

DATE: June 3, 2020 **REV October 19, 2020**  
 TO: Deans, Department Chairs & Heads  
 FROM: Michael J. Eagen, Associate Provost for Academic Personnel  
 RE: Personnel Action Deadlines

*We encourage schools and colleges to be flexible in accepting late AFRs and extending the deadlines for processing AFRs at prior levels of review. All other [personnel action deadlines](#) will remain the same but, as always, extensions may be granted upon request to [academic.personnel@umass.edu](mailto:academic.personnel@umass.edu).*

## Personnel Action Deadlines

<b>A. Annual Faculty Report and Evaluation of Professional Activities (AFR)</b>	
<b>Faculty member</b> submits completed Annual Faculty Report and Evaluation of Professional Activities Form through APWS.	<b>October 15, 2020</b>
<b>Department Head/Chair</b> uploads job description for NTT Faculty only.	<b>October 30, 2020</b>
<b>Department Personnel Committee (DPC)</b> advances AFRs with comments through APWS to the Department Head/Chair.	<b>December 17, 2020</b>
<b>Department Head/Chair</b> advances AFRs with comments through APWS back to faculty member.	<b>January 15, 2021</b>
<b>Faculty member</b> certifies AFR and responds (optionally) to the comments entered by the DPC and Head/Chair. Once complete the AFR advances to the Dean.	<b>January 25, 2021</b>
<b>Dean</b> reviews AFRs in APWS and advances them to the Provost's Office.	<b>April 5, 2021</b>

<b>B. Promotion to Senior Lecturer or Senior Lecturer II</b>	
<b>Faculty members</b> applying for promotion to Senior Lecturer or Senior Lecturer 2 submit such applications through APWS to the Department Head/Chair.	<b>January 22, 2021</b>
<b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations for promotion to Senior Lecturer and Senior Lecturer 2.	<b>March 5, 2021</b>
<b>Department Head/Chair</b> must advance through APWS their recommendations to the college-level non-tenure track (NTT) review committee.	<b>March 19, 2021</b>
<b>College-Level NTT review committees</b> must advance through APWS their recommendations to the Dean	<b>April 16, 2021</b>
<b>Deans</b> must advance through APWS their recommendations to the Provost.	<b>May 17, 2021</b>

C. Reappointment through Tenure Decision Year (4.2 review)	Regular Cycle (Appointments ending August 2022)	Off Cycle (Appointments ending January 2022)
<p><b>Department Head/Chair</b> must notify all members of their department who are scheduled for reappointment or tenure consideration during <b>AY 2020-2021</b> that a review of their records will be made for the purpose of a personnel recommendation.</p>	<p><b>September 1, 2020 - September 21, 2020</b></p>	<p><b>September 1, 2020 - September 21, 2020</b></p>
<p><b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations to the Department Head/ Chair.</p>	<p><b>Due date set in Dept.</b></p>	<p><b>Due date set in Dept.</b></p>
<p><b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.</p>	<p><b>February 19, 2021</b></p>	<p><b>October 2, 2020</b></p>
<p><b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.</p>	<p><b>Due date set internally</b></p>	<p><b>Due date set internally</b></p>
<p><b>Deans</b> must advance through APWS their recommendations to the Provost.</p>	<p><b>April 16, 2021</b></p>	<p><b>November 2, 2020</b></p>
<p><b>Provost's Office</b> must provide notification of reappointment or expiration of appointment of faculty members in their second or later year of service. If an appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least 12 months in advance of its termination.</p>	<p><b>August 15, 2021</b></p>	<p><b>December 15, 2020</b></p>

D. Tenure and Promotion	Regular Cycle (TDY is 2020-2021)	Off Cycle (Appointments ending January 2022)
<p><b>Department Head/Chair</b> must notify all members of their department who are scheduled for reappointment or tenure consideration during <b>AY 2020-2021</b> that a review of their records will be made for the purpose of a personnel recommendation.</p>	<p><b>September 1, 2020 - September 21, 2020</b></p>	<p><b>September 1, 2020 - September 21, 2020</b></p>
<p><b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations for tenure with or without promotion to the Dept. Head/Chair.</p>	<p><b>Due date set in Dept.</b></p>	<p><b>Due date set in Dept.</b></p>
<p><b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.</p>	<p><b>November 6, 2020</b></p>	<p><b>March 5, 2021</b></p>
<p><b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.</p>	<p><b>Due date set internally</b></p>	<p><b>Due date set internally</b></p>
<p><b>Deans</b> must advance through APWS their recommendations to the Provost.</p>	<p><b>January 15, 2021</b></p>	<p><b>April 16, 2021</b></p>

<b>Faculty members</b> must be notified of the award of tenure, or of one-year terminal appointments, no later than this date.	<b>August 15, 2021</b>	<b>December 15, 2021</b>
<b>E. Promotion (not associated with Tenure)</b>		
<b>Faculty members</b> applying for promotion to full Professor, or in the Clinical, Extension, & Research ranks submit such applications through APWS to the Department Head/Chair.		<b>Due date set internally - not later than Fall, 2020</b>
<b>Department Personnel Committee (DPC)</b> must advance through APWS their recommendations to the Department Head/Chair.		<b>Due date set in Dept.</b>
<b>Department Head/Chair</b> must advance through APWS their recommendations to the CPC/SPC.		<b>February 12, 2021</b>
<b>College/School Personnel Committee</b> must advance through APWS their recommendations to the Dean.		<b>Due date set internally</b>
<b>Deans</b> must advance through APWS their recommendations to the Provost.		<b>April 2, 2021</b>

