

To: Tandon School of Engineering Faculty
 From: Yao Wang, Associate Dean for Faculty Affairs
 Elisa Riedo, Director of Faculty Development
 Date: August 25, 2021
 Re: Calendar of Faculty Personnel Actions and Other Faculty Events, Academic Year 2021-22

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

Full Time Faculty Searches	Contact: Yao Wang
1. Hiring plans approved by Dean, Provost	July, 2021
2. Faculty search orientation for dept. chairs and search committee chairs.	September, 2021
3. Job ads approved and posted with application deadline no later than 12/31/2021	September, 2021
3. Candidate review completed, top candidates for interview identified	End of Jan. 2022
4. On-campus interviews completed	End of Feb, 2022
5. Offers made and accepted	End of March, 2022

Adjunct Faculty Appointments	Contact: Sally Chan, HR
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2022-23	December 15, 2021
2. Departments notify Article X eligible adjuncts of summer 2022 appointments	March 21, 2022
2. Article X eligible adjunct faculty receive appointment letters for 2022-23 academic year (both semesters)	May 21, 2022

New Faculty Orientation	Contact: Elisa Riedo
New Faculty Orientation, Fall semester	August 30, 2021, 2-4 PM
NYU Wide New Faculty Orientation	Sept 9, 2021, 9-3 PM
New Faculty Orientation, Spring semester	TBD

Faculty Recognition Event	Contact: Elisa Riedo
New Faculty Orientation, Fall semester	Sept. 13, 2021, 4-6 PM

Third Year Review for Tenure Track Faculty <i>(for notification deadlines of 1/14/22, 8/31/22, 1/14/23)</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 1, 2021, *Sept. 1, 2021, **March 15, 2022
2. Dept. submits Dept. review committee member list to Dean's Office. Dean's office sets up Interfolio site.	April 1, 2021, *Nov. 1, 2021, **April 1, 2022
3. Candidates submit preliminary dossier to Interfolio	June 15, 2021, *Dec. 1, 2021, **June 15, 2022
4. Departments review the preliminary dossier for completeness and provide feedback to the candidates	July 1, 2021, *Dec. 15, 2021, *July 1, 2022
5. Candidates submit final dossier to Interfolio	July 15, 2021, *Jan. 5, 2022, **July 15, 2022
6. Department TPC completes its review	Sept 1, 2021, *Feb. 15, 2022, **Sept. 1, 2022
7. Department eligible members meet and Dept submits completed case to Interfolio (Department Committee report, Department chair letter, Dept. chair letter of advice to the candidate)	Oct. 1, 2021, *Mar. 15, 2022, **Oct. 1, 2022
8. TPC report submitted to Interfolio (Target date)	November 15, 2022, *May 1, 2022, November 15, 2022
9. Dean determines reappointment and informs the Chair and candidate (Target date)	Dec. 15, 2021, *June 1, 2022, **Dec. 15, 2022

Tenure and Promotion Review <i>(for notification deadlines of 8/31/22, 1/15/23, 8/21/23)</i>	Contact: Yao Wang
1. Dean's office provides Department Chairs with list of mandatory tenure reviews, along with guidelines for tenure and promotion review	March 1, 2021, *Sept. 1, 2021, March 15, 2022
2. Dept. submits Dept Review Committee member list to Dean's office. Dean's office set up Interfolio site.	April 1, 2021, *Oct. 1, 2021, Apr. 1, 2022
3. Dept. Chair informs Associate Dean if the Departments wants any tenured Associate professor be considered for promotion to Full Professor	April 1, 2021 for effective date of 8/31/22, Apr. 1, 2022 for effective date of 8/31/22. Follow the same deadline for remaining processes for tenure review with effective date of 8/31

