

To: Tandon School of Engineering Faculty
 From: Yao Wang, Associate Dean for Faculty Affairs, Elisa Riedo, Director of Faculty Development
 Date: August 10, 2022
 Re: Calendar of Faculty Personnel Actions and Other Events, Academic Year 2022-23

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	June 2022
2. Faculty search orientation for dept. chairs and search committee chairs.	September 20, 2022, 12 - 1 PM
3. Job ads approved and posted with application deadline no later than 12/31/2021	September, 2022 or earlier
3. Candidate review completed, top candidates for interview identified	End of January 2023 or earlier
4. On-campus interviews completed	End of February 2023 or earlier
5. Offers made and accepted	End of March, 2023 or earlier

Adjunct Faculty Appointments	Contact: Sally Chan, HR
1. Article X eligible adjunct faculty submit letters to departments indicating intent to teach for 2023-24	December 15, 2022
2. Departments notify Article X eligible adjuncts of summer 2022 appointments	March 21, 2023
2. Article X eligible adjunct faculty receive appointment letters for 2022-23 academic year (both semesters)	May 21, 2023

New Faculty Orientation	Contact: Elisa Riedo
New Faculty Orientation, Fall semester	August 23, 2022, 3-4 PM
NYU Wide New Faculty Orientation	September 6, 2022, 10-5 PM

Faculty Recognition Event	Contact: Elisa Riedo
Reception for New Faculty and Retirees	September 29, 2022, 4-6 PM
Reception for faculty receiving awards and promotion	October 26, 2022, 4-6 PM

Third Year Review for Tenure Track Faculty <i>(for notification deadlines of 1/14/23, 8/31/23*, 1/14/24**)</i>	Contact: Yao Wang
1. Dean's office provides Department Chairs and Candidates guidelines for third year review and important dates	March 1, 2022, *Sept. 1, 2022, **March 1, 2023
2. Dept. submits Dept. review committee member list to Dean's Office. Dean's office sets up Interfolio site.	April 1, 2022, *Nov. 1, 2022, **April 1, 2023
3. Candidates submit preliminary dossier to Interfolio	June 15, 2022, *Dec. 1, 2022, **June 15, 2023
4. Departments review the preliminary dossier for completeness and provide feedback to the candidates	July 1, 2022, *Dec. 15, 2022, *July 1, 2023
5. Candidates submit final dossier to Interfolio	July 15, 2022, *Jan. 5, 2023, **July 15, 2023
6. Department TPC completes its review	Sept 1, 2022, *Feb. 15, 2023, **Sept. 1, 2023
7. Department voting members meet and Dept submits completed case to Interfolio	Oct. 1, 2022, *Mar. 15, 2023, **Oct. 1, 2023
8. TPC report submitted to Interfolio (Target date)	November 15, 2022, *May 1, 2023, **November 15, 2023
9. Dean determines reappointment and informs the Chair and candidate	Dec. 15, 2022, *June 1, 2023, **Dec. 15, 2023

Tenure and Promotion Review <i>(for notification deadlines of 8/31/23, 1/15/24*, 8/31/24**)</i>	Contact: Yao Wang
1. Dean's office provides Department Chairs and Candidates guidelines for tenure and promotion review and important dates	March 1, 2022, *Sept. 1, 2022, **March 1, 2023
2. Dept. submits Dept Review Committee member list to Dean's office. Dean's office set up Interfolio site.	April 1, 2022, *Oct. 1, 2022, **Apr. 1, 2023
3. Dept. Chair informs Associate Dean if the Departments wants any tenured Associate professor be considered for promotion to Full Professor	April 1, 2022 for effective date of 9/1/2023. Follow the same deadline for remaining processes for tenure review with effective date of 8/31/2023.

4. Candidate submits preliminary materials for dossier to Interfolio, for review by Dept tenured faculty	May 1, 2022, *Nov. 1, 2022, ** May 1, 2023
5. Department voting members meet to review the preliminary material submitted by the candidate, and identify external letter writers	May 15, 2022, *Nov. 15, 2022, ** May 15, 2023
6. Department submits names of external reviewers and draft letter to external reviewers, to Dean's office for approval	June 1, 2023, *Dec. 1, 2023, **June 1, 2023
7. Candidate submits any revision of the preliminary materials for dossier to Interfolio	June 1, 2023, *Dec. 1, 2023, **June 1, 2023
8. Department send out letters to external reviewers	June 10, 2023, *Dec. 10, 2023, **June 10, 2023
9. Department TPC should complete its review and submit its report to the Chair	Oct. 1, 2022, *Mar. 1, 2023, Oct. 1, 2023
10. Department voting members meet and Dept submits completed case to Interfolio	Nov. 1, 2022, *April 1, 2023, **Nov. 1, 2023
10. School Tenure and Promotion Committee submits recommendation to Interfolio (Target date)	Mar. 15, 2023, *Sept. 15, 2023, **Mar. 15, 2024
11. Dean submits recommendation to the provost's office (absolute deadline)	June 1, 2023, *Oct. 15, 2023, **June 1, 2024
13. Provost's office notifies candidates of decisions (absolute deadline)	August 31, 2023, *Jan. 14, 2024, **August 31, 2024

