

**A&S FACULTY AFFAIRS
AY 2021-2022 DEADLINES**

06.11.21

PTL contracts due for Fall 2021 (send to farecord@louisville.edu)

07.09.21

Chairs submit lists of faculty applying for AY 2022-23 sabbaticals (send to Yolanda Demaree)

07.23.21

A&S will upload AY 2021-22 promotion and tenure materials to Interfolio to begin review process

A&S will upload calendar year pretenure review materials to Interfolio

A&S will set up Interfolio cases for those applying for sabbaticals

08.06.21

Instructor Justification Forms due for Fall 2021 (send to farecord@louisville.edu)

08.13.21

Sabbatical Leave Requests due to A&S faculty affairs for AY 2022-2023 (via Interfolio)

09.01.21

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

Requests due for optional extramural review (for annual merit reviews); send to Yolanda Demaree

A&S Faculty Affairs will initiate any required 5-year department chair and endowed chair reviews

Chairs submit lists of PTLs seeking promotion in Fall 2021 (send to Yolanda Demaree)

09.15.21

A&S will send list of faculty going up for T&P in AY 2021-22 (including PTLs) to Kitty de Voogd

09.24.21

A&S will upload pretenure review materials to Interfolio

09.30.21

PTL promotion dossiers (including chair's letter) due to A&S; approved promotions effective Sp 22

10.01.21

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

Calendar yr tenure & promotion reviews: candidates submit extramural review materials to Yolanda Demaree (see **04.01.22** for details)

Calendar yr pretenure reviews: due to A&S Personnel Committee (send cases via Interfolio)

Sabbatical Leave Reports due for AY 2020-2021 and Spring 2021 (send to Yolanda Demaree)

10.15.21

SABBATICAL APPLICATIONS DUE TO PROVOST (Submitted by A&S Faculty Affairs)

11.05.21

PTL contracts due for Spring 2022 (send to farecord@louisville.edu)

Optional extramural review requests due for pretenure and periodic career review (Yolanda Demaree)

11.19.21

Promotion and tenure cases due to Dean, with ASPC recommendations and rebuttals (via Interfolio).

Calendar Year pretenure cases due to Dean (via Interfolio).

12.10.21

New term faculty hiring requests due:

<https://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/term-line-request>

We will continue to accept requests after the deadline, but this is the initial opportunity

01.04.22

Instructor Justification Forms due for Spring 22

01.07.22 (Estimated date)

Summer 2022 Class Schedules Due (contact: Jason Sievers)

01.14.22

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

01.21.22 (Estimated date)

Fall 2022 Class Schedules Due (contact: Jason Sievers)

01.28.22 (Estimated date)

Spring 2023 Class Schedules Due (contact: Jason Sievers)

02.04.22

Calendar year 2022 promotion & tenure: A&S will upload materials to Interfolio to begin review process.

Five-year chair & endowed chair reviews due to Dean's office (send to farecord@louisville.edu)

Pretenure reviews due to A&S Personnel Committee (send cases via Interfolio)

Sabbatical Leave Reports due for Fall 2021 (send to Yolanda Demaree)

02.11.22

Annual Work Plans (AY 2022-2023) due (send to farecord@louisville.edu)

A&S Faculty Affairs will notify departments of required personnel reviews for AY 2022-23

Term faculty renewal requests (for AY 2022-2023) due to A&S:

<https://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/term-line-renewal-request>

02.25.22

Chairs return signed notice of AY 2022-2023 Personnel Actions form indicating mandatory, accelerated, and optional promotion actions (send to Yolanda Demaree)

Periodic Career Reviews due to Dean's office (send to Yolanda Demaree)

03.01.22

GTA and PTL annual evaluations due (send to farecord@louisville.edu)

03.11.22

Tenure-track faculty hiring requests due to Dean's Office (for Aug. 2023 start date)
PTL contracts due for Summer 2022 (send to farecord@louisville.edu)

03.25.22

Calendar year promotion & tenure cases: due to the A&S Personnel Committee (via Interfolio)
Chairs submit lists of PTLs seeking promotion in Spring 2022

04.01.22

Candidates for promotion and tenure in AY 2022-2023 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 are due **04.15.22**)

04.08.22

Annual merit reviews for 2021 due to Dean's office (via Interfolio)
Chairs send department merit review summary spreadsheets to Yolanda Demaree
A&S Personnel Committee pretenure review recommendations due to Dean (via Interfolio)

4.30.22

PTL promotion dossiers (including chair's letter) due to A&S; approved promotions effective Fall 2022

05.27.22

Calendar year tenure & promotion cases: ASPC's recommendations due to the Dean (via Interfolio).

06.10.22

PTL contracts due for Fall 2022 (send to farecord@louisville.edu)