**A&S FACULTY AFFAIRS**

**AY 2020-2021 DEADLINES**

**06.12.20**

PTL contracts due for Fall 2020 (send to farecord@louisville.edu)

**07.24.20**

A&S will upload AY 2020-21 promotion and tenure materials to Interfolio to begin review process

A&S will upload calendar year pre-tenure review materials to Interfolio

**08.07.20**

Instructor Justification Forms due for Fall 2020 (send to farecord@louisville.edu)

**09.01.20**

CALENDAR YR PROMOTION AND TENURE CASES DUE TO PROVOST (Submitted by Faculty Affairs)

A&S will set up Interfolio cases for those eligible to apply for sabbatical

Requests due for optional extramural review (annual merit reviews)

Five-Year Chair Review notification

**09.15.20**

List of faculty going up for tenure & promotion in AY 2020-21 (including PTLs) due to Kitty de Voogd

**09.18.20**

Sabbatical Leave Requests due to A&S faculty affairs for AY 2021-2022 (via Interfolio)

**09.25.20**

A&S will upload pre-tenure review materials to Interfolio

**10.02.20**

Promotion and tenure cases due to the A&S Personnel Committee (send cases via Interfolio)

**Calendar yr tenure & promotion reviews:** submit extramural review materials to Yolanda Demaree (see **04.02.21** for details)

**Calendar yr pre-tenure reviews:** due to A&S Personnel Committee (send cases via Interfolio)

Sabbatical Leave Reports due for AY 2019-2020 and Spring 2020 (send to Yolanda Demaree)

**11.06.20**

PTL contracts due for Spring 2021 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

Optional extramural review requests due for pre-tenure and periodic career review

**11.20.20**

Promotion and tenure cases due to Dean, with ASPC recommendations and rebuttals.

Calendar Year pre-tenure cases due to Dean.

**01.04.21**

Instructor Justification Forms due for Spring 21

**01.08.21 (Estimated date)**

Summer 2021 Schedules Due

**01.15.21**

PROMOTION AND TENURE CASES DUE TO PROVOST (Submitted by Faculty Affairs)

SABBATICAL REQUESTS DUE TO PROVOST (Submitted by Faculty Affairs)

**01.22.21 (Estimated date)**

Fall 2021 Schedules Due

**01.29.21 (Estimated date)**

Spring 2022 Schedules Due

**02.05.21**

Calendar year 2021 promotion & tenure: A&S will upload materials to Interfolio to begin review process.

Five-year chair reviews due to Dean’s office

Periodic Career Reviews due to Dean’s office (submit to Cardbox)

Pre-tenure reviews due to A&S Personnel Committee (send cases via Interfolio)

Sabbatical Leave Reports due for Fall 2020

**02.08.21**

Annual Work Plans (AY 2021-2022) due (send to farecord@louisville.edu)

PTL & GTA reviews due for Spring 2020, Summer 2020, and Fall 2020 (submit to Cardbox).

Notification to departments of required personnel reviews for 21-22

Term faculty renewal requests and NEW term faculty hire requests (for AY 2021-2022) due to Dean’s office

**02.26.21**

Chairs return signed notice of AY 2021-2022 Personnel Actions form indicating mandatory, accelerated,

and optional promotion actions (send to Yolanda Demaree)

**03.12.21**

Tenure-track hiring requests due to Dean’s Office (for Aug. 2022 start date)

PTL contracts due for Summer 21 (send to farecord@louisville.edu)

**03.25.21**

**Calendar year promotion & tenure cases:** due to the A&S Personnel Committee (via Interfolio)

**04.02.21**

Candidates for promotion and tenure in AY 2021-2022 should send the following to Yolanda Demaree

* List of 12 potential extramural reviewers (include rank, affiliation, contact info, and a note re: any acquaintanceship)
* Verification of extramural reviewers form, signed by reviewee and department chair
* CV
* List of materials to be sent out (i.e., publications).
* Digital copies of those materials (or five paper copies of materials not available in electronic format)

**04.09.21**

Annual merit reviews for 2020 due to Dean’s office (please submit by Interfolio)

Department merit review summary spreadsheet—send to Yolanda Demaree

A&S Personnel Committee pre-tenure review recommendations due to Dean

**05.28.21**

**Calendar year tenure & promotion cases:** ASPC’s recommendations due to the Dean.

**06.11.21**

PTL contracts due for Fall 21 (send to farecord@louisville.edu)