<b>F. Sabbatical Leaves</b>		<b>Deadline</b>
<b>Faculty</b> may begin work on sabbatical applications in APWS at any time.		<b>September 1, 2020</b>
Deadline for <b>faculty</b> to submit their sabbatical leave applications in APWS.		<b>October 9, 2020</b>
<b>Department Head/Chair</b> must advance through APWS all applications for sabbatical leave requests to the Dean.		<b>October 30, 2020</b>
<b>Faculty</b> who took sabbatical leaves during <b>AY 2019-2020</b> must submit their sabbatical leave reports in APWS.		<b>November 12, 2020</b>
<b>Deans</b> must advance through APWS all applications for sabbatical leave to the Provost's office.		<b>December 3, 2020</b>
<b>Provost's office</b> notifies faculty members who are granted sabbatical leaves for <b>AY 2021-2020</b>		<b>March 26, 2021</b>
Deadline for <b>faculty members</b> to request cancellation or conversions of previously approved full-time sabbatical leaves commencing in <b>2021-2022</b> .		<b>April 19, 2021</b>

<b>G. Periodic Multi-Year Review (PMYR)</b>	<b>Deadline</b>
<b>Faculty members</b> who are scheduled for Periodic Multi-Year Review during <b>2020-2021</b> must submit review materials to the department head/chair.	<b>January 22, 2021</b>
<b>Department Personnel Committee</b> reviews PMYR reports and requests for funds.	<b>Due date set internally</b>
<b>Department Head/Chair</b> must notify their faculty members who are scheduled for Periodic Multi-Year Review during academic year <b>2021-2022</b> .	<b>April 30, 2021</b>
<b>Dean</b> submits the college's <b>2020-2021</b> Annual Periodic Multi-Year Reports (PMYRs) to the Provost's Office via Box upload.	<b>August 17, 2021</b>

<b>H. Non-Tenure Track Reappointments</b>		
<i>For faculty members whose current appointments expire August 31, 2021</i>	<i>If in second year of service</i>	<i>If in first year of service</i>
<b>Department Head/Chair</b> recommendations due in deans' office for reappointment or non-reappointment of faculty members	October 9, 2020	January 15, 2021
<b>Dean</b> recommendations due in Provost's Office for reappointment or non-reappointment of faculty members	November 20, 2020	February 1, 2021
<b>Department Head/Chair</b> must send notification of reappointment or expiration of appointment.	December 15, 2020 *	March 1, 2021 **
*If an initial two-year appointment terminates during an academic year, notification of reappointment or expiration of appointment must be given at least six months' in advance of its termination.		
** If an initial one-year appointment terminates during an academic year, notification of reappointment must be given at least three months' in advance of its termination.		
<i>For faculty members whose current appointments expire August 31, 2022</i>	<i>If in second or later year of service</i>	
<b>Department Head/Chair</b> recommendations due in dean's office for reappointment of faculty members	February 19, 2021	
<b>Dean</b> recommendations due in Provost's Office for reappointment of faculty members	April 16, 2021	
<b>Department Head/Chair</b> must send notification of reappointment or expiration of appointment.	August 15, 2021	
<i>For faculty at less than 50% FTE</i>	<i>Whose appointment concludes at the end of Fall 2020</i>	<i>Whose appointment concludes at the end of Spring 2021</i>
<b>Department Head/Chair</b> must send notification of reappointment or non-reappointment of appointment.	December 1, 2020	May 1, 2021

<b>I. Leaves without Pay</b>	
<b>Faculty member</b> applications for AY <b>2021-2022</b> due in department offices.	<b>December 11, 2020</b>
<b>Department Head/Chair</b> recommendations for AY <b>2021-2022</b> due in deans' offices.	<b>January 29, 2021</b>
<b>Dean's</b> recommendation for AY <b>2021-2022</b> due in the Provost's Office.	<b>February 19, 2021</b>
Final date for <b>faculty members</b> to apply for cancellation of previously approved leaves without pay for either or both semesters, <b>2021-2022</b> .	<b>April 16, 2021</b>

<b>J. Other Important dates</b>	
<b>No offer of appointment</b> Fall 2020 to tenure-track faculty members at another college or university should be made after this date without special clearance (AAU standard).	<b>May 1, 2021</b>
<b>Faculty members</b> should not resign/retire after this date (AAU standard).	<b>May 15, 2021</b>

### **K. Notification of Major Personnel Actions for 2021-2022**

- **Notice of a personnel review must be sent to the faculty member no later than the end of the third calendar week of the semester before the review is to be initiated.** **February 1 – February 19, 2021**
- **Faculty members must now submit all materials for external referees to review by May 1st of the semester before the review is to begin.** **May 1, 2021**
- **Faculty members must submit any remaining materials for inclusion in the basic file by the first week of the semester in which the review is to begin.** **September 10, 2021**