

DEADLINES FOR ACADEMIC PERSONNEL ACTIONS – AY 20/21

OFFICE OF ACADEMIC AFFAIRS

This list of deadlines was compiled to provide guidance about timing of this year's personnel actions. Please direct any questions to your Dean's office or as needed, the Office of the Vice Provost of Academic Personnel at 5-5352. We welcome your comments and feedback.

For additional reference: These deadlines are posted on the OAA website as "[Deadlines for Academic Personnel Actions](#)".

TENURE-TRACK (TT) AND NON-TENURE TRACK (NTT) FACULTY

Promotion and Tenure (TT) and Promotion (NTTF) Review Process:

For further clarification, please see the April 22, 2020 PSU-AAUP MOU "Option for TTF to delay Promotion and Tenure review due to COVID 19."

October 5, 2020 (<i>First Monday of October</i>) Department Chair notifies chair of P&T committee of faculty eligible for review. (<i>Promotion and Tenure Guidelines, pg. 31</i>)	December 29, 2020 (<i>Last Tuesday in December</i>) Faculty member submits material pertinent to the reconsideration to the P&T committee chair, or Dept. Chair, as appropriate. (<i>P&T Guidelines, pg. 35</i>)
November 16, 2020 (<i>Third Monday of November</i>) Chair of P&T committee sends recommendations to Department Chair. (<i>P&T Guidelines, pg. 33</i>)	January 12, 2021 (<i>Second Tuesday of January</i>) Department Chair sends P&T committee and Dept. Chair's recommendations to the academic Dean. (<i>P & T Guidelines, pg. 36</i>)
December 1, 2020 (<i>First Tuesday of December</i>) Dept. Chair notifies participating faculty of department P&T committee and Dept. Chair's recommendations. (<i>P&T Guidelines, pg. 35</i>)	January 26, 2021 (<i>Fourth Tuesday of January</i>) The Dean reports all actions taken in a timely manner to the Dept. Chair and chairperson of the P&T committee. (<i>P&T Guidelines, pg. 36</i>)
December 15, 2020 (<i>Third Tuesday of December</i>) Faculty member gives written notice to the P&T committee chair and/or the Department Chair of intent to request a reconsideration of the recommendation. (<i>P&T Guidelines, pg. 35</i>)	The Dept. Chair or the chairperson of the P&T committee may request a conference with the Dean, within five days of being notified of the Dean's recommendation. Such conference must be held before the Dean's recommendations are forwarded to the Provost. (<i>P&T Guidelines, pg. 36</i>)
Note: Schools and Colleges may post deadlines that are <u>earlier</u> than those in this schedule. If so, please follow the schedule established by your Dean's office and in accordance with the University Promotion and Tenure Guidelines (<i>Revised and reapproved, June 2018</i>).	February 5, 2021 (<i>First Friday of February</i>) Dean submits recommendations and files to the Provost using the Dean's Checklist for organizing materials. (<i>P&T Guidelines, 36</i>)

Promotion Non-Tenure Track Research Faculty: (NTTF-R) Review Process:

November 6, 2020 (<i>First Friday of November</i>) Off-Cycle rank effective July 1, 2021	February 5, 2021 (<i>First Friday of February</i>) Regular Cycle rank effective July 1, 2021
Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.	Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.

Per the University Promotion and Tenure Guidelines (pg. 56), requests for non-tenure track research faculty promotions may be forwarded to the Provost typically twice yearly. Academic units may choose to set their own timelines for request for promotion to be submitted to the Dean. For those NTTF-R hired **prior** to September 16, 2014, follow the guidelines included as Appendix IV in the University P&T guidelines.

ANNUAL PERFORMANCE REVIEWS:

General information and forms for all faculty performance reviews may be found at:
<https://www.pdx.edu/academic-affairs/facultychair-resources>.

Tenure-Track Faculty: Annual reviews must be completed according to the cycle posted at the end of this document.

Non-Tenure Track Instructional Faculty on Continuous Appointment Related Contracts: Annual reviews are based on departmental processes developed per Article 18 of the PSU-AAUP 2015-2019 Collective Bargaining Agreement and **follow the same cycle as tenure related faculty** (except for a Third Year Review). See cycle posted at the end of this document. Please note: if the annual review of a **non-tenure track research** faculty member will include review for potential promotion, follow the guidelines included as Appendix IV in the P&T guidelines found at the following link: <https://www.pdx.edu/academic-affairs/promotion-and-tenure-information>.

