

Schedule of ASU Academic Personnel Actions for Academic Year 2023-24

Academic Personnel Action from Unit	Unit files due to OAP/Dean's office	College files due to provost's office	Notification deadline	Notes
Promotion and Tenure Recommendation	September 18, 2023	December 2, 2023	May 12, 2024	Submit preliminary portfolios by September 8, 2023.
Sabbatical Leave Applications	October 2, 2023	January 15, 2024	December 15, 2023	If approved, leave effective during 2024-25. Make sure prior sabbatical reports have been filed.
Progress Toward Tenure	December 4, 2023	N/A	N/A	Required for all tenure-track faculty not going through Probationary or Promotion & Tenure Review
Evaluation of Probationary Faculty *	December 1, 2023	March 1, 2024	May 12, 2024	"Probationary Review"
Review for Renewal of Multi-Year Appointments*	January 4, 2024	March 1, 2024	May 12, 2024	
Promotion of Career-Track Faculty and Academic Professionals*	January 4, 2024	March 1, 2024	May 12, 2024	"Fixed-term promotion"
Evaluation of Conditional Contracts for Current Year	December 1, 2023	March 1, 2024	April 10, 2024	For 2022-23 Probationary candidates who were issued a conditional contract
Annual Performance Evaluations for Faculty/Academic Professionals	April 12, 2024 (<i>Spreadsheet and signed evaluation letters</i>)	N/A	March 29, 2024	Watch for memorandum from The College dean's office detailing timeline and process for annual review.

(see <https://provost.asu.edu/academic-personnel/personnel-processes> for corresponding process guides)

* By August 1, 2023, notify The College Office of Academic Personnel of all anticipated actions in this category including candidate name, current rank, & unit.