

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS
AY 2023-2024**

Post-Tenure Review (Tenured Faculty)

August 16, 2023..... Due in Office of the Executive Vice President and University Provost: Reports from the deans.

Sabbatical Leaves effective AY 2024-25 (Faculty and Academic Professionals)

(October 13, 2023) Requests due in deans'/university librarian's offices

December 15, 2023 Notification deadline

January 15, 2024 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.

All Promotion, Continuing Appointment, and Tenure Recommendations

August 16, 2023 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.

(August 18, 2023) Due in dean's office: Files 02, 03, 04, 07, 08, 09, 11 (optional)

(September 15, 2023) Due in deans'/ university librarian's offices: PDF Portfolio

December 1, 2023 Due in Office of the Executive Vice President and University Provost

May 12, 2024 Notification deadline for promotion, tenure, continuing appointment decisions

Evaluation of Probationary Faculty and Academic Professionals

August 16, 2023 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.

(January 5, 2024) Due in deans'/ university librarian's offices

March 1, 2024 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 2024-25; 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 2024-25

May 12, 2024 Notification deadline for terminations effective **May 16, 2024** (for faculty member in the first or second year of employment with ASU); or effective **May 16, 2025** (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, Teaching Professors, Professors of Practice, Research Faculty and Academic Professionals (not on track)

August 16, 2023..... 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 career-track faculty 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.

(January 5, 2024) Due in deans'/ university librarian's offices

March 1, 2024* 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, 2024* 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

April 1, 2024 Due in deans'/ university librarian's offices

June 15, 2024 Annual Evaluation Final Report

Evaluation of Conditional Contracts for the Current Year

(January 5, 2024)..... Due in deans'/ university librarian's offices

March 1, 2024 Recommendation for Termination due in Office of the Executive Vice President and University Provost

April 10, 2024..... 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 3 to 10

Addenda

All addenda to cases of Promotion, Continuing Appointment, and Tenure are due to the Dean by **November 30** 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, Teaching Professors, 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 Sponsored Project Activity Report

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

- All Promotion, Continuing Appointment, and Tenure Recommendations by **June 30** 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, Teaching Professors, Professors of Practice, Research Faculty and Academic Professionals by **October 6**

The Dean's office will provide the Sponsored Project Activity Report for:

- All Promotion, Continuing Appointment, and Tenure Recommendations by **June 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, Teaching Professors, Professors of Practice, Research Faculty and Academic Professionals by **October 13**

Graduate student dashboard

- The units will use the Graduate student dashboard to cross-check faculty cv, which in turn means that the Dashboard itself will not be included in the pdf portfolio. It will be the unit's responsibility to help the faculty resolve discrepancies (if any) between what the university has on record concerning graduate student advisement and what the faculty member has in their cv that would be included in the pdf portfolio. Given this data needs to be consistent, the pull date should happen no later than the Sponsored Project Activity Report pull date (listed above).