Probationary Period for NTTF: The University will employ non-tenure track instructional faculty members (NTTFs) on annual contracts during the first six (6) years of employment as an NTTF. The University will automatically renew NTTF annual contracts during the probationary period unless the University provides timely notice to the NTTF. **The University must provide notice of non-renewal of an annual contract during this six-year period to the faculty member according to the timelines in the AAUP CBA Article 18, Section 2(b), by April 1 of the first year of the probationary period and by January 1 for the second through fifth years of the probationary period.** The non-renewal is effective at the end of that academic year.

The University will evaluate NTTFs annually during years 1 through 5 of the probationary period pursuant to the University and Department Promotion and Tenure Guidelines

Milestone Review for Continuous Appointment: During the sixth year of the probationary period, the University will evaluate NTTFs for a continuous appointment pursuant to the University and Department Promotion and Tenure Guidelines. The evaluation will result in either an award of continuous appointment or 12-months' notice of termination of employment. Awards of continuous appointment are effective at the beginning of the following academic year (9-month appointments) or fiscal year (12-month appointments). For further clarification, please see the August 12, 2020 PSU-AAUP MOU "Option for NTTF-I to delay milestone review for CA in AY 20/21 due to COVID-19."

Post Continuous Appointment Review: The evaluation following the award of Continuous Appointment of Non-tenure track instructional faculty occurs every **five (5)** years. The University will conduct each subsequent review in the fifth year following the last review. For further clarification, please see the May 27, 2020 PSU-AAUP MOU "Change in Evaluation Timeline Following Continuous Appointment." and the July 1, 2020 PSU-AAUP MOU "NTTF Deferral of Post-Continuous Appointment Review Procedures."

Notice of Intent Not to Reappoint for NTTF: See Article 18, Section 2, page 23 of the PSU-AAUP 2015-2019 CBA.

Non-Tenure Track Instructional Faculty on Fixed-term Appointments: See Article 18, Section 3, page 25 of the PSU-AAUP 2015-2019 Collective Bargaining Agreement.

Non-Tenure Track Research Faculty: Non-tenure track research faculty members may be employed for a fixed term, a period of time that runs the length of a particular grant, or an ongoing appointment, without a fixed date, that is contingent on the continued availability of external funding. In all such cases, the appointment must provide the member with at least thirty (30) days' notice of early termination of employment.

EMERITUS PROCESS (TT and NTT):

Tenure-track and non-tenure track faculty are eligible to apply for emeritus status ([Faculty Senate report June 22, 2016](#)) and should follow the regular promotion and tenure cycle or the November-December cycle, which immediately follows the regular cycle (strictly for emeritus applications).

November 6, 2020 (<i>First Friday of November</i>) November-December Emeritus Cycle rank effective January 1, 2021 Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.	February 5, 2021 (<i>First Friday of February</i>) Regular P&T Cycle rank effective July 1, 2021 Deans submit recommendations and files to the Provost using the Dean's Checklist for organizing materials.
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SABBATICAL LEAVE REQUESTS (TT and NTT):

The guidelines and applications for Sabbatical Leaves can be found on the OAA website at: <https://www.pdx.edu/academic-affairs/sabbatical-leave>. They can also be found in the 2017 MOU on Sabbatical Leaves per Article 33 of the PSU-AAUP 2015-2019 Collective Bargaining Agreement: https://www.pdx.edu/academic-affairs/sites/www.pdx.edu/academic-affairs/files/MOU_Sabbatical%20Leaves_signed_1-18-17.pdf. Please see the July 1, 2020, PSU-AAUP MOU "Impact of COVID-19 pandemic on Sabbatical Leave."

Schools and colleges may post deadlines for sabbatical applications, but fully approved applications **should be received by HR no later than one term prior to the start of the sabbatical**. Following review of sabbatical applications, Deans are responsible for notifying faculty applicants, department chairs, and OAA of their decisions **no later than one term prior to the start of the sabbatical**. Faculty members must submit 'Sabbatical Leave Reports of Accomplishments' to their Department Chair and Dean **midway through the term of return from sabbatical**. See the December 19, 2016, PSU-AAUP MOU "Sabbatical Leaves."

