

To: Tandon School of Engineering Faculty
 From: Kristen Day, Associate Dean for Academic Administration
 Date: July 9, 2017
 Re: Calendar of Faculty Personnel Actions and Important Dates, Academic Year 2017-18

All dates are subject to change. This calendar is intended as a helpful reminder and not a binding document.

FACULTY HIRING	
Full Time Faculty Searches 2017-18	
1. Hiring plans approved by Dean, Provost	Summer
2. Job ads approved and posted	Summer
3. Searches close	December 1, 2017
4. Interviews completed, preferred candidates identified	End of March, 2018
5. Offers made and accepted	End of April, 2018
Adjunct Faculty Appointments	
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2018-19	December 15, 2017
2. Departments notify Article X eligible adjuncts of summer appointments	March 21, 2018
2. Article X eligible adjunct faculty receive appointment letters for 2018-19 academic year (both semesters)	May 21, 2018
New Faculty Orientation	
1. Adjunct faculty orientation, Fall semester	August 24, 2017 (5:30–7:00 p.m.)
2. Full time faculty orientation, Fall semester	September 13, 2017 (9-11 a.m.)
3. Adjunct faculty orientation, Spring semester	TBD
4. Full time faculty orientation, Spring semester	Scheduled if needed

FACULTY REVIEWS	
Third Year Review for Tenure Track Faculty <i>(* for faculty appointed in Spring semester)</i>	
1. Dean's office provides Department Chairs with names of untenured faculty members for 3 rd year mandatory reviews	Spring 2017
2. Dean's office distributes copy of Third Year guidelines to Department chairs and 1 st , 2 nd , and 3 rd year Assistant Professors and untenured faculty	September 2017
3. Candidates submit dossier to Interfolio; Department Personnel Committee reviews, submits recommendation to Interfolio	January 2018 (<i>*June 2018</i>)

4. Department Personnel Committee recommendation and Department chair letter submitted to Interfolio	March 1, 2018 (*September 1, 2017; September 1, 2018)
5. TPC report submitted to Interfolio	May 2, 2018 (*November 2, 2017; November 1, 2018)
6. Dean determines reappointment	

Tenure and Promotion Review (* for faculty appointed in Spring semester)	
1. Dean's office provides Department Chairs with list of mandatory tenure reviews, possible promotion reviews	March 2017, March 2018
2. Candidate submits preliminary materials for dossier to Interfolio	June 1, 2017 (*December 1, 2017)
3. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June–July 2017 (*December 2017-January 2018)
4. Department submits completed case to Interfolio (ad hoc committee report, external letters and CVs, department chair letter, etc.)	October 15, 2017 (*March 31, 2018)
5. Tenure and Promotion Committee submits recommendation to Interfolio	
6. Dean's office submits recommendation to Interfolio	June 1, 2018 (*November 1, 2018)
7. Provost's office notifies candidates of decisions	August 31, 2018 (*December 31, 2018)

Continuing Contract Faculty Reappointments (* for faculty with existing contracts of one year)	
1. Dean's office sends Department Chair a list of contract faculty who are eligible for reappointment, guidelines for contract faculty appointment, and reappointment review form	January 2018 (*December 2017)
2. Department submits completed review to Interfolio	April 1, 2018 (*January 13, 2018)
3. Dean's office provides reappointment letters to contract faculty	May 31, 2018 (*January 31, 2018)

Annual Faculty Evaluations and Merit Increase	
1. Dean's office sends Faculty Activity Report form to faculty	March 2018
2. Faculty members submit completed FAR to Interfolio	May 1, 2018

3. Dean's office provides salary spreadsheets for AMI recommendations to Department Chairs, schedules meetings with Department Chairs to discuss merit increases	May 4, 2018
4. Dean's office sends faculty notification of merit increases	August 2018

SABBATICAL LEAVES	
1. Dean's office sends announcement to faculty to apply for sabbatical	October 2, 2017
2. Faculty submit applications for sabbatical leaves for 2016-17 to Department Chair	December 1, 2017
3. Department Chair submits recommendations for sabbatical leaves for 2015-16 to Dean	December 15, 2017
4. Dean forwards request with recommendations to Provost's office	January 12, 2018
5. Provost's office notifies candidates of decisions on sabbaticals	
6. Faculty member submits report after sabbatical to Dean's office and Department Chair	

TEACHING AWARDS	
University Distinguished Teaching Award	
1. Nominations due to Dean's office	November (TBD), 2017
2. School nomination committee reviews nominees, selects School nominee, assembles nomination package for School nominee	November 2017–January 2018
3. SOE nomination due to All-University Selection Committee	January 30, 2018

School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award	
1. Award nominations are invited	February 2018
2. Nomination letters due to Department Chairs	March 15, 2018
3. Department Chair submits nominations to selection committee	March 29, 2018
4. Dean announces award winners	

FACULTY WORKLOAD REPORTS	
1. Dean's office distributes Faculty Workload form to Department Chairs; Department Chairs distribute form to faculty	October 2017, February 2018
2. Department Chair submits completed Faculty Workload report for department	November 2017, March 2018

DEPARTMENT CHAIR MEETINGS <i>(dates subject to change)</i>	
Department Chair meeting	September 25, 2017
Department Chair meeting	October 23, 2017
Department Chair meeting	November 27, 2017
Department Chair meeting	December 18, 2017
Department Chair meeting	January 22, 2018
Department Chair meeting	February 26, 2018
Department Chair meeting	March 26, 2018
Department Chair meeting	April 23, 2018

FACULTY MEETINGS	
School of Engineering Faculty Meeting	September 13, 2017
School of Engineering Faculty Meeting	October 4, 2017
School of Engineering Faculty Meeting	November 1, 2017
School of Engineering Faculty Meeting	December 6, 2017
School of Engineering Faculty Meeting	February 7, 2018
School of Engineering Faculty Meeting	March 7, 2018
School of Engineering Faculty Meeting	April 4, 2018
School of Engineering Faculty Meeting	May 2, 2018

FACULTY MEETS FACULTY SEMINARS <i>(dates subject to change)</i>	
Faculty Meets Faculty Seminar	September 27, 2017
Faculty Meets Faculty Seminar	October 25, 2017
Faculty Meets Faculty Seminar	November 29, 2017
Faculty Meets Faculty Seminar	December 13, 2017
Faculty Meets Faculty Seminar	February 14, 2018
Faculty Meets Faculty Seminar	March 28, 2018
Faculty Meets Faculty Seminar	April 11, 2018