

Estimated Schedule of ASU Academic Personnel Actions for the Academic Year

(For specific dates, contact Yvonne.Delgado@asu.edu; see <https://provost.asu.edu/academic-personnel/personnel-processes> for corresponding process guides)

Academic Personnel Action from Unit	Files Due to SHPRS HR	SHPRS Personnel Committee files to Director	Unit files due to Dean's office	College files due to Provost office	Notification deadline	Notes
Promotion and Tenure Recommendation (see Notes)	Materials for external reviewers due early May (see step 5c of the process guide.) Remainder of materials due mid August	early September	mid September	Early December	May 12th	Notify the area Faculty Head, and Director early spring to begin external reviewer selection.
Sabbatical Leave Applications	early September	end of September	early October		Mid December	Make sure prior sabbatical reports have been filed.
Progress Toward Tenure - annually (see Notes)	early October	mid November	early December	N/A	N/A	Required for all tenure-track faculty not going through Probationary or Promotion & Tenure Review
Evaluation of Probationary Faculty - year 3 for tenure-track faculty	early October	mid November	early December	March 1st	May 12th	"Probationary Review"
Promotion of Non-Tenure Eligible Faculty and Academic Professionals	early October	mid December	early January	March 1st	May 12th	"Fixed-term promotion"
Expedited P&T Reviews	TBD	TBD	TBD	April 1st	May 12th	
Review for Renewal of Multi-Year Appointments	early October	mid December	early January	March 1st	May 12th	
Evaluation of Conditional Contracts	early October	mid December	early January	March 1st	May 12th	For Probationary candidates who were issued a conditional contract
Annual Performance Evaluations for Faculty/Academic Professionals	end of January	end of February	end of March			Watch for memorandum from CLAS Dean's office detailing timeline and process for annual review.
Retirement Notification and Emeritus Request	notification letter due to Director at the beginning of the final semester					
Fellowship leaves	Contact Becky Tsang					
ASU Leave & FMLA Leave	Contact Yvonne Delgado					
Junior Research Sabbatical	Contact area Faculty Head at least two semesters prior					