

Rank	<b>FH Provisions re: When Notice of Reappointment Must Be Received</b>  <b>Notes:</b> (i) an Academic Year begins with the first day of Fall semester and concludes with the last day of Spring Commencement May 8, 2020; (ii) Fall Semester begins with the first day of Fall classes 8/17/20 and concludes with the last day of Fall Commencement 12/11/20; (iii) Spring Semester begins with the first day of Spring classes 1/19/21 and concludes with the last day of Spring Commencement 5/08/21;	<b>2020-2021 Academic Year Deadline For Faculty Receipt of Notice</b>	<b>2020-2021 Deadline for Notification to Provost of Recommended Action</b>
Instructor in 1 <sup>st</sup> one-academic-year term	3.8.4.4 An initial appointment to the rank of instructor is for a probationary term of one academic year. The instructor may be reappointed successively for six terms of one academic year, a total of seven such terms. <i>At least 90 calendar days</i> before the first term of appointment ends, the instructor shall receive written notice whether, when the current term expires, the instructor will be reappointed at rank for another term, promoted to the rank of assistant professor, appointed to a special faculty appointment as provided in section 3.13, or not be reappointed.	February 7, 2021	January 08, 2021
Instructor in 2 <sup>nd</sup> one-academic-year term	3.8.4.4 An instructor appointed to a second one-year term shall receive a similar notice <i>not less than 180 calendar days</i> before that term ends. During the last 180 calendar days of the second consecutive year of employment, the institution may notify the instructor that employment will be terminated at the end of the third year of employment.	November 4, 2020	October 23, 2020
Instructor in 3 <sup>rd</sup> one-academic-year term	3.8.4.4 Before the end of the third consecutive term, an instructor who has not been notified that employment will be ended in that year as provided in the preceding sentence shall receive a written notice whether, when the current term expires, the instructor will be: * reappointed at rank, * promoted to the rank of assistant professor for a four year term, * appointed to a special faculty appointment as provided in section 3.13, of at least a one year duration, or * offered a terminal appointment of one academic year at the end of the current term.	May 8, 2021	April 23, 2021
Instructor in 4 <sup>th</sup> , 5 <sup>th</sup> , or 6 <sup>th</sup> one-academic-year term	3.8.4.4 Decisions shall be made with respect to these same options before the end of the fourth, fifth, and sixth consecutive term. No reappointment to the rank of instructor may be made after seven consecutive years of employment at that rank. (But see section 3.13, "Special Faculty Appointments.")	May 8, 2021	April 23, 2021
Assistant Professor in 3 <sup>rd</sup> year of initial 4 <sup>th</sup> academic-year probationary term	3.8.5.3 An initial appointment to the rank of assistant professor is normally for a probationary term of four academic years. Before the end of the third year of the four year probationary term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at that rank for a second probationary term of three years or not be reappointed.	May 8, 2021	April 09, 2021