POST-TENURE REVIEW (PTR):

Effective AY2015-2016, tenured faculty members shall undergo post-tenure review every five years after the award of tenure. Successful reviews for promotions in rank of tenured faculty shall be considered as reviews in lieu of post-tenure review and shall re-commence the countdown to the next post-tenure review according to Article IV, page 8 of the [University PTR Procedures](#).

2020-2021 PTR Review Cycle:

October 2, 2020 (<i>First Friday in October</i>)	January 8, 2021 (<i>Second Friday in January</i>)
Faculty submits PTR dossier.	Should Committee and/or Dept. Chair reverse their original decisions, they shall write a report of the new decision and forwards all materials to the Dean.
October 30, 2020 (<i>Last Friday in October</i>)	January 22, 2021
Committee completes review of eligible faculty and submits report to Dept. Chair.	Dean completes reviews of eligible faculty and submits report to Dept. Chair, committee chair, and the faculty member. (within 10 working days of receipt of the Committee and/or Dept. Chair final report.)
November 13, 2020 (<i>Second Friday in November</i>)	February 5, 2021
Faculty member receives Dept. Chair's letter and committee report.	Dept. Chair, committee chair and/or faculty member requests reconsideration conference. (within 10 working days of receipt of the Dean's Letter.)
November 20, 2020	February 19, 2021
Faculty member requests reconsideration (5 working days from receiving Dept. Chair/committee report)	Faculty member submits supporting materials pertinent to reconsideration of Dean's Letter. (10 working days from notice for Reconsideration)
December 22, 2020	March 5, 2021 (<i>First week in March</i>)
Faculty member submits supporting materials to committee and/or Dept. Chair. (20 working days from the date of the request for reconsideration.)	Dean completes review, issues report to the Dept. Chair and the faculty member and submits Assurance of Review to Provost.

PTR Notification Cycle:

Notifications: A list of deadlines for post-tenure review for faculty may be found in Article IV, in the [University PTR Procedures](#) (*Revised Spring 2017*).

May 1, 2021	June 1, 2021
OAA provides a list to the Deans for verification of eligible faculty to be reviewed in AY 2021-2022.	All PTR Eligible Faculty Respond to the PTR Survey All Faculty requesting to Defer or Opt-Out have noticed their Dean in writing.
May 15, 2021	June 15, 2021
OAA sends PTR Survey to all PTR eligible faculty to respond: Participate/Defer/Opt-Out.	All faculty requesting to Defer or Opt-Out have received notice of Deans Approval or Denial.

ADJUNCT FACULTY REVIEW CYCLES

Adjunct faculty members who have been employed as adjuncts by PSU for 3 years or 20 credits, whichever occurs first, will be offered a professional evaluation by their Department Chair. **Evaluations should be offered and completed during the term immediately following the one in which the faculty member has met the requirements.**

If an Adjunct faculty member elects not to have an evaluation at that time, they will be offered another opportunity after an additional 2 years or 12 credits, whichever comes first. Further evaluations may be conducted every four years if initiated by the Department Chair or requested by the faculty member. See Article 7, Section 7, page 10 of the PSUFA 2015-2020 Collective Bargaining Agreement.

For more information on the following topics, please consult the PSUFA 2015-2020 Collective Bargaining Agreement:

- Academic Year and Two-Year Appointment Eligibility Benchmarks: (Article 8, Section 3)
- Determination of Academic Rank: (Article 8, Section 2)
- Letter of Appointment: (Article 8, Section 1)
- Course Cancellations (Article 12, Section 8)
- Position Posting Process (Article 8, Section 3)
- Professional Evaluation Eligibility (Article 7, Section 7)

ACADEMIC PROFESSIONALS (AP) ANNUAL REVIEWS

Academic professional performance reviews are outlined in Article 17 of the PSU-AAUP 2015-2019 Collective Bargaining Agreement. Also, see May 1, 2020 PSU-AAUP MOU “COVID-19 impact on Academic Professional Evaluations.”

