

## Faculty Review: Submission Dates and Procedures in FAAR/Faculty 180: 2020-21

**Note: review period AY19/20**

Clear boxes due in Fall/Blue boxes due in Spring

Note: 1<sup>st</sup> and 2<sup>nd</sup> year tenure track faculty who have prior credit are still reviewed as 1<sup>st</sup> and 2<sup>nd</sup> year faculty. Prior credit becomes effective in the third year and might change year faculty are reviewed and/or go up for Promotion &/or Tenure.

REVIEW TYPE (review committee)	Faculty submit file in FAAR for "format & completeness preview" with chair	FSC review due in FAAR	Chair review due in FAAR	College level review due in FAAR	DEAN review deadline in FAAR	PROVOST DECISION in FAAR	PRESIDENT DECISION in FAAR
Sabbaticals (FSC) (request due April 1st previous year)	Not accepting applications AY20-21						
2 <sup>nd</sup> Yr Tenure Track (ARC) <sup>1</sup>	8/17 - 9/4/20	9/5 – 9/26/20	9/27 - 10/21/20	n/a	10/22/20 – 11/10/20	11/11 – 11/25/20	12/15/20 (non renewals only)
3 <sup>rd</sup> -5 <sup>th</sup> Yr Tenure Track (ARC) <sup>1</sup>	8/17 - 9/4/20	9/5 – 9/26/20	9/27 - 10/21/20	n/a	10/22/20 – 11/10/20	11/11 - 2/14/21	3/1/21 (non renewals only)
Continuing Non-Tenure Track Faculty (ARC) <sup>2</sup>	9/7 – 9/24/20	9/25 – 10/16/20	10/17 – 11/15/20	n/a	11/15/20 – 12/5/20	12/6 – 1/29/21	n/a
Post-Tenure Annual Review (ARC)	9/7 – 10/12/20	10/13 – 10/23/20	10/24 – 11/15/20	n/a	n/a	n/a	n/a
Promotion & Tenure (FSC) <sup>3</sup>	9/15 – 9/25/20	9/26 – 10/14/20	10/14 - 11/4/20	11/5 – 11/25/20	11/26 – 12/26/20	12/26 – 2/20/21	3/28/21
1 <sup>st</sup> Yr Tenure Track Faculty (FSC) <sup>4</sup>	1/6 – 1/17/21	1/20 – 2/3/21	2/4 – 2/14/21	n/a	2/15 – 2/22/21	2/23 – 3/8/21	3/23/21 (non renewals only)
1 <sup>st</sup> Yr Non-Tenure Track Faculty (FSC) <sup>5</sup>	1/6 – 1/31/21	2/1 – 2/21/21	2/22 – 3/9/21	n/a	3/10 – 3/27/21	3/28 - 4/13/21	n/a

<sup>1</sup> This review should have two components: 1) annual performance evaluation for previous academic year, and 2) evaluation of progress towards tenure (cumulative), including retention recommendation.

<sup>2</sup> This review should include two components: 1) annual performance evaluation for previous academic year, and 2) eligibility for renewal. ADDITIONAL ACTION REQUIRED: April 15 affirm renewal or non-renewal due to changes in performance, budget or need (letter of recommendation from Chair to Dean).

<sup>3</sup> This review should have two components: 1) annual performance evaluation for previous academic year, and 2) recommendation regarding the request for tenure and/or promotion.

<sup>4</sup> This is a retention review only, based on the first semester. **No merit scores are assigned**, but the retention recommendation is required.

<sup>5</sup> This is a retention review only, based on the first semester. **No merit scores are assigned**, but the retention recommendation is required. ADDITIONAL ACTION REQUIRED: April 15 affirm renewal or non-renewal due to changes in performance, budget or need (letter of recommendation from Chair to Dean).

### Policy and Procedures:

- Faculty information (CV, annual review materials, etc.) for the period of review is added to FAAR by the faculty member and then reviewed and approved at each level by the Department Faculty Status (and/or Annual Review) Committee, the Chair/Director of the department, and then the Dean.
- Committees should alert the next level of review by email when they have finished their review.
- Be certain to enter merit scores and the retention/renewal decision in FAAR, as appropriate not all levels will have merit scores.
- When the Dean's review period becomes available the information for each faculty member being reviewed is checked for completeness. The department chair is notified if the information is incomplete or there is any information missing that is needed for the review.
- For further information, refer to the Academic Affairs 2020-2021 Personnel Action Calendar (<http://nau.edu/Provost/Reviews-Tenure/>)