

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	<b>July, 2021</b>
2. Faculty search orientation for dept. chairs and search committee chairs.	<b>September, 2021</b>
3. Job ads approved and posted with application deadline no later than 12/31/2021	<b>September, 2021</b>
3. Candidate review completed, top candidates for interview identified	<b>End of Jan. 2022</b>
4. On-campus interviews completed	<b>End of Feb, 2022</b>
5. Offers made and accepted	<b>End of March, 2022</b>

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

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

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

<b>Third Year Review for Tenure Track Faculty</b> <i>(for notification deadlines of 1/14/22, 8/31/22, 1/14/23)</i>	<b>Contact: Yao Wang</b>
1. Dean's office provides Department Chairs with names of untenured faculty members for 3rd year mandatory reviews, along with guidelines	<b>March 1, 2021, *Sept. 1, 2021, **March 15, 2022</b>
2. Dept. submits Dept. review committee member list to Dean's Office. Dean's office sets up Interfolio site.	<b>April 1, 2021, *Nov. 1, 2021, **April 1, 2022</b>
3. Candidates submit preliminary dossier to Interfolio	<b>June 15, 2021, *Dec. 1, 2021, **June 15, 2022</b>
4. Departments review the preliminary dossier for completeness and provide feedback to the candidates	<b>July 1, 2021, *Dec. 15, 2021, *July 1, 2022</b>
5. Candidates submit final dossier to Interfolio	<b>July 15, 2021, *Jan. 5, 2022, **July 15, 2022</b>
6. Department TPC completes its review	<b>Sept 1, 2021, *Feb. 15, 2022, **Sept. 1, 2022</b>
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)	<b>Oct. 1, 2021, *Mar. 15, 2022, **Oct. 1, 2022</b>
8. TPC report submitted to Interfolio (Target date)	<b>November 15, 2022, *May 1, 2022, November 15, 2022</b>
9. Dean determines reappointment and informs the Chair and candidate (Target date)	<b>Dec. 15, 2021, *June 1, 2022, **Dec. 15, 2022</b>

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

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

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	<b>Sept. 1, 2021</b>
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 &lt;3 years of continuous service</i> )  <b>Dept Chair should inform Dean's office if the faculty should be considered for promotion, and any other faculty to be considered for promotion.</b>	<b>October 1, 2021</b>
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 &lt;3 years of continuous service</i> )	<b>October 15, 2021</b> ( <i>For faculty whose current contract ends on 8/31/2022 and what will have completed &gt;=3 years of service</i> )  <b>January 15, 2022</b> <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 &lt;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>	<b>January 11, 2022</b> <i>(For faculty whose current contract ends on 8/31/2022, including new faculty)</i>  <b>March 15, 2022</b> <i>(For faculty whose current contract ends on 8/31/2023)</i>
4. Dean's office provides reappointment letters to contract faculty	<b>January 31, 2022</b> <i>(For faculty whose current contract ends on 8/31/2022)</i>  <b>May 15, 2022 (target date) / August 31, 2022 (deadline)</b> <i>(For faculty whose current contract ends on 8/31/2023)</i>

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

<b>SABBATICAL LEAVES</b>	<b>Contact: Elisa Riedo</b>
1. Dean's office sends announcement to faculty to apply for sabbatical	<b>October 2, 2021</b>
2. Faculty submit applications for sabbatical leaves to Department Chair	<b>December 1, 2021</b>
3. Department Chair submits recommendations for sabbatical leaves to Dean's office	<b>December 15, 2021</b>
4. Dean forwards request with recommendations to Provost's office	<b>January 12, 2022</b>
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.	

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

<b>School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award, Dean's Award for Excellence in online teaching</b>	
1. Award nominations are invited	<b>February 2022</b>
2. Nomination letters due to DFD	<b>March 14, 2022</b>
3. Nomination materials due to DFD	<b>April 1, 2022</b>
4. Letters of support due to DFD	<b>April 15, 2022</b>
4. The SOE teaching award committee evaluates the nominations	
4. Dean announces award winners	<b>May, 2022</b>