

# Academic Affairs

## 2022-2023 Personnel Action Calendar (7.27.22)

<http://nau.edu/Provost/Reviews-Tenure/>

1. This document contains calendars for the following faculty reviews (presented in chronological order):

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2. Revision history:

-July 27, 2022, P&T calendar, line item 4 date correction.

-July 11, 2022 calendar posted to website: [Academic Resources and Policies](#)

3. All dates prior to submission to the Provost serve as a guideline and the dean may approve and communicate alternative due dates within the college for all dates except those required for submission to the Provost and President.
4. *Access to the Faculty Activity and Achievement Reporting (FAAR) system / Review, Promotion, and Tenure (RPT)* <https://in.nau.edu/provost/vice-provost-for-faculty-affairs/faar-system/>
5. Annual reviews may be conducted by the Faculty Status Committee (FSC), the Annual Review Committee (ARC), the Promotion and Tenure Committee, or a combination committee depending upon individual department/unit procedure (ref. COFS sections 1.4.6.1.1 and 1.4.6.1.2).

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<b>SABBATICAL REQUESTS</b> (ref. “Sabbatical Application Process” <a href="http://nau.edu/Provost/Sabbatical-Information/">http://nau.edu/Provost/Sabbatical-Information/</a> )	
<b><i>Due on or before the following dates:</i></b>	
1. Due on April 1 of any given year (if this date falls on a weekend, the application is due on Monday)	Pre-submission check: Upload file to RPT for format and completion check in consultation with chair/director/dean
2. August 22, 2022 – September 7, 2022	Faculty member submits file via RPT for format and completion check in consultation with chair/director/dean
3. September 8, 2022 – September 27, 2022	Faculty Status Committee (FSC) reviews and completes recommendation in RPT
4. September 28, 2022 – October 11, 2022	Chair reviews and completes recommendation in RPT
5. October 12, 2022 – November 1, 2022	Dean reviews and completes recommendation in RPT
6. November 2, 2022 – November 30, 2022	Provost reviews and makes decision, recording result in RPT

Upon receiving an adverse decision, if the faculty member believes this policy [Sabbatical Leave] was not followed, the decision can be appealed using the grievance procedure described in Appendix A [COFS] (ref. Conditions of Faculty Service, 1.7.1, item 6).

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<b>CONTINUING NON-TENURE TRACK, BENEFIT ELIGIBLE/ANNUAL REVIEW</b>	
<p>This review should include two components, (separate letters or separate sections within one letter, with both actions indicated in FAAR):</p> <ol style="list-style-type: none"> <li>1) Annual performance evaluation for the previous academic year</li> <li>2) Eligibility for renewal</li> </ol> <p>Additional action is required by April 15 to affirm renewal or non-renewal due to changes in performance, budget, or need. Typically this action would be a letter of recommendation from the Chair to the Dean, copied to the faculty member.</p> <p>All responses for each level of review should be posted in FAAR by the end dates listed in the calendar for each level of review. However, 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.</p>	
<b><i>Due on or before the following dates:</i></b>	
1. Sept. 6 – 23, 2022	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Sept. 24 – Oct. 28, 2022	FSC reviews and completes recommendation in FAAR
3. Oct. 29 – Nov. 4, 2022	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Oct. 29 – Nov. 11, 2022	Chair reviews and completes recommendation in FAAR
5. Nov. 12 – Nov.18, 2022	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Nov. 13 – Dec. 6, 2022	Dean reviews and submits decision via FAAR
7. Dec. 7 – Dec. 13, 2022	Faculty member has seven (7) days to respond via FAAR to the Dean's decision
8. Dec. 7 – Dec. 27, 2022	Provost reviews and enters decision in FAAR

The process for determining eligibility for retention of tenure track and non-tenure track faculty is described in the NAU Conditions of Faculty Service (see Section 1.4.6.2.2, *Renewal Review for Non-tenure Eligible Faculty*).

