

To: Tandon School of Engineering Faculty
 From: Yao Wang, Associate Dean for Faculty Affairs
 Jean Gallagher, Director of Faculty Development
 Date: July 15, 2020
 Re: Calendar of Faculty Personnel Actions and Important Dates, Academic Year 2020-21

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

FACULTY HIRING	
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Full Time Faculty Searches 2019-20	Contact: Yao Wang
1. Hiring plans approved by Dean, Provost	July, 2020
2. Job ads approved and posted with application deadline 12/31/2020	September, 2020
3. Candidate review completed, top candidates for interview identified	End of Jan. 2021
4. On-campus interviews completed	End of Feb, 2021
5. Offers made and accepted	End of March, 2021

Adjunct Faculty Appointments	Contact: Sally Chan, HR
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2021-22	December 15, 2020
2. Departments notify Article X eligible adjuncts of summer 2021 appointments	March 21, 2021
2. Article X eligible adjunct faculty receive appointment letters for 2021-22 academic year (both semesters)	May 21, 2021

New Faculty Orientation	Contact: Jean Gallagher
New Faculty Orientation, Fall semester	August 20, 2020, 10 AM- 1PM
NYU Wide New Faculty Orientation	
New Faculty Orientation, Spring semester	TBD

FACULTY REVIEWS	
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Third Year Review for Tenure Track Faculty <i>(for faculty appointed in Spring 2018, *Fall 2018, **Spring 2019, for faculty who OPT OUT of one-year clock extension due to Covid 19)</i>	Contact: Yao Wang
1. Dean's office provides Department Chairs with names of untenured faculty members for 3rd year mandatory reviews, along with guidelines	March 15, 2020, *Sept. 15, 2020, **March 15, 2021
2. Dept. submits Dept. review committee member list to Dean's Office	May 1, 2020, *Nov. 15, 2020, **April 15, 2021
3. Candidates submit dossier to Interfolio	June 1, 2020, *Jan. 6, 2021, **June 1, 2021
4. Department Committee report, Department chair letter, Dept. chair letter of advice to the candidate signed by the candidate, submitted to Interfolio	Sept. 15, 2020, *Mar. 16, 2021, **Sept. 15, 2021
5. TPC report submitted to Interfolio (Target date)	November 1, 2021, *May 1, 2021, November 2, 2021
6. Dean determines reappointment and informs the Chair and candidate (Target date)	Dec. 2, 2020, *July 1, 2021, **Dec. 1, 2021

Tenure and Promotion Review <i>(for faculty appointed in Fall 2015 and *Spring 2016 and **Fall 2016, for faculty who OPT OUT of one-year clock extension due to COVID19. For tenured Associate Professor seeking promotion, use first deadline)</i>	Contact: Yao Wang
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, 2020, *Sept. 15, 2020, March 15, 2021

2. Dept. submits Dept Review Committee member list to Dean's office	April 1, 2020, *Oct. 1, 2020, Apr. 1, 2021
3. Candidate submits preliminary materials for dossier to Interfolio, for review by Dept tenured faculty	May 1, 2020, *Nov. 1, 2020, ** May 1, 2021
4. Department voting members meet to review the preliminary material submitted by the candidate, and identify external letter writers	One week before June 1, 2020, *Dec. 1, 2020, **June 1, 2021
5. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June 1, 2020, *Dec. 1, 2020, **June 1, 2021
6. Candidate submits any revision of the preliminary materials for dossier to Interfolio	June 1, 2020, *Dec. 1, 2020, **June 1, 2021
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, 2020, *Dec. 10, 2020, **June 10, 2021
8. Department submits completed case to Interfolio (Dept. committee report, external letters, and department chair letter, etc.)	Oct. 15, 2020, *March 31, 2021, **Oct. 15, 2021
9. Tenure and Promotion Committee submits recommendation to Interfolio (Target date)	Mar. 15, 2021, *May 15, 2021, **Mar. 15, 2022
10. Dean submits recommendation to the provost's office (Target date)	May 15, 2021, *July 15, 201, **May 15, 2022
11. Dean submits recommendation to the provost's office (absolute deadline)	June 1, 2021, *Oct. 14, 2021, **June 1, 2022
12. Provost's office notifies candidates of decisions (absolute deadline)	August 31, 2021, *Jan. 14, 2022, **August 31, 2022

Continuing Contract Faculty Reappointments	Contact: Yao Wang and Jillian
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	October 15, 2020
2. Candidates submits completed dossier for review <i>(Not required for faculty who will have completed <3 years of continuous service by the end of their current contract)</i>	January 15, 2021 <i>(For faculty, whose current contract ends on 8/31/2022)</i> October 15, 2020 <i>(For faculty, whose current contract ends on 8/31/2021)</i>
3. Department submits completed review	January 11, 2021 <i>(For faculty, whose current contract ends on 8/31/2021)</i> March 15, 2021 <i>(For faculty, whose current contract ends on 8/31/2022)</i>
4. Dean's office provides reappointment letters to contract faculty	January 31, 2021 <i>(For faculty, whose current contract ends on 8/31/2021)</i> May 31, 2021 (target date) / August 31, 2021 (deadline) <i>(For faculty, whose current contract ends on 8/31/2022)</i>

Annual Faculty Evaluations and Merit Increase	Contact: Yao Wang
1. Dean's office sends Faculty Activity Report form to faculty	March 1, 2021
2. Chairs submit completed FARs to Dean's office	April 1, 2021

3. Dean's office provides salary spreadsheets for AMI recommendations to Department Chairs, schedules meetings with Department Chairs to discuss merit increases	May 2021
4. Dean's office submit recommended AMI to provost office	June 2021
5. Dean's office sends faculty notification of merit increases	August 2021

SABBATICAL LEAVES	Contact: Jean Gallagher
1. Dean's office sends announcement to faculty to apply for sabbatical	October 2, 2020
2. Faculty submit applications for sabbatical leaves to Department Chair	December 1, 2020
3. Department Chair submits recommendations for sabbatical leaves to Dean's office	December 15, 2020
4. Dean forwards request with recommendations to Provost's office	January 12, 2021
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	

TEACHING AWARDS	Contact: Jean Gallagher
University Distinguished Teaching Award	
1. Nominations due to Dean's office	November, 2020
2. Dean's office in consultation with FEC set up the teaching award review committee.	Nov. 2020
2. The teaching award review committee reviews nominees, selects School nominee, assembles nomination package for School nominee	November 2020–January 2021
3. SOE nomination due to All-University Selection Committee	January, 2021

School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award, Dean's Award for Excellence in online teaching	
1. Award nominations are invited	February 2021
2. Nomination letters due to Department Chairs	March 14, 2021

3. Department Chair submits nominations to selection committee	March 28, 2021
4. The teaching award review committee review the nominations and make recommendations to the Dean	April, 2021
4. Dean announces award winners	Early May, 2021