January 11, 2013

TO: CAS Chairs, Directors and Administrators

FROM: Gareth McFeely, CAS Faculty Actions

SUBJECT: Spring 2013 Faculty Actions Deadlines

I am writing to inform/remind you of some important Faculty Actions deadlines for the Spring 2013 semester.

These deadlines may occasionally change for reasons outside of our control; you will receive e-mailed updates if there are any changes to our deadlines.

Faculty Salary Review
The College has not yet received merit pool information from the Provost’s Office. As soon as such information is released, Richard Wright will be in contact with departments with a deadline for submission of merit materials. In the meantime, departments should continue with their regular internal merit review processes pending information on pool amounts. The instructional memorandum from last year’s merit process is available on the CAS website at http://www.bu.edu/cas/files/2011/12/CASMeritSpring2012Final1.pdf. An updated version, with 2013 dates, will be made available later in the semester.

External Activity Reports
External Activity Reports (EARs) are submitted online. The CAS deadline for submission of these reports is Monday, February 25, 2013. Please ensure that faculty members in your department comply with this deadline, and bear in mind that Chairs/Directors are asked to review the online submissions by department members. See also Richard Wright’s e-mail message of January 10 for further details.

Faculty Annual Reports
Faculty Annual Reports (FARs) are also due in CAS by Monday, February 25, 2013. They should be completed online. Faculty members complete the FAR online through the Faculty Link. Again, see also Richard Wright’s e-mail message of January 10 for further details on the FAR process. A hard copy of the cover page for each report should be delivered to Faculty Actions (copies of the entire document are not required), along with an up-to-date CV for each member of your faculty. Please review CVs before they are submitted to ensure that they are of recent date.
Summer Term
Appointment/reappointment papers and final salary sheets for both 2013 Summer Terms will be due in Faculty Actions no later than Friday, March 8, 2013. Appointment or reappointment papers are required for part-time lecturers and graduate students only. Please contact Alexandra Lundsted (lundsted@bu.edu) with any questions about Summer Term.

Secondary (Administrative) Appointments and Reappointments
Appointment or reappointment papers for Secondary Administrative Appointments for the 2013/2014 academic year are due in Faculty Actions no later than Friday, April 5, 2013. A complete Secondary Administrative (Re) Appointment dossier will include:

1. EITHER a Recommendation for Secondary Administrative Appointment form OR a Recommendation for Secondary Administrative Reappointment form (available at http://www.bu.edu/provost/ao/fas/forms-library/), as appropriate. Please be sure to complete all sections of the form, including the Work Assignment (one year’s worth), Secondary Appointment Duties, and Chair’s Evaluation.

2. An up-to-date CV.

Full-Time Faculty Reappointments
Reappointment or non-reappointment papers for full-time faculty with notification dates of either June 30, 2013 or August 31, 2013 are due in Faculty Actions no later than Friday, April 26, 2013. Faculty in this group are typically on the tenure-track or have been at the University for three years or longer. The August reappointment notification date will be phased out over the next number of years, following the shift in the University’s appointment and payroll cycles in 2011.

1. A complete reappointment or non-reappointment dossier includes: A Full-time Faculty Reappointment/Non-reappointment Form (available at http://www.bu.edu/provost/ao/fas/forms-library/) with your evaluation which should address, among other pertinent topics, student course evaluations, the results of any classroom visits conducted by you or other members of your department's faculty, and, where relevant, the faculty member’s mid-tenure review.

2. A copy of each faculty member’s CV, not more than three months old.

You will receive a full list of faculty in this group in the first half of the semester; if you have questions about any specific faculty members, please contact me. I have already contacted all departments with faculty on a March 1 reappointment cycle.

We do not provide reappointment triggers for grant-funded faculty, faculty with secondary appointments, or academic researchers, many of whom have non-standard appointment cycles. Please ensure that you track all members of your department in these groups to ensure that appointments do not lapse unless the faculty member/researcher leaves the department.

Part-Time Faculty Appointments and Reappointments for Fall 2013
Part-time faculty (re)appointment paperwork should be submitted as early as is reasonably possible, ideally by July 1, 2013 with the exception of (re)appointments driven by enrollments
over the summer period. It is essential to submit all paperwork for new appointments before the beginning of the teaching semester given the need to verify faculty work authorization status.

**Course Evaluations**
The course evaluation process is now handled through Lorraine Dooley’s office. Please contact Lorraine directly ([ldooley@bu.edu](mailto:ldooley@bu.edu)) with any questions about this process.

**Searches**
Based on the current planning process, initial requests to conduct faculty searches during the 2013/2014 academic year will be due in the Office of Faculty Actions no later than **Friday, April 5, 2013**. A more detailed memorandum on this subject will be sent to all Chairs and Directors later in the semester, but you can expect the process to be similar to that followed in 2012/2013, and it will involve a discussion at a future Council of Chairs and Directors (CCD) meeting. The memorandum on 2012/2013 searches is available online at: [http://www.bu.edu/cas/files/2012/04/PrelimSearchPriorities-Call2012-Final.pdf](http://www.bu.edu/cas/files/2012/04/PrelimSearchPriorities-Call2012-Final.pdf)

An updated version will be circulated and posted to the CAS website shortly. An initial search request is a one-two page document as outlined in the above search memorandum: you are *not* required to submit a full set of search materials in April.

**Mid-Tenure Reviews**
Mid-tenure reviews now take place in the sixth semester of tenure-track appointments. Kat Mor ([kmor@bu.edu](mailto:kmor@bu.edu)) will be in contact with all departments regarding candidates who are currently in their sixth semester. The memo of explanation and forms are available at [http://www.bu.edu/cas/pdfs/faculty-staff/MidTenureReview.pdf](http://www.bu.edu/cas/pdfs/faculty-staff/MidTenureReview.pdf). The tentative due date for Spring 2013 mid-tenure reviews is **Friday, April 26, 2013**.

**Tenure and Promotion**
Kat Mor ([kmor@bu.edu](mailto:kmor@bu.edu)) has sent initial information regarding the 2013/2014 tenure/promotion review processes to departments with candidates for tenure and/or promotion in the next cycle. Departments with tenure and/or promotion candidates will also receive invitations to a training session for Chairs and administrators. Updated tenure and promotion materials will be available on the CAS website at: [http://www.bu.edu/cas/faculty-staff/forms/](http://www.bu.edu/cas/faculty-staff/forms/).

Please let me know if you have any questions about these deadlines. I can be reached at [garethmc@bu.edu](mailto:garethmc@bu.edu) or 3-2405. Best wishes for the Spring semester.

cc: CAS Dean and Associate Deans
   - Richard Wright
   - Katherine Mor
   - Alexandra Lundsted
   - Patrick Farrell
   - Jeremy Schwab
   - Lorraine Dooley
   - Nancy Geourntas