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<b>POST-TENURE ANNUAL REVIEW</b>	
<b><i>Due on or before the following dates:</i></b>	
1. Sept. 6 – Oct. 7, 2022	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Oct. 8 – Nov. 4, 2022	FSC reviews and completes recommendation in FAAR
3. Nov. 5 – Nov. 11, 2022	Faculty member has seven (7) days to respond via FAAR to the FSC's recommendation
4. Nov. 6 – Dec. 1, 2022	Chair reviews and completes recommendation in FAAR
5. Dec. 2 – Dec. 8, 2022	Faculty member has seven (7) days to respond via FAAR to the chair's recommendation; send email to the Dean

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**2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup> 5<sup>TH</sup> 6<sup>TH</sup>(ANNUALREVIEW) YEAR TENURE TRACK PROBATIONARY/ANNUAL REVIEWS**

This review should include two components, (separate letters or separate sections within one letter, with both actions indicated in FAAR/RPT):

- 1) Annual performance evaluation for the previous academic year (FAAR)
  - 2) Evaluation of progress toward tenure (cumulative), including retention recommendation
- All responses for each level of review should be posted in FAAR by the end dates listed in the calendar for each level of review. However, 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.

***Due on or before the following dates:***

1. Aug. 29 – Sept. 7, 2022	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Sept. 8 – 27, 2022	FSC reviews and completes recommendation in FAAR
3. Sept. 28 – Oct. 4, 2022	Faculty member has seven (7) days to indicate they will respond and 12 days for final response via FAAR to the FSC recommendation
4. Sept. 28 – Oct. 21, 2022	Chair reviews and completes recommendation via FAAR
5. Oct. 22 – 28, 2022	Faculty member has seven (7) days to respond via FAAR to the Chair’s recommendation
6. Oct. 22 – Nov. 10, 2022	Dean reviews and completes recommendation via FAAR
7. Nov. 11 – Nov. 17, 2022	Faculty member has seven (7) days to respond via FAAR to the Dean’s recommendation

**Provost/President Timeline for Reviews**

**Second Year**

Nov. 13 – 29, 2022

Provost reviews and enters decision in FAAR

Nov. 30 – Dec. 6, 2022

Faculty member has seven (7) days to respond via FAAR to Provost’s recommendation

Dec. 16, 2022

President issues non-renewal letters to 2<sup>nd</sup> year

**3<sup>rd</sup> – 6<sup>th</sup> Year**

Nov. 13, 2022 – Feb. 3, 2023

Provost reviews and enters decision in FAAR

Feb. 4 – Feb. 10, 2023

Faculty member has seven (7) days to respond via FAAR to Provost’s recommendation

March 1, 2023

Provost issues letters of non-renewals to faculty

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### PROMOTION & TENURE/ANNUAL REVIEW

This review should include two components, (separate letters in FAAR and RPT):

- 1) Annual performance evaluation for the previous academic year (FAAR)
- 2) Recommendation regarding the request for tenure and/or promotion (RPT)

All responses for each level of review should be posted in FAAR/RPT by the end dates listed in the calendar for each level of review. However, 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.

<b><i>Due on or before the following dates:</i></b>	
1. Sept. 15 – 24, 2022	Pre-submission check: Upload file to RPT for format and completion check in consultation with chair/director/dean
2. Sept. 25 – Oct. 18, 2022	Faculty Status Committee (FSC) reviews and completes recommendation
3. Oct. 17 – 23, 2022	Faculty member has seven (7) days to respond to the FSC's recommendation by writing to the Department Chair, copied to the FSC
4. Oct. 17 – Nov. 17, 2022	Chair reviews and completes recommendation
5. Nov. 18 – 24, 2022	Faculty member has seven (7) days to respond to the Department Chair's recommendation by writing to the College P&T Chair, copied to the Department Chair
6. Nov. 18 – Dec. 6, 2022	College P&T reviews and completes recommendation
7. Dec. 7 – 13, 2022	Faculty member has seven (7) days to respond to the College P&T recommendation by writing to the Dean, copied to the P&T Chair
8. Dec. 7, 2022 – Jan. 10, 2023	Dean reviews and completes recommendation
9. Jan. 11 – Jan. 17, 2023	Faculty member has seven (7) days to respond to the Dean's recommendation by writing to the Provost, copied to the Dean
10. Jan. 11 – Mar. 6, 2023	Provost reviews and enters decision in RPT
11. Mar. 7– 13, 2023	Faculty member has seven (7) days to respond to the Provost's recommendation by writing to the President, copied to the Provost
12. Mar. 15- Apr. 1, 2023	*President's decision to Faculty member, copied to Provost, Dean and Chair

\*A faculty member must await the president's decision before initiating a formal appeal of a promotion and/or tenure decision. Within two weeks of receipt by the faculty member of the president's decision, the faculty member may submit a written appeal to the president stating specific reasons for the appeal and providing any supplemental material relevant to the appeal. (Ref: Northern Arizona University [Conditions of Faculty Service](#))

