

To: Tandon School of Engineering Faculty
 From: Kristen Day, Associate Dean for Academic Administration
 Date: July 3, 2018
 Re: Calendar of Faculty Personnel Actions and Important Dates, Academic Year 2018-19

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 2018-19	
1. Hiring plans approved by Dean, Provost	Summer
2. Job ads approved and posted	Summer
3. Searches close	December 1, 2018
4. Interviews completed, preferred candidates identified	End of March, 2019
5. Offers made and accepted	End of April, 2019
Adjunct Faculty Appointments	
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2019-20	December 15, 2018
2. Departments notify Article X eligible adjuncts of summer 2019 appointments	March 21, 2019
2. Article X eligible adjunct faculty receive appointment letters for 2019-20 academic year (both semesters)	May 21, 2019
New Faculty Orientation	
1. Adjunct faculty orientation, Fall semester	August 15, 2018 (5:30–7:00 p.m.)
2. Full time faculty orientation, Fall semester	September 12, 2018 (9-11 a.m.)
3. Adjunct faculty orientation, Spring semester	TBD
4. Full time faculty orientation, Spring semester	TBD

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 2018
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 2018
3. Candidates submit dossier to Interfolio; Department Personnel Committee reviews, submits recommendation to Interfolio	January 2019 (*June 2019)

4. Department Personnel Committee recommendation and Department chair letter submitted to Interfolio	March 1, 2019 (*September 1, 2018; September 1, 2019)
5. TPC report submitted to Interfolio	May 2, 2019 (*November 2, 2018; November 1, 2019)
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 2018, March 2019
2. Candidate submits preliminary materials for dossier to Interfolio	June 1, 2018 (*December 1, 2018)
3. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June–July 2018 (*December 2018–January 2019)
4. Department submits completed case to Interfolio (ad hoc committee report, external letters and CVs, department chair letter, etc.)	October 15, 2018 (*March 31, 2019)
5. Tenure and Promotion Committee submits recommendation to Interfolio	
6. Dean's office submits recommendation to Interfolio	June 1, 2019 (*November 1, 2019)
7. Provost's office notifies candidates of decisions	August 31, 2019 (*December 31, 2019)

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	November 2018 (*September 2018)
2. Department submits completed review to Interfolio	February 28, 2019 (*December 13, 2018)
3. Dean's office provides reappointment letters to contract faculty	May 31, 2019 (*January 31, 2019)

Annual Faculty Evaluations and Merit Increase	
1. Dean's office sends Faculty Activity Report form to faculty	March 2019
2. Chairs submit completed FARs to Dean's office	April 9, 2019

3. Dean's office provides salary spreadsheets for AMI recommendations to Department Chairs, schedules meetings with Department Chairs to discuss merit increases	May 4, 2019
4. Dean's office sends faculty notification of merit increases	August 2019

SABBATICAL LEAVES	
1. Dean's office sends announcement to faculty to apply for sabbatical	October 2, 2018
2. Faculty submit applications for sabbatical leaves to Department Chair	December 1, 2018
3. Department Chair submits recommendations for sabbatical leaves to Dean's office	December 15, 2018
4. Dean forwards request with recommendations to Provost's office	January 12, 2019
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), 2018
2. School nomination committee reviews nominees, selects School nominee, assembles nomination package for School nominee	November 2018–January 2019
3. SOE nomination due to All-University Selection Committee	January, 2019

School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award	
1. Award nominations are invited	February 2019
2. Nomination letters due to Department Chairs	March 14, 2019
3. Department Chair submits nominations to selection committee	March 28, 2019
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 2018, February 2019
2. Department Chair submits completed Faculty Workload report for department	November 2018, March 2019

DEPARTMENT CHAIR MEETINGS <i>(dates subject to change)</i>	
Department Chair meeting	August 20, 2018
Department Chair meeting	September 24, 2018
Department Chair meeting	October 22, 2018
Department Chair meeting	November 26, 2018
Department Chair meeting	December 17, 2018
Department Chair meeting	February 2019 (TBD)
Department Chair meeting	March 2019 (TBD)
Department Chair meeting	April 2019 (TBD)
Department Chair meeting	May 2019 (TBD)

FACULTY MEETINGS	
School of Engineering Faculty Meeting	September 5, 2018
School of Engineering Faculty Meeting	October 3, 2018
School of Engineering Faculty Meeting	November 14, 2018
School of Engineering Faculty Meeting	December 5, 2018
School of Engineering Faculty Meeting	February 6, 2019
School of Engineering Faculty Meeting	March 6, 2019
School of Engineering Faculty Meeting	April 3, 2019
School of Engineering Faculty Meeting	May 1, 2019