September 1, 2011

TO: CAS Chairs and Directors

FROM: Gareth McFeely, CAS Faculty Actions

SUBJECT: Fall 2011 Faculty Actions Deadlines

With the Fall 2011 semester virtually upon us, 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.

2012/2013 Leaves of Absence and Sabbaticals:

Requests for Leaves of Absence or Sabbaticals for the 2012/2013 academic year are due in the Office of Faculty Actions no later than Friday, October 14, 2011. Please ensure that you set an appropriate departmental submission deadline that takes this CAS deadline into account.

Please keep the following points in mind:

- 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 submitted by your department.
- Where possible, teaching responsibilities should be absorbed by other faculty, and small or non-essential courses should be cancelled. Teaching needs that cannot be transferred to existing 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/ao/fas/forms-library/);
2. A detailed description of proposed leave/sabbatical plans including an explanation of how the leave/sabbatical will lead to professional growth (not required for requests for medical or maternity/parental leave, which do not have to adhere to the above schedule);
4. CV, not more than three months old.

Please note that neither our office nor the Provost’s Office accepts 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.
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 2012 semester are due in the Office of Faculty Actions no later than Monday, November 14, 2011 (Note: This deadline is several weeks later than in previous years to give departments additional time to make Spring assignment decisions). Anna Bakanova will be managing the approval of these appointments.

Initial Appointments

Initial part-time appointments are limited to a one-semester duration. A complete part-time dossier will include:

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

All initial appointments for new faculty who have never previously worked at BU must now include a social security number due to the requirements of SAP setup. Please insure that 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.

Reappointments

A complete part-time dossier will include:

1. Recommendation for Part-Time Faculty Reappointment Form (available at http://www.bu.edu/provost/ao/fas/forms-library/). 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 2012 Teaching:

Overbase part-time lecturer appointments for staff members are due no later than Tuesday, November 1, 2011: all such appointments require Provost’s approval. Requests for routine overbase payments for full-time faculty members are due no later than Tuesday, November 15, 2011.

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

Reappointment or non-reappointment papers for full-time faculty with a December 15, 2011 notification date will be due in Faculty Actions no later than Friday, October 28, 2011. Faculty in this group are typically on short-term contracts of one or two years. I will be in touch later in the semester to confirm whether your department has any faculty in this group; most departments will not have faculty in this category.

Research Faculty Reappointments:

Research faculty members 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 (reappointments for Research Assistant Professors, Research Associate Professors, and Research Professors must be approved by the Provost). 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 Assistant Dean Lorraine Dooley’s office; she will be in contact with you regarding the process and deadlines for Fall 2011. Please contact Lorraine directly if you have questions about this process (ldooley@bu.edu).

Mid-Tenure Review/Tenure and Promotion Deadlines:

The deadline for submission of mid-tenure reviews is Friday, December 2, 2011. Kat Mor 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 promotion only process, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>November 1, 2011</td>
<td>Dean’s notification letter sent to 2012/13 promotion candidates</td>
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<tr>
<td>November 20, 2011</td>
<td>Department submits list of 20 potential external evaluators to CAS</td>
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<td>Candidate submits electronic CV to CAS, via department</td>
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<tr>
<td>December 1, 2011</td>
<td>Department submits 15 external evaluator packets (including current CV and appropriate representative publications) to CAS</td>
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<td>CAS writes to potential external evaluators</td>
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The tenure and promotion process begins in the Spring semester. The first date on the calendar will be:

**January 16, 2012**  Dean’s notification letter sent to 2012/13 tenure and promotion candidates

Kat will also communicate the full logistics, including detailed calendars, for both the tenure/promotion and promotion only processes.

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

cc: Department/Program Administrators
    Richard Wright, Faculty Actions
    Katherine Mor, Faculty Actions
    Anna Bakanova, Faculty Actions
    CAS Dean
    CAS Associate Deans
    CAS Business Office
    Michael Mercurio
    Pat Farrell
    Julie Sandell, Associate Provost