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<b>1<sup>ST</sup> YEAR TENURE TRACK PROBATIONARY REVIEW</b>	
<p>The 1<sup>st</sup> year review for tenure-track faculty is a retention review only, based on the first semester (see COFS 1.4.6.1.1). No merit scores are assigned, but the retention recommendation is required.</p> <p>All responses for each level of review should be posted in FAAR by the end dates listed in the calendar for each level of review. However, committees should alert the next level of review by email when they have finished their review.</p>	
<b><i>Due on or before the following dates:</i></b>	
1. Jan. 5 – Jan. 13, 2023	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Jan. 14 – Feb. 3, 2023	FSC reviews and completes recommendation in FAAR
3. Feb. 4 – Feb. 10, 2023	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Feb. 4– Feb. 14, 2023	Chair reviews and completes recommendation in FAAR
5. Feb. 15 – Feb. 21, 2023	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Feb. 15 – Feb. 25, 2023	Dean reviews and completes recommendation in FAAR
7. Feb. 26 – March 4, 2023	Faculty member has seven (7) days to respond via FAAR to the Dean's recommendation
8. Feb. 26 – Mar. 14, 2023	Provost reviews and enters decision in FAAR
9. Mar. 15 – Mar. 21, 2023	Faculty member has seven (7) days to respond to the Provost's decision by writing to the President, copied to the Provost
10. March 30, 2023	President issues letters regarding non-renewals to faculty, copied to the Provost, Dean and Chair

**Academic Affairs – 2022-2023 Personnel Action Calendar**

<b>1<sup>ST</sup> YEAR NON-TENURE TRACK, BENEFIT ELIGIBLE/RETENTION REVIEW</b>	
<p>The 1<sup>st</sup> year review for non-tenure track faculty is a retention review only, based on the first semester (see COFS 1.4.6.2.1). No merit scores are assigned, but the retention recommendation is required. Additional action is required by April 15 to affirm renewal or non-renewal due to changes in performance, budget, or need. Typically this action would be a letter of recommendation from the chair to the dean, copied to the faculty member.</p> <p>All responses for each level of review should be posted in FAAR by the end dates listed in the calendar for each level of review. However, committees should alert the next level of review by email when they have finished their review.</p>	
<b><i>Due on or before the following dates:</i></b>	
1. Jan. 5 – Jan. 31, 2023	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Feb. 1 – Feb. 21, 2023	FSC reviews and completes recommendation in FAAR
3. Feb. 22 – Feb. 28, 2023	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Feb. 22 – Mar. 9, 2023	Chair reviews and completes recommendation in FAAR
5. Mar. 10 – Mar. 16, 2023	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Mar. 10– Mar. 28, 2023	Dean reviews and enters decision in FAAR
7. Mar. 29 – Apr. 4, 2023	Faculty member has seven (7) days to respond via FAAR to the Dean's decision
8. Mar. 29 – Apr. 14, 2023	Provost reviews and enters decision in FAAR



## Academic Affairs – 2022-2023 Personnel Action Calendar

### REGENTS' PROFESSOR NOMINATIONS

Since 1987, NAU has appointed faculty members to the rank of Regents' Professor. The policy states that at any one time the number of Regents' Professors may not exceed 3% of the total number of tenured and tenure track faculty.

A list of Regents' Professors and information regarding the timeline and selection process are available from the Provost's webpage: <https://in.nau.edu/provost/faculty-awards-honors/>

### EMERITUS NOMINATIONS

Emeritus recommendations are processed once a faculty member has retired. Therefore, an e-Par for retirement must be submitted prior to or in association with an emeritus request. Requests are initiated within the department and forwarded to the Dean who forwards a recommendation to the Provost. The President makes the final decision regarding Emeritus status (ref. Conditions of Faculty Service). For emeritus recommendations submitted on or before March 31:

- Emeritus status is effective upon retirement.
- Emeritus status is recognized at the Annual Awards Reception.

Emeritus recommendations submitted after March 30 with a terminating ePar and a copy of the retirement letter will become effective upon retirement and the faculty member will be recognized at the next AY awards reception.

### ANNUAL ADMINISTRATOR EVALUATIONS FOR DEPARTMENT CHAIRS/DIRECTORS AND DEANS

Surveys are distributed to all benefit-eligible faculty and staff in each college.

**March 2023**

### ACADEMIC AFFAIRS AWARDS

Refer to this [webpage](#) for deadlines

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