

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS
AY 2019-2020**

Post-Tenure Review (Tenured Faculty)

August 15, 2019 Due in the Office of the Executive Vice President and University Provost: Reports from the deans.

Anticipated Academic Personnel Actions

August 22, 2019.....Due in the Office of the Executive Vice President and University Provost: Spreadsheet(s) of all anticipated academic personnel actions for promotion, tenure, continuing status, and multi-year renewal actions as well as probationary faculty and academic professionals.

NOTE: All fixed-term cases must be vetted for things like criteria, official transcripts, and start date at rank.

Sabbatical Leaves effective AY 2020/21 (Faculty and Academic Professionals)

(October 18, 2019) Requests due in deans'/university librarian's offices
 December 15, 2019 Notification deadline
 January 15, 2020..... Due in the 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.

All Promotion, Continuing Appointment, and Tenure Recommendations

(September 20, 2019)..... Due in deans'/ university librarian's offices
 December 6, 2019..... Due in the Office of the Executive Vice President and University Provost
 May 12, 2020 Notification deadline for promotion, tenure, continuing appointment decisions.

Evaluation of Probationary Faculty and Academic Professionals

(January 7, 2020) Due in deans'/ university librarian's offices
 March 1, 2020..... Due in the 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 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 for 2020/21
 May 12, 2020 Notification deadline for terminations effective **May 16, 2020** (for faculty member in the first or second year of employment with ASU); or effective **May 16, 2021** (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.**

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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)

(January 7, 2020)	Due in deans'/ university librarian's offices
March 1, 2020*	Due in the Office of the Executive Vice President and University 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, 2020*	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 comply 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

March 30, 2020.....	Due in deans'/ university librarian's offices
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Evaluation of Conditional Contracts for the Current Year

(January 7, 2020)	Due in deans'/ university librarian's offices
March 1, 2020.....	Recommendation for Termination due in the Office of the Executive Vice President and University Provost
April 10, 2020.....	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 is March 8-15, 2020.

Addenda

All addenda to cases of Promotion, Continuing Appointment, and Tenure are due to the Dean by **December 1** of each year. The addenda must include a related statement by each prior level of review.

All addenda to the evaluation of Probationary Faculty and Academic Professionals and/or Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty and Academic Professionals are due to the Dean by **January 31** of each year. The addenda must include a related statement by each prior level of review. Note that addenda must be approved by the Dean's office prior to inclusion in the faculty member's evaluation materials.

Ira A. Fulton Schools of Engineering Summary of Student Evaluation of Instruction and Table of Sponsored Accounts

The Dean's office will provide the Summary of Student Evaluation of Instruction information for:

- All Promotion, Continuing Appointment, and Tenure Recommendations by **July 2** and
- Evaluation of Probationary Faculty and Academic Professionals and 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 by **October 8**

The Dean's office will provide the Table of Sponsored Accounts for:

- All Promotion, Continuing Appointment, and Tenure Recommendations by **June 3** and
- Evaluation of Probationary Faculty and Academic Professionals and 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 by **October 18**