Assistant Professor in 2 <sup>nd</sup> year of second probationary term of 3 academic years.	3.8.5.4 Before the end of the second year of the three year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the same or higher rank or not be reappointed.	May 8, 2021	January 09, 2021
Assistant Professor requesting promotion and tenure review one year earlier.	3.8.5.13 An Assistant Professor who has demonstrated exceptional performance by exceeding departmental criteria during their probationary period may request review for promotion to Associate Professor with tenure one year earlier than the mandatory year (see 3.8.5.14). An Assistant Professor must request review for promotion and tenure at the same time. If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in his/her review, he/she may request review in the following, mandatory year.	May 8, 2021	January 09, 2021
Assistant Professor with credit for 1 year of service elsewhere in 2 <sup>nd</sup> year of three-year initial probationary term	3.8.5.7 If one year of service elsewhere is counted, the initial contract will be for a probationary term of three years. Before the end of the second year of the first three year term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at the same rank for a second probationary term of three years or not be reappointed.	May 8, 2021	April 09, 2021
Assistant Professor with credit for 1 year of service elsewhere in 2 <sup>nd</sup> year of second three-year probationary term	3.8.5.7 Before the end of the second year of the second three year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the higher rank or not be reappointed.	May 8, 2021	January 09, 2021
Assistant Professor with credit for 2 years of service elsewhere in 2 <sup>nd</sup> year of three-year initial probationary term	3.8.5.8 If two years of service elsewhere are counted, the initial contract will be for a probationary term of three years. Before the end of the second year of the three year term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at the same rank for a second probationary term of two years or not be reappointed.	May 8, 2021	April 09, 2021
Assistant Professor with credit for 2 years of service elsewhere in 1 <sup>st</sup> year of two-year second probationary term	3.8.5.8 Before the end of the first year of the two year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the higher rank or not reappointed.	May 8, 2021	January 09, 2021
Assistant Professor with credit for 3 years of service elsewhere in 3 <sup>rd</sup> year of four-year initial probationary contract	3.8.5.9 If three years of service elsewhere are counted, the initial contract will be for a probationary term of four years. Before the end of the third year of the four year term, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the same or higher rank or not be reappointed.	May 8, 2021	January 09, 2021
Associate Professor during	3.8.6.3 An initial appointment to the rank of associate professor may be with tenure or for a	February 7, 2021	January 25, 2021

1 <sup>st</sup> year of service at ASU	<p>probationary term of up to five academic years. The length of this initial appointment takes into account credit toward tenure and promotion for service elsewhere.</p> <p>3.8.6.10 Before the end of the probationary term, the associate professor shall receive written notice whether she or he will be recommended for permanent tenure at the same or higher rank when the current term expires or not be reappointed, consistent with the [following] schedule . . . : (a) during the first year of service at the institution, the faculty member shall be given <b><i>not less than 90 calendar days' notice</i></b> before the employment contract expires. . .</p>		
Associate Professor during 2 <sup>nd</sup> year of service at ASU	3.8.6.10 During the second year of continuous service at the institution, the faculty member shall be given <b><i>not less than 180 calendar days' notice</i></b> before the employment contract expires.	November 4, 2020	October 23, 2020
Associate Professors in 3 <sup>rd</sup> year of service at ASU.	<p>3.8.6.10 after two or more years of continuous service at the institution, the faculty member shall be <b><i>given not less than 12 months'</i></b> notice before the employment contract expires.</p> <p>3.8.6.9 Associate Professors, not appointed with tenure, shall be reviewed for tenure no later than the fourth year of appointment except when the probationary period has been extended according to the provisions of 3.8.6.6, 3.8.6.7 and 6.2.</p> <p>It is now possible but not mandatory for associate professors to be considered for tenure and/or promotion during their third year of service. If they do apply for tenure and/or promotion, then those cases must be handled according to the January 10, 2020 deadline for the receipt of promotion and tenure recommendations in the Office of Academic Affairs.</p>	May 8, 2021	No review from Provost Office unless the associate professor applies for promotion and/or tenure, in which case the January 9, 2021 deadline for the receipt of promotion and tenure recommendations in the Office of Academic Affairs applies.
Special Faculty Appointments	<p>3.13.2 Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the departmental personnel committee (see Section 4.1.3.1). Among special faculty, only Lecturers or Senior Lecturers have unit or university voting rights as specified in Article II of the Faculty Constitution.</p> <p>3.13.7 Special faculty members who are paid shall be appointed for a specified term of service, as set out in writing in the letter of appointment. Appointments may be for a fixed term of one, two, three, four, or five years. The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be automatically granted or guaranteed when that term expires. <u>This institution shall not be obliged to give any notice before a current term expires as to whether appointment will be offered for a new term.</u></p>	No notice required	If special faculty are to be appointed to a new term, a Deans' Recommendation Form must be forwarded to the Office of Academic Affairs after recommendations have been received from the DPC and the department chair.