

**SCHEDULE OF ASU ACADEMIC PERSONNEL ACTIONS  
Academic Year 2024-2025**

**Promotion and Tenure (Faculty); Promotion and/or Continuing Status (Academic Professionals)**

August 16, 2024 .....	Due in Office of the Executive Vice President and University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.
August 31, 2024.....	Deadline to pull the Sponsored Activity report (done by the college on the same day for all personnel under review).
(            ) .....	Due in deans'/ university librarian's offices
(            ) .....	College/ library deadline for late-add materials to be included as an addendum, if permitted. (Cannot be later than November 30.)
December 6, 2024 .....	Due in Office of the Executive Vice President and University Provost
May 12, 2025 .....	Notification deadline for promotion, tenure, continuing appointment decisions**

**Review of Probationary Faculty and Academic Professionals**

August 16, 2024 .....	Due in Office of the Executive Vice President and University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.
August 31, 2024.....	Deadline to pull the Sponsored Activity report (done by the college on the same day for all personnel under review).
(            ) .....	Due in deans'/ university librarian's offices
March 3, 2025.....	Due in Office of the Executive Vice President and University Provost: <b>1.</b> a spreadsheet of all probationary reviews with final decision from the dean for regular contracts or conditional contracts, and recommendation from the dean for terminal contracts. <b>2.</b> the probationary files under review.
May 12, 2025 .....	Notification deadline for terminations effective <b>May 16, 2025</b> (for faculty member in the first or second year of employment with ASU); or effective <b>May 16, 2026</b> (for those who have served more than two years as they are given a terminal contract year).**

**\*\*Do not distribute the notification letters to the candidates until all terminal reviews for your college have been completed by the provost – notify all candidates at the same time.**

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Academic Year 2024-2025**

**Review of Multi-Year Appointments and/or Promotion of Non-Tenure Eligible Clinical Faculty, Teaching Professors, Professors of Practice, Research Faculty and Academic Professionals (not on track)**

August 16, 2024..... Due in Office of the Executive Vice President and University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.

**\*NOTE:** For all fixed-term promotion cases, a document of the unit/and or college document which contains the promotion criteria should be on file at the provost's office.

October 15, 2024 ..... Deadline to pull the Sponsored Activity report (done by the college on the same day for all personnel under review).

( ) ..... Due in deans'/ university librarian's offices

March 3, 2025\* ..... Due in Office of the Executive Vice President and University Provost: **1.** signed Request for Academic Personnel Action (APA) forms and the draft decision letters for renewals for the next multi-year term. **2.** the portfolios for any candidates who are up for promotion.

May 12, 2025\* ..... Notification deadline to candidates regarding action on renewal and/or promotion requests\*\*

**\*NOTE:** The multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.

**\*\*Do not distribute the notification letters to the candidates until all terminal reviews for your college have been completed by the provost – notify all candidates at the same time.**

**Evaluation of Conditional Contracts for the Current Year**

( ) ..... Due in deans'/ university librarian's offices

March 3, 2025 ..... Recommendation for Termination due in Office of the Executive Vice President and University Provost

April 10, 2025..... Notification of decision (Note: Conditional Reviews – if a positive decision, the dean will notify the candidate and send a copy of the notification letter to the provost.)

**Post-Tenure Review (Tenured Faculty)**

August 16, 2024..... Due in Office of the Executive Vice President and University Provost: Reports from the deans.

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**Academic Year 2024-2025**

**Expedited Review of New Hires (Tenure-Eligible Faculty or Continuing-Status-Eligible Academic Professionals)**

July 1, 2024 .....	Due in Office of the Executive Vice President and University Provost for an August 16 start date.
November 1, 2024 .....	Due in Office of the Executive Vice President and University Provost for a January 1 start date.
May 1, 2025 .....	Due in Office of the Executive Vice President and University Provost for a July 1 start date.

**Sabbatical Leaves effective AY 2025-26 (Faculty and Academic Professionals)**

( ) .....	Requests due in deans'/ university librarian's offices
December 15, 2024 .....	Notification deadline
January 15, 2025 .....	Due in Office of the Executive Vice President and University Provost: A spreadsheet of the approved sabbatical leaves identifying the applicant, department, contract status (academic or fiscal), and the period of the sabbatical leave (fall, spring, AY, FY). Be sure to include the names of those you agreed to defer their sabbaticals from the previous year.

**Annual Performance Evaluations**

April 1, 2025 .....	Due in deans'/ university librarian's offices
June 15, 2025 .....	Annual Evaluation Final Report completed in RPT. (Colleges may set earlier deadlines.)

**Templates and Cases in Review, Promotion and Tenure (RPT)**

August 1, 2024 .....	Templates for AY 2024-25 due to Office of the Executive Vice President and University Provost for review. (College preliminary review must be completed beforehand.)
June 15, 2025 .....	Cases from AY 2024-25 must be closed in RPT.

**Emeritus Status**

Tenured faculty and academic professionals with continuing status may be recommended for emeritus status upon retirement. Written notification of the retirement date with recommendation from the dean to the Office of the Executive Vice President and University Provost initiates this process, at the beginning of the semester of retirement. Emeritus status is determined by the president.

**Spring Break** will be March 9-16, 2025.