

To: Tandon School of Engineering Faculty  
 From: Yao Wang, Associate Dean for Faculty Affairs;  
 Jean Gallagher, Director of Faculty Development  
 Date: July 9, 2019, Revised Sept. 6, 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	Sept. 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
3. 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, along with guidelines for 3 <sup>rd</sup> year review	March 15, 2019, *Sept. 15, 2019, **March 15, 2020
2. Dept. submits Dept. review committee member list to Dean's Office	May 1, 2019, *Nov. 15, 2019, **April 15, 2020

3. Candidates submit dossier to Interfolio	June 1, 2019, *Jan. 6, 2020, **June 1, 2020
4. Department Committee report, Department chair letter, Dept. chair letter of advice to the candidate signed by the candidate, submitted to Interfolio	Sept. 15, 2019, *Mar. 16, 2020, **Sept. 15, 2020
5. TPC report submitted to Interfolio (Target date)	November 1, 2019, *May 1, 2020, November 2, 2020
6. Dean determines reappointment and informs the Chair and candidate (Target date)	Dec. 2, 2019, *July 1, 2020, **Dec. 1, 2020

<b>Tenure and Promotion Review</b> ( for faculty appointed in Fall 2014, *Spring 2015, **Fall 2015, for tenure review. Use the first date for promotion review)	<b>Contact: Yao Wang</b>
1. Dean's office provides Department Chairs with list of mandatory tenure reviews, possible promotion reviews, along with guidelines for tenure and promotion review	March 15, 2019, *Sept. 15, 2019, March 15, 2020
2. Dept. submits Dept Review Committee member list to Dean's office	April 1, 2019, *Oct. 1, 2019, Apr. 1, 2020
3. Candidate submits preliminary materials for dossier to Interfolio, for review by Dept tenured faculty	May 1, 2019, *Nov. 1, 2019, ** May 1, 2020
4. Department voting members meet to review the preliminary material submitted by the candidate, and identify external letter writers	One week before June 1, 2019, *Dec. 1, 2019, **June 1, 2020
5. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June 1, 2019, *Dec. 1, 2019, **June 1, 2020
6. Candidate submits any revision of the preliminary materials for dossier to Interfolio	June 1, 2019, *Dec. 1, 2019, **June 1, 2020
7. Department upload the list of approved external reviewers and approved sample letters to the external reviewers and send out letters to external reviewers	June 10, 2019, *Dec. 10, 2019, **June 10, 2020
8. 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
9. Tenure and Promotion Committee submits recommendation to Interfolio (Target date)	Mar. 15, 2020, *May 15, 2020, **Mar. 15, 2021
10. Dean submits recommendation to the provost's office (Target date)	May 15, 2020, *July 15, 2020, **May 15, 2021

11. Dean submits recommendation to the provost's office (absolute deadline)	June 1, 2020, *Oct. 14, 2020, **June 1, 2021
12. Provost's office notifies candidates of decisions (absolute deadline)	August 31, 2020, *Jan. 14, 2021, **August 31, 2021

<b>Continuing Contract Faculty Reappointments</b> for faculty with contracts expiring on Aug. 31, 2021 (*for faculty with 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	Nov. 15, 2019 (*Sept. 15, 2019)
2. Candidates submits completed dossier for review (Required only for those with >3 continuous years of service)	Dec. 1, 2019 (*Oct. 15, 2019)
3. Department submits completed review	Feb. 28, 2020 (*Jan. 10, 2020)
4. Dean's office provides reappointment letters to contract faculty	May 31, 2020 (*Jan. 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 1, 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 for F20-S21	October 2, 2019
2. Faculty submit applications for sabbatical leaves to Department Chair for the next academic year (Fall 2020- Spring 2021)	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 Department	

<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
3. The teaching award review committee reviews nominees, selects School nominee, assembles nomination package for School nominee	November 2019–January 2020
4. 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> (dates subject to change)	
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	January 27, 2019
Leadership Team meeting	February 24, 2020
Leadership Team meeting	March 30, 2020
Leadership Team meeting	April 20, 2020
Leadership Team meeting	May 18, 2020

<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 5, 2020
School of Engineering Faculty Meeting	March 4, 2020
School of Engineering Faculty Meeting	April 1, 2020
School of Engineering Faculty Meeting	May 6, 2020