TO: CAS Chairs, Directors, and Administrators

FROM: Gareth McFeely, CAS Faculty Actions

SUBJECT: Fall 2013 Faculty Actions Deadlines

August 14, 2013

With the Fall 2013 semester right around the corner, I am writing to inform you of some important Faculty Actions deadlines. Please note that some of these deadlines may change for reasons beyond our control: any updates will be communicated by e-mail as soon as we are aware of the need for modification.

2014/2015 Leaves of Absence and Sabbaticals:

Requests for Leaves of Absence or Sabbaticals for the 2014/2015 academic year are due in the Office of Faculty Actions no later than Friday, December 6, 2013. Please ensure that you set an appropriate departmental submission deadline that takes this CAS deadline into account; the CAS deadline is significantly later than in prior years. Faculty who are applying for Boston University Center for the Humanities (BUCH) junior or senior fellowships may need to submit leave/sabbatical applications well in advance of this deadline, in line with BUCH policies.

Please keep the following points in mind:

• The Department Chair is responsible for ensuring that these requests are submitted properly and that all conditions outlined here are met.
• A comprehensive and careful departmental replacement plan is crucial to the review of any and all leave and sabbatical requests; teaching plans should correspond with the curriculum plan for 2014/2015 Class Scheduling & Teaching that your department will have submitted this October.
• Where possible, teaching responsibilities should be absorbed by other faculty. Small or non-essential courses should be cancelled. Teaching needs that cannot be transferred to other faculty should normally be met by part-time Lecturers on a per-course basis.
• Service and advising responsibilities are normally absorbed by other faculty within a department.

A complete dossier will include:

1. Academic Leave of Absence/Sabbatical Faculty Request Form (available at http://www.bu.edu/provost/files/2012/02/LoA_Sab-Form.pdf). A detailed description of
proposed leave/sabbatical plans (one-two pages) including a description of how the leave will lead to professional growth (not required for requests for medical or childbirth/parental leave, which do not have to adhere to the above schedule);


3. CV, not more than three months old. This is not required if a copy of the faculty member’s CV has been uploaded to the CAS server.

Please note that CAS does not accept hand-written leave of absence/sabbatical applications; hand-written applications will be returned to the department for revision. The only exception to this policy is for medical leave requests. CAS policies on leaves and sabbaticals are online at: http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-issues/sabbaticals-other-leaves-of-absence/

Part-Time Lecturers and Senior Teaching Fellows/Lecturers:

Recommendations for appointment or reappointment of part-time Lecturers and Senior Teaching Fellows/Lecturers for the Spring 2014 semester are due in the Office of Faculty Actions no later than Friday, November 15, 2013. Alex Lundsted (lundsted@bu.edu) will be managing the approval of these appointments.

Initial Appointments

Initial part-time appointments are limited to one semester. A complete part-time dossier includes:

1. Recommendation for Academic Appointment Form (available at http://www.bu.edu/provost/files/2012/02/Initial-Appointment-Form.pdf)
2. Chair's Memo of Recommendation;
3. Two Letters of Recommendation;
4. CV, not more than three months old;
5. Continuing student financial aid application (STF/Lecturers only);
6. Copy of Student Employment Authorization form (STF/Lecturers only).

All initial appointments for new faculty who have never previously worked at BU must include a social security number due to the requirements of SAP setup, as well as an indication of the new faculty member’s work authorization status (US citizen, permanent resident, or non-citizen visa holder). Please ensure you include a social security number in the initial paperwork, and use appropriate care in requesting this information from new faculty members. If anyone has a BU ID from a prior appointment, please use this on the paperwork to reduce the circulation of social security numbers. You may use the “Comments” field to indicate work authorization status.

Reappointments

A complete part-time dossier will include:

1. Recommendation for Part-Time Faculty Reappointment Form (available at http://www.bu.edu/provost/files/2012/02/PT-Reappointment-Form.pdf). This form includes a space for a Chair's evaluation. You may use this space, or provide a separate memo. Evaluations must address the faculty members grading practices, student course evaluations, and the result of a classroom visit conducted by a member of your department's faculty;
2. CV, not more than three months old;
3. Continuing student financial aid application (STF/Lecturers only);
4. Copy of Student Employment Authorization form (STF/Lecturers only).

