

January 4, 2024

TO: CAS Chairs, Directors, and Administrators
FROM: Alex Bellan, Director of Faculty Actions
SUBJECT: **Spring 2024 Faculty Actions Deadlines**

With the Spring 2024 semester just 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.

<u>Action</u>	<u>Submission</u>	<u>Deadline</u>
Summer Term Appointments/Reappointments	Submitted by administrators on CAS e-routing system	Friday, January 19, 2024
External & International Activity Reports (EIARs)	Online by individual faculty through MyCV	Friday, February 23, 2024
Faculty Annual Reports (FARs)	Online by individual faculty through MyCV	Friday, February 23, 2024
Part-Time Faculty Appointments/Reappointments for Fall 2024	Submitted by administrators on CAS e-routing system	Friday, March 1, 2024
Full-Time Faculty Reappointments	Submitted by administrators on CAS e-routing system	Friday, March 22, 2024
Secondary Administrative Appointments/Reappointments	Submitted by administrators on CAS e-routing system	Friday, April 12, 2024
Overbase Assignments for Spring 2024 Teaching	Submitted by administrators on CAS e-routing system	Friday, April 19, 2024
Mid-Tenure Reviews	Uploaded by administrators to Tenure and Promotion web server	Friday, April 26, 2024
Research Faculty and Academic Researcher Reappointments	Submitted by administrators on CAS e-routing system	Variable: Two months before the expiration of the current contract. See memo below for more info.

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.

Summer Term

Appointment/reappointment paperwork and final salary sheets for Summer Term 1, 2024 and Summer Term 2, 2024 are due in Faculty Actions no later than **Friday, January 19, 2024**. Appointment or reappointment paperwork is only required for part-time lecturers and graduate students. Please review the required documents (<https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/>) to ensure you submit a complete appointment packet. Salary sheets should be signed by the department chair and sent via email to Jules Bulafka (jrbulafk@bu.edu). Please contact Jules with any questions about Summer Term paperwork.

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 **Friday, February 23, 2024**. 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 **Friday, February 23, 2024**. 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.

Part-Time Lecturer Appointments/Reappointments

Paperwork for appointment or reappointment of part-time Lecturers for the Fall 2024 semester are due to the Office of Faculty Actions no later than **Friday, March 1, 2024**. Please review the required documents (<https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/>) to ensure you

submit a complete appointment packet. If you have questions, please contact Arthur Peterson (apeter@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 a notification date of June 30, 2024 is due to Faculty Actions no later than **Friday, March 22, 2024**. Please review the required documents (<https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/>) to ensure you submit a complete appointment packet.

You will receive a full list of faculty members in this group later in January; if you have questions about any specific faculty members, please contact Arthur Peterson (apeter@bu.edu).

Secondary Administrative Appointments and Reappointments

Appointment or reappointment paperwork for Secondary Administrative Appointments for the 2024/2025 academic-year is due to Faculty Actions no later than **Friday, April 12, 2024**. Please review the required documents (<https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/>) to ensure you submit a complete appointment packet. If you have questions about paperwork or your administrative stipend pool, please contact Arthur Peterson (apeter@bu.edu).

Overbase Teaching Assignments for Fall 2024 Teaching:

Overbase payment requests for teaching above a full-time faculty member's normal teaching load are due no later than **Friday, April 19, 2024**.

Please see <https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/> for a listing of required materials to be submitted and links to relevant forms.

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 now on a July 1 cycle for salary increases except in unusual circumstances.

Please see <https://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/> for a listing of required materials to be submitted and links to relevant forms.

Mid-Tenure Reviews

Mid-tenure reviews take place in the sixth semester of tenure-track appointments. Gina Halabi (ghalabi@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 2024 mid-tenure reviews is **Friday, April 28, 2024**.

Tenure and Promotion

Gina Halabi (ghalabi@bu.edu) has sent initial information regarding the 2024/2025 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 us know if you have any questions about these deadlines. Best wishes for the Spring semester.

cc: CAS Dean and Associate Deans
CAS Business Office
CAS Communications