

Memorandum to: Steinhardt Faculty

From: Pamela Morris, Vice Dean for Research and Faculty Affairs
 Charlton McIlwain, Associate Dean for Faculty Development and Diversity

Re: Calendar of Faculty Personnel Review Deadlines, Academic Year 2015-2016

Below please find the personnel action deadlines for academic year 2015-2016. If you have any questions, please contact the Office of Faculty Affairs at Steinhardt.FacultyAffairs@nyu.edu

Personnel Review Deadlines

A. Department Personnel Committee Membership	
Department Chair submits recommendations for membership of Departmental Personnel Committee to Dean's Office	September 2, 2015
Dean's Office reviews, and sends response to Department Chair	September 9, 2015

B. Third Year Review for Tenure Track Faculty	Fall appointments (Sept start date)	Spring appointments (Jan start date)
Department Chair submits names of external reviewers to Dean's Office for approval	September 25, 2015	January 22, 2016
Candidates submit packet to Department Chair; Department Chair (or designee) sends materials requesting letters for external review; Department Chair sends materials along with external reviewer letters to Department Personnel Committee	September 25, 2015	January 22, 2016
Department Chair sends Department review/recommendations to Dean's Office of Faculty Affairs (includes personnel committee report and Department Chair letter)	February 5, 2016	May 16, 2016
Dean's office sends letter to Faculty regarding results of review	April, 2016	June, 2016

C. Tenure and Promotion Applications	Mandatory Reviews fall appointments (Sept start date)	Mandatory Reviews, spring appointments (Jan start date) / Non-Mandatory Reviews, all appointments
Department Chair submits names of external reviewers to Dean's Office for approval	September 28, 2015	February 1, 2016
Faculty Candidate submits initial packet to Department Chair for external review	November 2, 2015	February 29, 2016
Department Chair (or designee) sends materials requesting letters for external review ¹	November 9, 2015	March 7, 2016
Faculty Candidate submits final packet to Department Chair which he/she forwards to the Personnel Committee along with the external review letters	January 6, 2016	May 2, 2016
Personnel Committee sends review of packet/external letters to Department Chair	January 29, 2016	May 25, 2016
Department Chair forwards all materials, including Department Chair's letter, to Dean's Office	February 12, 2016	June 15, 2016
Dean's office sends materials to Dean's Advisory Committee	February 19, 2016	June 30, 2016
Dean's office sends Dean's Advisory Report and all supporting materials to Provost office ²	May 25, 2016	September 30, 2016
Final date by which University <i>must</i> notify candidates of promotion and decision	August 31, 2016	January 14, 2017

D. Annual Professional Development Reviews for Pre-Tenure Faculty	
Faculty Candidates submit materials to Department Chair; Department Chair passes materials to Department Personnel Committee	March 25, 2016
Department Personnel Committee sends recommendation to Department Chair	April 13, 2016
Department Chair sends review to Dean's Office (includes Department Personnel committee report and Department Chair letter) and to Faculty Candidates	April 27, 2016

E. Term Appointment Reviews for Clinical/Music Faculty, Master Teachers/Clinicians, Teachers, and Visitors	
Department Chairs provide recommendation for term lengths to the Dean's Office	April 27, 2016

¹ Letters can be requested earlier than these specified dates *as long as the packet provided to the Department Chair as of 11/2 (for Sept appointments) or 2/29 (for Spring appointments and Nonmandatory reviews) is fully considered at some point in the process for that external review.* It is up to the Department Chair to provide any updated packet information to external reviewers should materials be requested from Faculty Candidates before the specified "initial packet" date.

² Materials are sent on a rolling basis to the Provost office, as soon as the Dean's Advisory Committee completes its review.

F. Annual Faculty Evaluation and Annual Merit Increase (AMI) Recommendations	
Dean's Office distributes Professional Activities Form to all Faculty	February 1, 2016
Faculty submit form to Department Chair or Personnel Committee, as instructed by Departmental guidelines	March 25, 2016
Dean's Office provides salary spreadsheets for AMI recommendations to Department Chairs	March 25, 2016
Personnel Committee submits reviews to Department Chair	April 8, 2016
Department Chair sends evaluation criteria, faculty reviews (personnel committee and department chair), AMI recommendations, and proposed department salary distribution plan to Dean's office	April 27, 2016
Final date for Department Chairs to share reviews with faculty members, and inform them of their merit recommendations	May 2, 2016
Final date for faculty members to submit written appeals to the Dean's office	May 20, 2016
Dean's office sends faculty notification of AMI for following academic year	Aug 15, 2016

Other Deadlines

A. Sabbatical Leave Applications	
Faculty submit applications for sabbatical leaves to Department Chair	December 4, 2015
Department Chair submit faculty application to Dean's Office along with replacement cost estimates	December 11, 2015
Dean's Office forwards request with recommendations to Provost	January 15, 2016
Dean's Office notifies candidates of sabbatical decisions	April, 2016

B. Professor Emeritus Status Applications	
Department Chair submit recommendations for "Professor Emeritus" status of retiring faculty supporting rationale for recommendation and current vitae to Dean's Office	Mar 25, 2016
Dean's Office sends recommendation to Provost	April 15, 2016
Dean's office notifies candidates of emeriti decisions	June, 2016