**A&S FACULTY AFFAIRS**

**AY 2023-2024 CALENDAR—REVISED 2.1.24**

**06.16.23**

PTL contracts due for Fall 2023 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

**07.31.23**

Chairs submit lists of faculty applying for AY 2024-25 sabbaticals (send to Yolanda Demaree)

**08.04.23**

A&S Faculty Affairs (ASFA) will make Interfolio cases available to promotion and tenure candidates

ASFA will make Interfolio cases available to calendar-year pretenure review candidates

**08.07.23**

Instructor Justification Forms (if required) due for Fall 2023 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

ASFA will make Interfolio cases available to sabbatical applicants

**09.01.23**

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

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

ASFA will initiate 5-year department chair and endowed chair reviews

Chairs submit lists of PTLs seeking promotion in Fall 2023 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

**09.08.23**

Sabbatical Leave Requests due to ASFA for AY 2024-2025 (via Interfolio)

**09.15.23**

ASFA will send list of faculty going up for T&P in AY 2022-23 (including PTLs) to Kitty de Voogd

**09.29.23**

ASFA will make Interfolio cases available to pretenure review candidates.

PTL promotion dossiers (including chair’s letter) due to A&S; approved promotions effective Sp 24

**10.02.23**

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 **04.05.24** for details)

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

Sabbatical Leave Reports due for AY 2022-2023 and Spring 2023 (send to Yolanda Demaree)

**10.15.23**

SABBATICAL APPLICATIONS DUE TO PROVOST (Submitted by ASFA)

**11.03.23**

PTL contracts due for Spring 2024 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

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

**12.01.23**

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

Calendar Year pretenure cases due to Dean (via Interfolio)

**12.08.23**

New term faculty hiring requests due (for August 2024 start dates):

<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

**01.05.24**

Instructor Justification Forms (if required) due for Spring 2024

**01.15.24**

PROMOTION AND TENURE CASES DUE TO PROVOST (Submitted by ASFA)

**02.02.24**

Calendar year 2024 promotion & tenure: ASFA will upload materials to Interfolio to begin review.

Five-year chair & endowed chair reviews due to Dean’s office (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

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

Sabbatical Leave Reports due for Fall 2023 (send to Yolanda Demaree)

**02.09.24**

Annual Work Plans (AY 2024-2025) **WITH SUMMER SALARY FROM GRANTS** due (send to

[farecord@louisville.edu](mailto:farecord@louisville.edu))

A&S Faculty Affairs will notify departments of required personnel reviews for AY 2024-25

Term faculty renewal requests (for AY 2024-2025) due to A&S:

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

**02.26.24**

Chairs return signed notice of AY 2024-2025 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)

**03.11.24**

Tenure-track faculty hiring requests due to Dean’s Office (for Aug. 2025 start date):

<https://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/Tenure-Track-Faculty-Hiring-Request-Form.pdf>

PTL contracts due for Summer 2024 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

**03.15.24**

2024-2025 AWPS (without summer salary from grants) are due ([farecord@louisville.edu](mailto:farecord@louisville.edu) )

**03.22.24**

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

Chairs submit lists of PTLs seeking promotion in Spring 2024

**04.05.24**

Candidates for promotion and tenure in AY 2024-2025 should send the following to Yolanda Demaree:

* List of 12 potential extramural reviewers (including 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 for review (i.e., publications).
* Digital copies of those materials (or five paper copies of materials not available in electronic format) are due **04.15.24**)

**04.08.24**

Annual merit reviews for 2023 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)

**04.15.24**

GTA and PTL annual evaluations due (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))

**04.26.24**

PTL promotion dossiers (including chair’s letter) due to A&S; approved promotions effective Fall 2024

**05.24.23**

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

**06.10.24**

PTL contracts due for Fall 2024 (send to [farecord@louisville.edu](mailto:farecord@louisville.edu))