

To: Tandon School of Engineering Faculty  
 From: Yao Wang, Associate Dean for Faculty Affairs;  
 Jean Gallagher, Director of Faculty Development  
 Date: July 9, 2019  
 Re: Calendar of Faculty Personnel Actions and Important Dates, Academic Year 2019-20

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

<b>FACULTY HIRING</b>	
<b>Full Time Faculty Searches 2019-20</b>	<b>Contact: Yao Wang</b>
1. Hiring plans approved by Dean, Provost	July, 2019
2. Job ads approved and posted with application deadline 12/31/2019	August, 2019
3. Candidate review completed, top candidates for interview identified	End of Jan. 2019
4. On-campus interviews completed	End of Feb, 2020
5. Offers made and accepted	End of March, 2020
<b>Adjunct Faculty Appointments</b>	<b>Contact: Nina Ngyuen, HR</b>
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2020-21	December 15, 2019
2. Departments notify Article X eligible adjuncts of summer 2020 appointments	March 21, 2020
2. Article X eligible adjunct faculty receive appointment letters for 2020-21 academic year (both semesters)	May 21, 2020
<b>New Faculty Orientation</b>	<b>Contact: Jean Gallagher</b>
1. Adjunct faculty orientation, Fall semester	August 19, 2019, 5:30-7:30 PM
2. Full time faculty orientation, Fall semester	September 18, 2019, 9-11 AM
3. Adjunct faculty orientation, Spring semester	TBD
4. Full time faculty orientation, Spring semester	TBD

<b>FACULTY REVIEWS</b>	
<b>Third Year Review for Tenure Track Faculty</b> (for faculty appointed in Spring 2017, *Fall 2017, **Spring 2018)	<b>Contact: Yao Wang</b>
1. Dean's office provides Department Chairs with names of untenured faculty members for 3 <sup>rd</sup> year mandatory reviews	March 15, 2019, March 15, 2020
2. Dean's office distributes copy of Third Year guidelines to Department chairs and 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> year Assistant Professors and untenured	September 15, 2019

3. Candidates submit dossier to Interfolio	June 1, 2019, *Jan. 5, 2020, **June 1, 2020
4. Department Committee recommendation and Department chair letter submitted to Interfolio.	September 2, 2019, *March 1, 2020, **September 1, 2020
5. Dept. chair letter of advice to the candidate signed by the candidate, signed letter submitted to Interfolio.	Sept. 15, 2019, *Mar. 15, 2020, **Sept. 15, 2020
6. TPC report submitted to Interfolio.	November 1, 2019, *May 1, 2020, November 2, 2020
7. Dean determines reappointment and informs the Chair and candidate.	Dec. 1, 2019, *June 1, 2020, **Dec. 1 2020

<b>Tenure and Promotion Review</b> (for faculty appointed in Fall 2014, *Spring 2015, **Fall 2015, for tenure review)	<b>Contact: Yao Wang</b>
1. Dean's office provides Department Chairs with list of mandatory tenure reviews, possible promotion reviews	March 15, 2019, March 15, 2020
2. Candidate submits preliminary materials for dossier to Interfolio, for review by Dept tenured faculty	May 1, 2019, *Nov. 1, 2019, ** May 1, 2020
3. Candidate submits any revision of the preliminary materials for dossier to Interfolio	June 1, 2019, *Dec. 1, 2019, **June 1, 2020
4. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June 10, 2019, **June 10, 2020 *Dec. 10, 2020
5. Department chair must send out letters to approved external reviewers	June 15, 2019, Dec. 15, 2020, **June 15, 2020
6. Department submits completed case to Interfolio (Dept. committee report, external letters and department chair letter, etc.)	Oct. 15, 2019, *March 31, 2020, **Oct. 15, 2020
7. Tenure and Promotion Committee submits recommendation to Interfolio	May 15, 2020, *Sept. 15, 2020, **May 15, 2021
8. Dean submits recommendation to the provost's office	June 15, 2020, *Oct. 15, 2020, **June 15, 2021
9. Provost's office notifies candidates of decisions	August 31, 2020, *Dec. 31, 2020, **August 31, 2021