Overbase Assignments for Spring 2014 Teaching:

Overbase part-time lecturer appointments for staff members are due no later than **Friday, November 15, 2013**: many such appointments require Provost’s approval. Requests for routine overbase payments for full-time faculty members are also due no later than **Friday, November 15, 2013**. Please use the College’s overbase form to make faculty overbase requests: [http://www.bu.edu/cas/files/2011/12/CAS-Overbase-Form-020113.pdf](http://www.bu.edu/cas/files/2011/12/CAS-Overbase-Form-020113.pdf).

Full-Time Faculty Reappointments – Professorial Faculty and Full-Time Lecturers:

Reappointment or non-reappointment papers for full-time faculty with a December 15, 2013 contract notification date will be due in Faculty Actions no later than **Friday, November 1, 2013**. Faculty in this small group are typically on short-term contracts of one to two years. I will be in touch later in the semester to confirm whether your department has any faculty in this group. The only paperwork required for these reappointments is a full-time faculty reappointment form: **a CV is not required if a copy of the faculty member’s CV has been uploaded to the CAS server.**

Research Faculty Reappointments:

Research faculty members (Research Assistant Professors, Research Associate Professors, and Research Professors) and academic researchers do not have standard reappointment dates due to the nature of their funding and appointments. Departments should monitor contract end dates for research faculty and ensure that reappointment paperwork is submitted at least **two months** before the expiration of the current contract. Please note that irrespective of the contract start and end dates, Research Faculty with professorial ranks are on a September 1 cycle for salary increases except in unusual circumstances.

Course Evaluations:

The course evaluation process is now handled by the office of Senior Associate Dean Susan Jackson; a member of staff will be in contact with you regarding the process and deadlines for Fall 2013.

Mid-Tenure Review/Tenure and Promotion Deadlines:

The deadline for submission of mid-tenure reviews is **Friday, December 6, 2013**. Kat Mor (kmor@bu.edu) will be in direct contact with departments who have faculty with mid-tenure reviews regarding the details of this process.

There are a small number of Fall deadlines for the 2014/2015 promotion-only process, as follows:

- **Sept/Oct 2013** Candidate officially elects to come up for review. Updated copy of CV submitted to CAS via department, for initial review by the divisional Associate Dean for faculty.
October 2013  Luncheon for all Department Chairs and Administrators with 2014/15 tenure and promotion or promotion-only cases.

October 2013  Informational luncheon for all promotion-only candidates. After the luncheon, candidates should officially decide whether they wish to come up for review. Updated copy of CV submitted to CAS via department, for initial review by the divisional Associate Dean for faculty.

November 1, 2013  Dean’s notification letter sent to 2014/15 promotion candidates

November 15, 2013  Department submits list of 20 potential external evaluators to CAS

November 26, 2013  Candidate electronically submits final version of CV to CAS, via department

November 26, 2013  Department submits websites (containing current CV, research statement and a sample of 5-12 significant publications) to be sent to external evaluators. Any hardcopy materials for the evaluators (books, manuscripts) should also be submitted at this time. CAS invites external evaluators to participate in the reviews.

The tenure and promotion process begins in the Spring semester. The first date on the calendar will be:

January 15, 2014  Dean’s notification letter sent to 2014/15 tenure and promotion candidates

Kat will communicate the full logistics, including detailed calendars, for both the tenure/promotion and promotion-only processes. Guidelines and calendars for both the tenure/promotion and promotion-only processes will also be made available at: http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-issues/tenure-and-promotion-policies-and-practices/

Please let me know if you have any questions about any of these deadlines. I can be reached at garethmc@bu.edu or at 3-2405.

cc:  Department/Program Administrators
    Richard Wright, Faculty Actions
    Katherine Mor, Faculty Actions
    Alexandra Lundsted, Faculty Actions
    CAS Dean
    CAS Associate Deans
    CAS Business Office
    Nancy Geourantas, Executive Assistant to the Dean
    Pat Farrell, Director of Communications