April 19, 2021 (<i>Third Monday of April</i>)	May 17, 2021 (<i>Third Monday of May</i>)
AP performance reviews are due to Deans and Vice Provosts.	AP performance reviews are due to Human Resources.

Notice of Appointment Termination for Academic Professional Staff: See Article 17, Section 5, page 17 of the PSU-AUUP 2015-2019 Collective Bargaining Agreement.

ACADEMIC ADMINISTRATORS (RANKED/EXCLUDED PERSONNEL) APPOINTMENTS AND REVIEWS

Department Chair/Director Selection:

The guidelines for chairperson selection may be found in Section 4 of the [Faculty Governance Guide](#). The chair/director appointment form and process are located [here](#).

Reviews:

With the exception of members of the Academic Leadership Team (ALT) reviews of **all ranked, excluded** personnel, are conducted using the process found under Personnel at: <http://www.pdx.edu/academic-affairs/facultychair-resources>. This includes Assistant and Associate Deans, Academic Chairs and Directors.

March 26, 2021 (<i>Fourth Friday in March</i>)	April 23, 2021 (<i>Fourth Friday in April</i>)
Self-evaluations of other ranked excluded personnel are due in the Dean’s office.	ALT members send completed reviews to OAA and HR.

Annual reviews of **unclassified/unrepresented/excluded** academic personnel may be conducted using a process adopted by their units. These reviews are due annually on **April 30**.

Members of the Academic Leadership Team:

See linked spreadsheet of action items list for the [ALT 5th Year Review Process](#).

Cycles for Annual, Third Year, and P&T Reviews for Tenure-Track Faculty and Annual, Sixth Year, and Promotion Reviews for Non-Tenure Track Faculty on Continuous Appointment (9-months, no prior years of service) -NTTF -TTF -TT and NTTF				
	FALL QUARTER	WINTER QUARTER	SPRING QUARTER	NOTES
1 st Year			April 1: Notify faculty member of renewal or non-renewal of annual contract. (NTI)	<p>“Faculty on annual tenure must be reviewed after the completion of the first year of their appointment and each subsequent year” <i>(Revised and reapproved June 25, 2018 University Tenure and Promotion Guidelines, page 29-30).</i> (TTF)</p> <p>“Non-tenure track instructional faculty members are to be evaluated annually during years 1 through 5 of the probationary period” <i>(Article 18, Section 2 of the PSU-AAUP 2015-2019 Collective Bargaining Agreement).</i> (NTTF)</p>
2 nd Year	October: Conduct the review of the faculty member's first year. (TI) (NTI) December: Chair shares the review with faculty member. (TI) (NTI)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTI)		
3 rd Year	October: Conduct the review of the faculty member's progress. (NTI)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTI)	April: Chair shares the review with faculty member and sends recommendation to Dean. (TI)	<p>“...there must be a review at the end of the third year” <i>(Revised and reapproved June 25, 2018 University Tenure and Promotion Guidelines, page 29-30).</i> (TTF)</p> <p>Third Year Review Appraisal Sheet Third Year Review Deans Checklist</p> <p>Information and guidelines on Third Year reviews are provided by your department.</p>
Third Year Review (TTF)	December: Chair shares the review with faculty member. (NTI)	February: Faculty file due to department committee for review. (TI) March: Committee recommendation to Chair. (TI)		
4 th Year	October: Conduct the review of the faculty member's progress. (TI) (NTI) December: Chair shares the review with faculty member. (TI) (NTI)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTI)		
5 th Year	October: Conduct the review of the faculty member's progress. (TI) (NTI) December: Chair shares the review with faculty member. (TI) (NTI)	January 1: Notify faculty member of renewal or non-renewal of annual contract. (NTI)		
6 th Year P&T (TT) and Promotion (NTT) Review	October: Conduct the final review of the faculty member (this review determines recommendation for tenure or continuous appointment). (TI) (NTI) December: See Promotion and Tenure process on page 1. (TI) (NTI)	January: See Promotion and Tenure process on page 1. (TI) (NTI) February: See Promotion and Tenure process on page 1. (TI) (NTI)		
NOTE: Supplemental Tenure Letters attached to the Notice of Appointment letters for all new TTF hires must include the relevant timelines.				