

Academic Affairs

2020-2021 Personnel Action Calendar (Rev. 9.17.20)

<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:

- September 17, 2020
Awards Deadlines – some deadlines were extended
- July 8, 2020
 - 2nd year reviews have been included with 3rd-5th year reviews
 - Continuing NTT reviews begin prior to post-tenure reviews

NOTE: Please pay special attention to item 3 below regarding college flexibility for date changes prior to the due date for Provost review.

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. A list of resources is provided below and these are accessible from the following web page <http://nau.edu/Provost/Reviews-Tenure/>
 - *Access to the Faculty Activity and Achievement Reporting (FAAR) system*
www.nau.edu/faculty180
 - *At-a-Glance Personnel Action Calendar*
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).
6. When the faculty annual reviews are completed, the deans' offices must compile a report no later than March 30 from the Faculty Achievement and Activity Reporting (FAAR) system to list faculty ID, name, rank, and scores.

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CONTINUING NON-TENURE TRACK, BENEFIT ELIGIBLE/ANNUAL REVIEW	
<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"> 1) Annual performance evaluation for the previous academic year 2) Eligibility for renewal <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>	
<i>Due on or before the following dates:</i>	
1. Sept. 14 – 24, 2020	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Sept. 25 – Oct. 30, 2020	FSC reviews and completes recommendation in FAAR
3. Oct. 31 – Nov. 6, 2020	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Oct. 30 – Nov. 13, 2020	Chair reviews and completes recommendation in FAAR
5. Nov. 14 – Nov. 20, 2020	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Nov. 14 – Dec. 5, 2020	Dean reviews and submits decision via FAAR
7. Dec. 6 – 12, 2020	Faculty member has seven (7) days to respond via FAAR to the Dean's decision
8. Dec. 6 – Jan. 29, 2021	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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POST-TENURE ANNUAL REVIEW	
<i>Due on or before the following dates:</i>	
1. Sept. 14 – Oct. 17, 2020	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Oct. 18 – Nov. 6, 2020	FSC reviews and completes recommendation in FAAR
3. Nov. 7 – 13, 2020	Faculty member has seven (7) days to respond via FAAR to the FSC's recommendation
4. Nov. 7 – Dec. 3, 2020	Chair reviews and completes recommendation in FAAR
5. Dec. 4 – 10, 2020	Faculty member has seven (7) days to respond via FAAR to the chair's recommendation; send email to the Dean

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<p style="text-align: center;">2ND 3RD 4TH 5TH YEAR TENURE TRACK PROBATIONARY/ANNUAL REVIEWS</p> <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"> 1) Annual performance evaluation for the previous academic year 2) Evaluation of progress toward tenure (cumulative), including retention recommendation <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>	
<i>Due on or before the following dates:</i>	
1. Aug. 31 – Sept 4, 2020	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Sept. 5 – 26, 2020	FSC reviews and completes recommendation in FAAR
3. Sept. 27 – Oct. 3, 2020	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. 27 – Oct. 21, 2020	Chair reviews and completes recommendation via FAAR
5. Oct. 22 – 28, 2020	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Oct. 22 – Nov. 11, 2020	Dean reviews and completes recommendation via FAAR
7. Nov. 12 – Nov. 18, 2020	Faculty member has seven (7) days to respond via FAAR to the Dean's recommendation
Provost/President Timeline for Reviews	
<p>Second Year</p> <p>Nov. 11 - 25, 2020 Provost reviews and enters decision in FAAR</p> <p>Nov. 26 – Dec. 2, 2020 Faculty member has seven (7) days to respond via FAAR to Provost's recommendation</p> <p>Dec. 15, 2020 President issues non-renewal letters to 2nd year</p>	
<p>3rd – 5th Year</p> <p>Nov. 11, 2020 – Feb. 14, 2021 Provost reviews and enters decision in FAAR</p> <p>Feb. 15 – Feb. 21, 2021 Faculty member has seven (7) days to respond to respond via FAAR to Provost's recommendation</p> <p>March 1, 2021 President issues letters of non-renewals to faculty.</p>	

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PROMOTION & TENURE/ANNUAL REVIEW

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

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

P&T reviews must be completed in FAAR. 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.