<p>Continuing Contract Faculty Reappointments and promotion (For faculty whose current term end on 8/31/23 or 8/31/24)</p>	<p>Contact: Yao Wang</p>
<p>1. Dean's office sends Department Chair a list of contract faculty who are eligible for reappointment, along with guidelines</p>	<p>September 1, 2022</p>
<p>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>)</p> <p>Dept Chair should inform Dean's office if they would like any faculty to be considered for promotion.</p>	<p>October 1, 2022</p>
<p>3. Candidates submits completed dossier for review</p>	<p>*October 15, 2022 (<i>For faculty whose current contract ends on 8/31/2023 and who will have completed ≥ 3 years of service. Also for faculty requesting review for promotion</i>)</p> <p>*January 5, 2023 (<i>For faculty whose current contract ends on 8/31/2023 and who will have <3 years of service. Only CV required</i>)</p> <p>January 15, 2023 (<i>For faculty whose current contract ends on 8/31/2024, and who will have completed ≥ 3 years of service</i>)</p>
<p>3. Department submits completed review (committee report, chair letter, review summary form signed by the faculty)</p> <p>(<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>)</p>	<p>Feb 1, 2023 (Jan 11, current policy) (<i>For faculty whose current contract ends on 8/31/2023, including new faculty</i>)</p> <p>March 15, 2023 (<i>For faculty whose current contract ends on 8/31/2024, who will have completed ≥ 3 years of service. Also for faculty being considered for promotion</i>)</p>

<p>4. Dean's office provides reappointment letters to contract faculty</p>	<p>March 1, 2023 <i>(For faculty whose current contract ends on 8/31/2023)</i></p> <p>May 15, 2023 (target date) / August 31, 2023 (deadline) <i>(For faculty whose current contract ends on 8/31/2024)</i></p>
--	---

<p>Annual Faculty Performance Evaluations and Merit Increase</p>	<p>Contact: Yao Wang</p>
<p>1. Dean's office sends Faculty Activity Report form to faculty</p>	<p>February 1, 2023</p>
<p>2. Chairs submit completed FARs to Dean's office</p>	<p>March 1, 2023</p>
<p>3. Chairs recommend faculty performance ratings and discuss with the Dean. Chairs meet with the faculty to provide feedback on their performance evaluations.</p>	<p>March-April 2023</p>
<p>4. Dean's office determines the merit-based increase based on the AMI pool determined by the University and faculty performance ratings and submits to the Provost office for approval.</p>	<p>June 2023</p>
<p>5. Dean's office sends faculty notification of new salary effective 9/1/2023</p>	<p>August 2023</p>

<p>SABBATICAL LEAVES</p>	<p>Contact: Elisa Riedo</p>
<p>1. Dean's office sends announcement to faculty to apply for sabbatical</p>	<p>October 2, 2022</p>
<p>2. Faculty submit applications for sabbatical leaves to Department Chair</p>	<p>December 1, 2022</p>
<p>3. Department Chair submits recommendations for sabbatical leaves to Dean's office</p>	<p>December 15, 2022</p>
<p>4. Dean forwards request with recommendations to Provost's office</p>	<p>January 12, 2023</p>
<p>5. Provost's office notifies candidates of decisions on sabbaticals</p>	
<p>6. Faculty member submits report within one month after sabbatical to the Chair and Dean's office.</p>	

<p>TEACHING AWARDS</p>	<p>Contact: Elisa Riedo</p>
<p>University Distinguished Teaching Award</p>	

1. Nominations due to Director of Faculty Development	TBD
2. Nomination materials for nominees due to DFD	TBD
3. Letters of Support for nominees due to DFD	TBD
3. The SOE teaching award committee evaluates the nominations	TBD
5. SOE nomination due to All-University Selection Committee	TBD

School of Engineering Distinguished Teaching Award, Jacobs Award for Excellence in Education Award, Dean's Award for Excellence in online teaching, Inclusive Excellence Award for Faculty	
1. Award nominations are invited	TBD
2. Nomination letters due to DFD	TBD
3. Nomination materials due to DFD	TBD
4. Letters of support due to DFD	TBD
4. The SOE teaching award committee evaluates the nominations	TBD
4. Dean announces award winners	TBD

FACULTY MEETINGS	Contact: Maurizio Porfiri (Speaker of the Faculty)
Thursday, September 22, 12:30-2 PM	
Thursday, October 27, 12:30-2 PM	
Thursday, November 17, 12:30-2 PM	
Thursday, December 15, 12:30-2 PM	
Thursday, January 26, 12:30-2 PM	
Thursday, February 23, 12:30-2 PM	
Thursday March 23, 12:30-2 PM	
Thursday, April 27, 12:30-2 PM	