4. Candidate submits preliminary materials for dossier to Interfolio, for review by Dept tenured faculty	May 1, 2021, *Nov. 1, 2021, ** May 1, 2022
5. Department voting members meet to review the preliminary material submitted by the candidate, and identify external letter writers	May 15, 2021, *Nov. 15, 2021, ** May 15, 2022
6. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June 1, 2021, *Dec. 1, 2021, **June 1, 2022
7. Candidate submits any revision of the preliminary materials for dossier to Interfolio	June 1, 2021, *Dec. 1, 2021, **June 1, 2022
8. Department send out letters to external reviewers	June 10, 2021, *Dec. 10, 2021, **June 10, 2022
9. Department TPC should complete its review and submit its report to the Chair	Oct. 1, 2021, *Mar. 1, 2022, Oct. 1, 2022
10. Department eligible members meet and Dept submits completed case to Interfolio (Dept. committee report, external letters, list of letter writers contacted and the status, and department chair letter, etc.)	Nov. 1, 2021, *April 1, 2022, **Nov. 1, 2022
10. School Tenure and Promotion Committee submits recommendation to	Mar. 15, 2022, *Sept. 15, 2022, **Mar. 15, 2023
11. Dean submits recommendation to the provost's office (Target date)	May 15, 2022, *Oct. 1, 2022, **May 15, 2023
12. Dean submits recommendation to the provost's office (absolute deadline)	June 1, 2022, *Oct. 15, 2022, **June 1, 2023
13. Provost's office notifies candidates of decisions (absolute deadline)	August 31, 2022, *Jan. 14, 2023, **August 31, 2023

Continuing Contract Faculty Reappointments and promotion	Contact: Yao Wang
1. Dean's office sends Department Chair a list of contract faculty who are eligible for reappointment, along with guidelines	Sept. 1, 2021
2. Dept. submits Dept Review Committee member list to Dean's office (<i>not required for new faculty whose contracts end on 8/31/2022 and who will have completed <3 years of continuous service</i>) Dept Chair should inform Dean's office if the faculty should be considered for promotion, and any other faculty to be considered for promotio.	October 1, 2021
2. Candidates submits completed dossier for review (<i>not required for new faculty whose contracts end on 8/31/2022 and who will have completed <3 years of continuous service</i>)	October 15, 2021 (<i>For faculty whose current contract ends on 8/31/2022 and what will have completed >=3 years of service</i>) January 15, 2022 (<i>For faculty whose current contract ends on 8/31/2023</i>)
3. Department submits completed review (committee report, chair letter, review summary form signed by the faculty) (<i>For new faculty who will have completed <3 years of continuous service by the end of their current contract and whose contracts end on 8/31/2022, only informal review is required without committee</i>)	January 11, 2022 (<i>For faculty whose current contract ends on 8/31/2022, including new faculty</i>) March 15, 2022 (<i>For faculty whose current contract ends on 8/31/2023</i>)
4. Dean's office provides reappointment letters to contract faculty	January 31, 2022 (<i>For faculty whose current contract ends on 8/31/2022</i>) May 15, 2022 (target date) / August 31, 2022 (deadline) (<i>For faculty whose current contract ends on 8/31/2023</i>)

Annual Faculty Performance Evaluations and Merit Increase	Contact: Yao Wang
1. Dean's office sends Faculty Activity Report form to faculty	March 1, 2022
2. Chairs submit completed FARs to Dean's office	April 1, 2022
3. Dean's office provides salary spreadsheets for AMI recommendations to Department Chairs, schedules meetings with Department Chairs to discuss merit increases	May 2022
4. Dean's office submit recommended AMI to provost office	June 2022
5. Dean's office sends faculty notification of merit increases	August 2022

SABBATICAL LEAVES	Contact: Elisa Riedo
1. Dean's office sends announcement to faculty to apply for sabbatical	October 2, 2021
2. Faculty submit applications for sabbatical leaves to Department Chair	December 1, 2021
3. Department Chair submits recommendations for sabbatical leaves to Dean's office	December 15, 2021
4. Dean forwards request with recommendations to Provost's office	January 12, 2022
5. Provost's office notifies candidates of decisions on sabbaticals	
6. Faculty member submits report within one month after sabbatical to the Chair and Dean's office.	

TEACHING AWARDS	Contact: Elisa Riedo
University Distinguished Teaching Award	
1. Nominations due to Director of Faculty Development	November, 2021
2. Nomination materials for nominees due to DFD	Dec. 1, 2021
3. Letters of Support for nominees due to DFD	Dec 21, 2021
3. The SOE teaching award committee evaluates the nominations	January, 2022
5. SOE nomination due to All-University Selection Committee	Late January, 2022

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 2022
2. Nomination letters due to DFD	March 14, 2022
3. Nomination materials due to DFD	April 1, 2022
4. Letters of support due to DFD	April 15, 2022
4. The SOE teaching award committee evaluates the nominations	
4. Dean announces award winners	May, 2022