January 7, 2022

TO: CAS Chairs, Directors, and Administrators
FROM: Laura Wipf, CAS Director of Faculty Actions
SUBJECT: Spring 2022 Faculty Actions Deadlines

I am writing to inform you of some important Faculty Actions deadlines for the Spring 2022 semester. A summary of the deadlines can be found below; please review the memo for instructions regarding each action.

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<td><strong>Summer Term Appointments/Reappointments</strong></td>
<td>Submitted by administrators on CAS e-routing system</td>
<td>Friday, January 28, 2022</td>
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<td><strong>External &amp; International Activity Reports (EIARs)</strong></td>
<td>Online by individual faculty</td>
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<td><strong>Faculty Annual Reports (FARs)</strong></td>
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<td><strong>Secondary (Administrative) Appointments/Reappointments</strong></td>
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<td><strong>Part-Time Faculty Appointments/Reappointments for Fall 2022</strong></td>
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*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. Further details about the process for the provisional merit will be made available later in the semester.

External & International Activity Reports
External & International Activity Reports (EIARs) are submitted online through My CV. The CAS deadline for submission of these reports is Monday, February 21, 2022. Please ensure that faculty members in your department comply with this deadline, and bear in mind that Chairs/Directors should review the online submissions of their department members.

Faculty Annual Reports
Faculty Annual Reports (FARs) are also due by Monday, February 21, 2022. They should be completed online through My CV. Additionally, a current CV must be uploaded electronically for each member of your faculty. For instructions on how to upload CVs, visit http://www.bu.edu/cas/files/2014/01/CV-server-uploading-instructions.pdf. Department chairs are responsible for reviewing the CVs before they are submitted to ensure that they are updated. For departments that have faculty CVs online, this is a good opportunity to make sure your department website is updated with current faculty CVs.

Summer Term
Appointment/reappointment paperwork and final salary sheets for both 2022 Summer Terms are due in Faculty Actions no later than Friday, January 28, 2022. Appointment or reappointment paperwork is only required for part-time lecturers and graduate students. Please contact Michael Kadlick (mkadlick@bu.edu) with any questions about Summer Term.

Secondary (Administrative) Appointments and Reappointments
Appointment or reappointment paperwork for Secondary Administrative Appointments for the 2021/2022 academic-year is due to Faculty Actions no later than Friday, March 4, 2022. A complete Secondary Administrative (Re) Appointment dossier includes:

1. EITHER a Recommendation for Secondary Administrative Appointment form OR a Recommendation for Secondary Administrative Reappointment form (available at http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/), as appropriate. Please be sure to complete all sections of the form, including the Work Assignment, Secondary Appointment Duties, and Chair’s Evaluation.
2. A CV, not more than three months old. Please upload CVs to the server.

Part-Time Lecturers
Recommendations for appointment or reappointment of part-time Lecturers for the Fall 2022 semester are due to the Office of Faculty Actions no later than Monday, March 7, 2022. 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.

Full-Time Faculty Reappointments
Reappointment or non-reappointment paperwork for full-time faculty with notification dates of either June 30, 2022 or August 31, 2022 is due to Faculty Actions no later than Monday, March 21, 2022. Faculty in this group are typically on the tenure-track or have been at the University for three years or longer. A complete reappointment or non-reappointment dossier includes:

1. A Full-time Faculty Reappointment/Non-reappointment Form (available at http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/) with your evaluation addressing 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 CV, not more than three months old. Please upload CVs to the server.

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. We will soon contact all departments with faculty on the March 1 reappointment cycle.

We do not provide reappointment reminders 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.

Mid-Tenure Reviews
Mid-tenure reviews take place in the sixth semester of tenure-track appointments. Alex Bellan (lundsted@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/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/mid-tenure-review/. The due date for Spring 2022 mid-tenure reviews is Friday, April 22, 2022.

Tenure and Promotion
Alex Bellan (lundsted@bu.edu) has sent initial information regarding the 2022/2023 tenure/promotion review processes to departments with candidates for tenure and/or promotion in the next cycle. Updated information about the tenure and 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 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 these deadlines. I can be reached at lwipf@bu.edu or 3-2404. Best wishes for the Spring semester.

cc: CAS Dean and Associate Deans
    Richard Wright, Assistant Dean/Faculty Actions
    Alex Bellan, Tenure & Promotion Coordinator/Faculty Actions
    Michael Kadlick, Senior Program Coordinator/Faculty Actions
    CAS Business Office
    Nancy Geourntas, Executive Assistant to the Dean