

# Academic Affairs

## 2023-2024 Personnel Action Calendar (8.14.23)

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

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

|   |   |
|---|---|
| Sabbatical .....  | 2 |
| Continuing Non-Tenure Track, Benefit Eligible/Annual Review ..... | 3 |
| Post-Tenure Annual Review .....                                   | 4 |
| 2nd-6th Year Tenure Track Probationary/Annual Review.....         | 5 |
| Promotion & Tenure/Annual Review .....                            | 6 |
| 1st Year Tenure Track Probationary/Annual Review.....             | 7 |
| 1st Year Non-Tenure Track, Benefit Eligible/Annual Review .....   | 8 |
| Regents' Professor and Emeritus Nominations .....                 | 9 |
| Annual Admin Evaluations for Dept. Heads/Directors/Deans .....    | 9 |
| Academic Affairs Awards .....                                     | 9 |

2. Revision history:

-August 14, 2023: corrections made to dates on pg. 3, line 5; pg. 5, 2<sup>nd</sup> yr response date; pg. 7, line 9

-May 30, 2023 calendar posted to web page [Academic Resources and Policies](#)

-May 11, 2023 Draft

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).

**Academic Affairs – 2023-2024 Personnel Action Calendar**

| <b>SABBATICAL REQUESTS</b><br>(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. Aug. 28 – Sept. 5, 2023   | Faculty member submits file via RPT for format and completion check in consultation with chair/director/dean      |
| 3. Sept. 6 – Sept. 19, 2023  | Faculty Status Committee (FSC) reviews and completes recommendation in RPT  |
| 4. Sept. 20 – Oct. 3, 2023   | Chair reviews and completes recommendation in RPT   |
| 5. Oct. 4 – Oct. 24, 2023  | Dean reviews and completes recommendation in RPT  |
| 6. Oct. 25- Nov. 28, 2023  | 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).

**Academic Affairs – 2023-2024 Personnel Action Calendar**

| <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. Aug. 28 – Sept. 19, 2023  | Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean |
| 2. Sept. 20 – Oct. 10, 2023  | FSC reviews and completes recommendation in FAAR   |
| 3. Oct. 11 – 17, 2023  | Faculty member has seven (7) days to respond via FAAR to the FSC recommendation                                    |
| 4. Oct. 11 – 31, 2023  | Chair reviews and completes recommendation in FAAR   |
| 5. Nov. 1 - 7, 2023  | Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation                                |
| 6. Nov. 1 – Dec. 12, 2023  | Dean reviews and submits decision via FAAR   |
| 7. Dec. 13 – Dec. 19, 2023   | Faculty member has seven (7) days to respond via FAAR to the Dean's decision                                       |
| 8. Dec. 13, 2023 – Jan. 16, 2024   | 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*).

**Academic Affairs – 2023-2024 Personnel Action Calendar**

| <b>POST-TENURE ANNUAL REVIEW</b>                    |  |
|---|--|
| <b><i>Due on or before the following dates:</i></b> |  |
| 1. Aug. 28 – Sept. 26, 2023                         | Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean |
| 2. Sept. 27 – Oct. 17, 2023                         | FSC reviews and completes recommendation in FAAR   |
| 3. Oct. 18 – Oct. 24, 2023                          | Faculty member has seven (7) days to respond via FAAR to the FSC's recommendation                                  |
| 4. Oct. 18 - Nov. 7 2023                            | Chair reviews and completes recommendation in FAAR   |
| 5. Nov. 8 – Nov. 14, 2023                           | Faculty member has seven (7) days to respond via FAAR to the chair's recommendation; send email to the Dean        |

**Academic Affairs – 2023-2024 Personnel Action Calendar**

**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. 28 – Sept. 12, 2023 | Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean                |
| 2. Sept. 13 – Oct. 3, 2023  | FSC reviews and completes recommendation in FAAR  |
| 3. Oct. 4 – Oct. 10, 2023   | Faculty member has seven (7) days to indicate they will respond and 12 days for final response via FAAR to the FSC recommendation |
| 4. Oct. 4 – 24, 2023        | Chair reviews and completes recommendation via FAAR   |
| 5. Oct. 25 – 31, 2023       | Faculty member has seven (7) days to respond via FAAR to the Chair’s recommendation   |
| 6. Oct. 25 – Nov. 21, 2023  | Dean reviews and completes recommendation via FAAR  |
| 7. Nov. 22 – Nov. 28, 2023  | Faculty member has seven (7) days to respond via FAAR to the Dean’s recommendation  |