<i>Due on or before the following dates:</i>	
1. Sept. 15 – 25, 2020	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Sept. 26 – Oct. 14, 2020	Faculty Status Committee (FSC) reviews and completes recommendation
3. Oct. 15 – 21, 2020	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. 14 – Nov. 4, 2020	Chair reviews and completes recommendation
5. Nov. 5 – 11, 2020	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. 4 – 25, 2020	College P&T reviews and completes recommendation
7. Nov. 26 – Dec. 2, 2020	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. Nov. 25 – Dec. 26, 2020	Dean reviews and completes recommendation
9. Dec. 27 – Jan. 2, 2020	Faculty member has seven (7) days to respond to the Dean's recommendation by writing to the Provost, copied to the Dean
10. Dec. 26 – Feb. 20, 2021	Provost reviews and completes recommendation in FAAR to the President
11. Feb. 21– Feb. 27, 2021	Faculty member has seven (7) days to respond to the Provost's recommendation by writing to the President, copied to the Provost
12. March 15, 2021	*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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1ST YEAR TENURE TRACK PROBATIONARY REVIEW	
<p>The 1st 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>	
<i>Due on or before the following dates:</i>	
1. Jan. 6 – Jan. 17, 2021	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Jan. 20 – Feb. 3, 2021	FSC reviews and completes recommendation in FAAR
3. Feb. 4 – Feb. 10, 2021	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Feb. 4 – Feb. 14, 2021	Chair reviews and completes recommendation in FAAR
5. Feb. 15 – Feb. 21, 2021	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Feb. 15 – Feb. 22, 2021	Dean reviews and completes recommendation in FAAR
7. Feb. 23 – March 1, 2021	Faculty member has seven (7) days to respond via FAAR to the Dean's recommendation
8. Feb. 23 – Mar. 8, 2021	Provost reviews and enters decision in FAAR
9. Mar. 9 – Mar. 15, 2021	Faculty member has seven (7) days to respond to the Provost's decision by writing to the President, copied to the Provost
10. March 23, 2021	President issues letters regarding non-renewals to faculty, copied to the Provost, Dean and Chair

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1ST YEAR NON-TENURE TRACK, BENEFIT ELIGIBLE/RETENTION REVIEW	
<p>The 1st 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>	
<i>Due on or before the following dates:</i>	
1. Jan. 6 – Jan. 31, 2021	Pre-submission check: Upload file to FAAR for format and completion check in consultation with chair/director/dean
2. Feb. 1 – Feb. 21, 2021	FSC reviews and completes recommendation in FAAR
3. Feb. 22 – Feb. 28, 2021	Faculty member has seven (7) days to respond via FAAR to the FSC recommendation
4. Feb. 22 – Mar. 9, 2021	Chair reviews and completes recommendation in FAAR
5. Mar. 10 – Mar. 16, 2021	Faculty member has seven (7) days to respond via FAAR to the Chair's recommendation
6. Mar. 9 – Mar. 27, 2021	Dean reviews and enters decision in FAAR
7. Mar. 28 – Apr. 3, 2021	Faculty member has seven (7) days to respond via FAAR to the Dean's decision
8. Mar. 28 – Apr. 13, 2021	Provost reviews and enters decision in FAAR

REGENTS' PROFESSOR NOMINATIONS

Since 1987, NAU has appointed 40 faculty members to the rank of Regents' Professor. Of those, we are honored to currently have 15 active Regents' Professors at Northern Arizona University. 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.

President Cheng will issue a call for nominations in August 2020 and nominations will be due on October 1, 2020. Information regarding the timeline and selection process are available from the Provost's webpage: <https://in.nau.edu/provost/faculty-awards-honors/>

Submission of Nominations are due: October 1, 2020

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 the end of March:

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

Emeritus recommendations submitted after March 30 with a terminating ePar and a copy of the retirement letter will become effective upon retirement.

ANNUAL ADMINISTRATOR EVALUATIONS FOR DEPARTMENT CHAIRS/DIRECTORS AND DEANS

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

March 2-13, 2021

AWARDS DEADLINES

President's Distinguished Teaching Fellows – Oct. 7
Excellence in Curricular Innovation – Feb. 5
Liberal Studies Excellence – Feb. 5
President's Award for Faculty/Academic Professionals – Feb. 5
Excellence in Global Learning – Feb. 5
Excellence in Mentoring Undergraduate Scholarship – Feb. 5
Online Teaching Award – Feb. 5
College Teachers of the Year – March 31

Student Success Events

[NAU Assessment Fair](https://nau.edu/analytics-and-assessment/showcase-of-strategies-for-student-success/) – submission dates and timelines: <https://nau.edu/analytics-and-assessment/showcase-of-strategies-for-student-success/>

[NAU Undergraduate Symposium](https://in.nau.edu/undergraduate-research/undergraduate-symposium/) – submission dates and timelines: <https://in.nau.edu/undergraduate-research/undergraduate-symposium/>