TO: CAS Chairs, Directors, and Administrators
FROM: Laura Wipf, Director of CAS Faculty Actions
SUBJECT: Fall 2019 Faculty Actions Deadlines

With the Fall 2019 semester right around the corner, I am writing to inform you of some important Faculty Actions deadlines. A summary of the deadlines can be found below; please review the memo for instructions regarding each action.

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Note: Some deadlines may change for reasons beyond our control: any updates will be communicated by e-mail as soon as we are aware of any need for modification.
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 2020 semester are due to the Office of Faculty Actions no later than **Friday, September 27, 2019.** If you have questions, please contact Michael Kadlick (mkadlick@bu.edu).

Please note that Departments and Programs need to notify Part-Time Lecturers of their specific course assignments in writing (email is sufficient) prior to submitting the appropriate appointment paperwork. In general, Part-Time Lecturers are covered by the Service Employees International Union, Local 509. The Union contract can be found [here](#), and Departments/Programs should be familiar with its contents.

**Initial Appointments**

A complete part-time dossier includes:

1. Recommendation [Form](#);
2. Chair's Memo of Recommendation;
3. Two Letters of Recommendation;
4. CV uploaded to the CAS server, not more than **three** months old;
5. Continuing student financial aid application (STF/Lecturers only – submitted to GRS Financial Aid directly);
6. Copy of Student Employment Authorization form (STF/Lecturers only – submitted to GRS Financial Aid directly).

In order to set up new faculty (those who have never previously worked at BU) correctly in SAP, please include an indication of the new faculty member’s work authorization status (US citizen, permanent resident, or non-citizen visa holder) in the “Comments” field. If anyone has a BU ID from a prior appointment, please use this on the paperwork.

**Reappointments**

A complete part-time dossier will include:

1. Recommendation for Part-Time Faculty Reappointment [Form](#). 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 member’s grading practices, student course evaluations, and the result of a classroom visit conducted by a member of your department's faculty. It is necessary to comment on any low evaluations or other negative information and on steps taken to address the negative evidence with the faculty member;
2. CV uploaded to the CAS server, not more than **three** months old;
3. Continuing student financial aid application (STF/Lecturers only – submitted to GRS Financial Aid directly);
4. Copy of Student Employment Authorization form (STF/Lecturers only – submitted to GRS Financial Aid directly).
Full-Time Faculty Reappointments:

Professorial Faculty and Full-Time Lecturers:

Reappointment or non-reappointment papers for full-time faculty with a December 15, 2019 contract notification date are due to Faculty Actions no later than **Friday, October 25, 2019**. I will be in touch later in the semester to confirm whether your department has any faculty in this group.

A complete dossier will include:

- Reappointment/Non-Reappointment Form for Full-Time Faculty (includes space for Chair’s/Director’s recommendation)
- CV uploaded to the CAS server, not more than **three** months old;

Research Faculty and Academic Researcher 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 need to monitor contract end dates for research faculty to ensure that reappointment paperwork is submitted at least two months before the expiration of their 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.

A complete dossier will include:

1. Recommendation for Research Faculty Reappointment Form (includes space for Chair’s recommendation)
2. CV uploaded to the CAS server, not more than **three** months old;
3. Annual Performance Appraisal, if not already submitted (Academic Researchers only)
4. Signed Intellectual Property Agreement (if not already on file – contact Faculty Actions to confirm; Intellectual Property policy can be found [here.](#))

Overbase Assignments for Spring 2020 Teaching:

Overbase part-time lecturer appointments for staff members as well as requests for routine overbase payments for full-time faculty members are due no later than **Wednesday, November 13, 2019**: since many such appointments require Provost’s approval. Please use the CAS overbase form to make both faculty and staff overbase requests.

2020/2021 Academic Leaves of Absence and Sabbaticals:

Requests for Academic Leaves of Absence, Sabbaticals, Junior Scholar Leaves, and Full-Time Lecturer Professional Development Leaves for the 2020/2021 academic-year are due to the Office of Faculty Actions no later than **Monday, December 2, 2019**. Please keep the following points in mind:

1. The Department Chair is responsible for ensuring that these requests are submitted properly and that all conditions outlined here are met.
2. A comprehensive and careful departmental replacement plan is crucial to the review of any and all leave and sabbatical requests (including Junior Scholar Leaves, Professional Development Leaves, and any other negotiated leaves of absence). Teaching plans should correspond with the curriculum plan for 2020/2021 Class Scheduling & Teaching that your department submits in October.

3. 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.

4. Service and advising responsibilities are normally absorbed by other faculty within a department.

5. Faculty who are on an international visa need to check in with the International Students & Scholars Office to ensure that their sabbatical or leave is compliant with their current visa.

A complete dossier will include:

1. Academic Leave of Absence/Sabbatical Faculty Request Form. Please provide a detailed description of the proposed leave/sabbatical plan (one-two pages), including a description of how the leave will lead to the faculty member’s professional growth.

2. Academic Leave of Absence/Sabbatical Department Chair’s Evaluation.

3. CV, not more than three months old should be uploaded to the CAS server.

Note: CAS does not accept hand-written leave of absence/sabbatical applications; hand-written applications will be returned to the department for resubmission. The only exception to this policy is for medical leave requests. CAS policies on leaves and sabbaticals can be found within the Faculty & Staff Handbook.

Mid-Tenure Review:

The deadline for submission of mid-tenure reviews is Friday, December 6, 2019. The Tenure and Promotion Coordinator, Alex Lundsted (lundsted@bu.edu) will contact departments who have faculty with an upcoming mid-tenure review to provide details of this process.

Promotion to Professor

Alex Lundsted (lundsted@bu.edu) has sent initial information regarding the 2020/2021 promotion to Professor review process to all departments. Updated information about the promotion review process is available at http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/tenure-and-promotion-policies-and-practices/. Additionally, a calendar of the tenure and promotion to Professor review schedules can be found at http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/tenure-and-promotion-policies-and-practices/cas-tenure-and-promotion-schedule/ and http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/tenure-and-promotion-policies-and-practices/promotion-only-reviews/, respectively.

Please let me know if you have any questions about any of these deadlines. I can be reached at lwipf@bu.edu or at 353-2404.

cc: CAS Dean
    CAS Associate Deans
Richard Wright, Assistant Dean/Faculty Actions
Alex Lundsted, Tenure & Promotion Coordinator/Faculty Actions
Michael Kadlick, Sr. Program Coordinator/Faculty Actions
CAS Business Office
Nancy Geourntas, Executive Assistant to the Dean
Jeremy Schwab, Director of Communications