 Notification deadline for promotion, tenure, continuing appointment decisions

Evaluation of Probationary (Midway review) Faculty and Academic Professionals (Under Review) – Pilot program RPT

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.
September 1, 2021	College Staff contact creates RPT Cases and sends to candidates
January 3, 2022	Candidate provides materials to RPT
January 14, 2022	College Staff contact reviews candidate materials, makes necessary changes and uploads materials to appropriate internal sections
January 17 – January 26, 2022.....	Review by Unit Vice Dean
January 27 – February 4, 2022	Review by PEC
February 7 – February 16, 2022	Review by Dean
February 17 – February 24, 2022	Formatting by Kim
March 1, 2022.....	Due in Office of the Executive Vice President and University Provost: 1. a spreadsheet of all probationary reviews with final decision from the dean for regular contracts or conditional contracts (include conditions) for 2022-23; 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 2022-23
May 12, 2022.....	Notification deadline for terminations effective May 16, 2022 (for faculty member in the first or second year of employment with ASU); or effective May 16, 2023 (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 – notify all candidates at the same time.**

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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)

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.

For all fixed-term promotion cases, a document of the unit/and or college document which contains the promotion criteria should be on file at the provost’s office.

- September 7, 2021 Faculty to notify Vice Dean
- September 13, 2021 Faculty guideline memo sent
- September 27, 2021 List of 3-5 Internal Reviewers due to Kim
- October 4, 2021 Dean to provide 2 internal reviewers (1 from candidates list)
- January 3, 2022 Faculty materials due to Academic Personnel Office
- January 17, 2022 Faculty materials uploaded to Dropbox
- January 17 – January 21, 2022 Review by Vice Dean
- January 24 – January 28, 2022 Review by NTE Personnel Committee
- January 31 – February 4, 2022 Review by Dean

- March 1, 2022* Due in Office of the Executive Vice President and University Provost: **1.** signed Request for Academic Personnel Action (APA) forms and the draft decision letters for renewals for the next multi-year term. **2.** the portfolios for any candidates who are up for promotion.
- May 12, 2022* Notification deadline to candidates regarding action on renewal and/or 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 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.

Annual Performance Evaluations (Pilot Program – RPT) under review process may change

- December 13, 2021 Obtain list of all NTE/TTE faculty
- December 27, 2021 Annual Review guideline memo sent by Academic Personnel Office
- January 28, 2022 Annual Review materials due by faculty

- February 14, 2022 Annual Review materials uploaded to Dropbox
- February 15 – March 7, 2022 Review by Vice Dean
- March 8 – March 29, 2022 Review by Personnel Evaluation Committee
- March 30, 2022..... Due in deans'/ university librarian's offices

Evaluation of Conditional Contracts for the Current Year

- February 14, 2022 Due in deans'/ university librarian's offices
- March 1, 2022..... Recommendation for Termination due in Office of the Executive Vice President and University Provost
- April 10, 2022 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.)

NOTE: Spring Break will be March 6 to 13