**Provost/President Timeline for Reviews**

**Second Year**

Nov. 22 – Dec. 05, 2023

Provost reviews and enters decision in FAAR

Dec. 6 – Dec. 12, 2023

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

Dec. 15, 2023

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

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

Nov. 22, 2023 – Feb. 6, 2024

Provost reviews and enters decision in FAAR

Feb. 7 – Feb. 13, 2024

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

March 1, 2024

President issues letters of non-renewals to faculty

## Academic Affairs – 2023-2024 Personnel Action Calendar

### 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. Aug. 28 – Oct. 3, 2023                           | Pre-submission check: Upload file to RPT for format and completion check in consultation with chair/director/dean   |
| 2. Oct. 4 – Oct. 24, 2023                           | Faculty Status Committee (FSC) reviews and completes recommendation   |
| 3. Oct. 25 – Oct. 31, 2023                          | 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. 25 – Nov. 14, 2023                          | Chair reviews and completes recommendation  |
| 5. Nov. 15 – Nov. 21, 2023                          | 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. 15 – Dec. 12, 2023                          | College P&T reviews and completes recommendation  |
| 7. Dec. 13 – Dec. 19, 2023                          | 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. 13, 2023– Jan. 16, 2024                     | Dean reviews and completes recommendation   |
| 9. Jan. 17 – 23, 2024                               | Faculty member has seven (7) days to respond to the Dean's recommendation by writing to the Provost, copied to the Dean                                   |
| 10. Jan. 17 – Feb. 27, 2024                         | Provost reviews and enters decision in RPT  |
| 11. Feb. 28 – Mar. 5, 2024                          | Faculty member has seven (7) days to respond to the Provost's recommendation by writing to the President, copied to the Provost                           |
| 7. Mar. 5 – Mar. 29, 2024                           | *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](#))

**Academic Affairs – 2023-2024 Personnel Action Calendar**

| <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. Dec. 4 – Jan. 16, 2024  | Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean        |
| 2. Jan. 17 – Jan. 30, 2024   | FSC reviews and completes recommendation in FAAR  |
| 3. Jan. 31 – Feb. 6, 2024  | Faculty member has seven (7) days to respond via FAAR to the FSC recommendation   |
| 4. Jan. 31– Feb. 13, 2024  | Chair reviews and completes recommendation in FAAR  |
| 5. Feb. 14 – Feb. 20, 2024   | Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation                                       |
| 6. Feb. 14 – Feb. 27, 2024   | Dean reviews and completes recommendation in FAAR   |
| 7. Feb. 28 – Mar. 5, 2024  | Faculty member has seven (7) days to respond via FAAR to the Dean's recommendation  |
| 8. Feb. 28 – Mar. 15, 2024   | Provost reviews and enters decision in FAAR   |
| 9. Mar. 16 – Mar. 22, 2024   | Faculty member has seven (7) days to respond to the Provost's decision by writing to the President, copied to the Provost |
| 10. March 29, 2024   | President issues letters regarding non-renewals to faculty, copied to the Provost, Dean and Chair                         |

**Academic Affairs – 2023-2024 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. Dec. 4 – Jan. 23, 2024   | Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean |
| 2. Jan. 24 – Feb. 13, 2024  | FSC reviews and completes recommendation in FAAR   |
| 3. Feb. 14 – Feb. 20, 2024  | Faculty member has seven (7) days to respond via FAAR to the FSC recommendation                                    |
| 4. Feb. 14 – Mar. 5, 2024   | Chair reviews and completes recommendation in FAAR   |
| 5. Mar. 6 – Mar. 12, 2024   | Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation                                |
| 6. Mar. 6 – Mar. 26, 2024   | Dean reviews and enters decision in FAAR   |
| 7. Mar. 27 – Apr. 2, 2024   | Faculty member has seven (7) days to respond via FAAR to the Dean's decision                                       |
| 8. Mar. 27 – Apr. 12, 2024  | Provost reviews and enters decision in FAAR  |

## Academic Affairs – 2023-2024 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 2024**

### ACADEMIC AFFAIRS AWARDS

Refer to this [webpage](#) for deadlines