

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS  
AY 2018-2019**

**Post-Tenure Review (Tenured Faculty)**

August 15, 2018..... Due in Office of the Executive Vice President and University Provost: Reports from the deans.

**Sabbatical Leaves effective AY 2019/20 (Faculty and Academic Professionals)**

( ) ..... Requests due in deans'/university librarian's offices  
 December 15, 2018 ..... Notification deadline  
 January 15, 2019 ..... 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 15, 2018 ..... 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.  
 ( ) ..... Due in deans'/ university librarian's offices  
 December 7, 2018 ..... Due in Office of the Executive Vice President and University Provost  
 May 12, 2019..... Notification deadline for promotion, tenure, continuing appointment decisions

**Evaluation of Probationary Faculty and Academic Professionals**

August 15, 2018 ..... 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.  
 ( ) ..... Due in deans'/ university librarian's offices  
 March 1, 2019 ..... 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 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 2018/19  
 May 12, 2019..... 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).

**\*\*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)**

August 15, 2018..... 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.

( ) ..... Due in deans'/ university librarian's offices

March 1, 2019\* ..... Due in 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, 2019\* ..... 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**

March 30, 2019..... Due in deans'/ university librarian's offices

**Evaluation of Conditional Contracts for the Current Year**

( ) ..... Due in deans'/ university librarian's offices

March 1, 2019..... Recommendation for Termination due in Office of the Executive Vice President and University Provost

April 10, 2019 ..... 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 3 to 10, 2019.