<b>Continuing Contract Faculty Reappointments</b> ( for faculty with contracts expiring on Aug. 31, 2021. *for faculty with one year existing contracts ending in Aug. 31, 2020)	<b>Contact: Yao Wang</b>
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	Sept. 15, 2019
2. Department submits completed review to Interfolio	May 1, 2020 (*January 5, 2020)
3. Dean's office provides reappointment letters to contract faculty	May 31, 2020 (*January 31, 2020)

<b>Annual Faculty Evaluations and Merit Increase</b>	<b>Contact: Yao Wang</b>
1. Dean's office sends Faculty Activity Report form to faculty	March 1, 2020
2. Chairs submit completed FARs to Dean's office	April 1, 2020
3. Dean's office provides salary spreadsheets for AMI recommendations to Department Chairs, schedules meetings with Department Chairs to discuss merit increases	May 2020
4. Dean's office submit recommended AMI to provost office	June 2020
5. Dean's office sends faculty notification of merit increases	August 2020

<b>SABBATICAL LEAVES</b>	<b>Contact: Jean Gallagher</b>
1. Dean's office sends announcement to faculty to apply for sabbatical	October 2, 2019
2. Faculty submit applications for sabbatical leaves to Department Chair	December 1, 2019
3. Department Chair submits recommendations for sabbatical leaves to Dean's office	December 15, 2019
4. Dean forwards request with recommendations to Provost's office	January 12, 2020
5. Provost's office notifies candidates of decisions on sabbaticals	
6. Faculty member submits report within one month after sabbatical to Dean's office and	

<b>TEACHING AWARDS</b>	<b>Contact: Jean Gallagher</b>
<b>University Distinguished Teaching Award</b>	
1. Nominations due to Dean's office	November (TBD), 2019
2. Dean's office in consultation with FEC set up the teaching award review committee.	Nov. 2019

2. The teaching award review committee reviews nominees, selects School nominee, assembles nomination package for School nominee	November 2019–January 2020
3. SOE nomination due to All-University Selection Committee	January, 2020

<b>School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award</b>	
1. Award nominations are invited	February 2020
2. Nomination letters due to Department Chairs	March 14, 2020
3. Department Chair submits nominations to selection committee	March 28, 2020
4. The teaching award review committee review the nominations and make recommendations to the Dean	April, 2020
5. Dean announces award winners	Early May, 2020

<b>FACULTY WORKLOAD REPORTS</b>	<b>Contact: Yao Wang</b>
1. Dean's office distributes Faculty Workload form to Department Chairs; Department Chairs distribute form to faculty	October 2019, February 2020
2. Department Chair submits completed Faculty Workload report for department	November 2019, March 2020

<b>TANDON LEADERSHIP TEAM MEETINGS</b> <i>(dates subject to change)</i>	
Leadership Team meeting	September 23, 2019
Leadership Team meeting	October 28, 2019
Leadership Team meeting	November 18, 2019
Leadership Team meeting	December 16, 2019
Leadership Team meeting	February, 2020 (TBD)
Leadership Team meeting	March, 2020 (TBD)
Leadership Team meeting	April, 2020 (TBD)
Leadership Team meeting	May, 2020 (TBD)

<b>FACULTY MEETINGS</b>	
School of Engineering Faculty Meeting	September 4, 2019
School of Engineering Faculty Meeting	October 16, 2019
School of Engineering Faculty Meeting	November 13, 2019
School of Engineering Faculty Meeting	December 4, 2019
School of Engineering Faculty Meeting	February, 2020 (TBD)
School of Engineering Faculty Meeting	March, 2020 (TBD)
School of Engineering Faculty Meeting	April, 2020 (TBD)
School of Engineering Faculty Meeting	May, 2020 (TBD)