

ASPT Calendar 2023- 2024

Illinois State University

This calendar of ASPT activities at Illinois State University for 2023-2024 is based on actions and deadlines described in the document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2023, as approved by the Faculty Caucus of the Academic Senate in Spring 2022 and subsequently amended (hereinafter “*ASPT Policies*”). Articles and sections cited in this calendar refer to articles and sections in *ASPT Policies*. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next business day after the closing. Entries in the “Date for 2023-2024” column of this calendar comply with that provision.

Questions or comments regarding this ASPT calendar may be directed to Dr. Craig Gatto, Associate Vice President for Academic Administration, Policy, and Faculty Affairs, Office of the Vice President for Academic Affairs and Provost, Illinois State University, Phone: (309) 438-7018; Email: cgatto@ilstu.edu.

Calendar, All Activities

Calendars by Activity

Reappointment

Promotion and Tenure

Performance Evaluation

Cumulative Post-Tenure Review

Review and Reporting Requirements

ASPT Elections and Designations

ASPT Calendar 2023-2024: All Activities

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Date per <i>ASPT Policies</i>	Date for 2023-2024	Action per <i>ASPT Policies</i>
February 1	Thursday, February 1, 2024	The Provost shall give notice of termination not later than February 1 of the second academic year of service. If the appointment terminates during an academic year, the Provost shall give notice of termination at least six months in advance of the termination.
March 1	Friday, March 1, 2024	The Provost shall give notice of termination not later than March 1 of the first academic year of service. If a one-year appointment terminates during an academic year, the Provost shall give notice of termination at least three months in advance of the termination.
At least twelve months before the termination of an appointment after two or more years of service	Wednesday, May 15, 2024	The Provost shall notify a third- or subsequent-year faculty member who will not be reappointed at least twelve months before the termination of the appointment that the faculty member’s last day of employment is May 15 of the following year. If the appointment is at least twelve months and terminates during an academic year, the Provost shall notify the faculty member at least twelve months prior to the end of the appointment period.

Non-reappointment recommendations may be appealed by a faculty member on procedural grounds, as provided in Section XVII.K. Because non-reappointment recommendations can be forwarded at different times during the academic year, there are no fixed calendar dates associated with non-reappointment appeals. See Section XVII.K and Appendix 8 of ASPT policies for a description of non-reappointment appeal actions and timelines.

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Date per ASPT Policies	Date for 2023-2024	Action per ASPT Policies
November 1	Wednesday, November 1, 2023	Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15	Prior to Friday, December 15, 2023	DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 business days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XVII.D.
December 15	Friday, December 15, 2023	DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.
February 1	Thursday, February 1, 2024	CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XVII.D.
March 1	Friday, March 1, 2024	CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
March 10	Monday, March 11, 2024	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must inform the chair of the Faculty Review Committee (FRC) that he/she intends to file an appeal of the recommendation of the DFSC/SFSC or CFSC. The chair of the FRC must acknowledge receipt of this communication within 5 business days of having received it.
March 15	Friday, March 15, 2024	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file an appeal as defined in Section XVII.C to the Faculty Review Committee (FRC). See also Section XVII.H.3.

Date per ASPT Policies	Date for 2023-2024	Action per ASPT Policies
April 15	Monday, April 15, 2024	The FRC must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Section XVII.G.3.
April 30	Tuesday, April 30, 2024	Provost's recommendation for any non-appealed or appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.
May 15	Wednesday, May 15, 2024	Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

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Date per ASPT Policies	Date for 2023-2024	Action per ASPT Policies
January 5	Friday, January 5, 2024	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
February 1	Thursday, February 1, 2024	DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 business days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XVII.B.
February 15	Thursday, February 15, 2024	DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
February 25	Monday, February 26, 2024	Faculty members who wish to appeal their annual performance evaluations to the CFSC must notify the appropriate CFSC chairperson of their intention to do so in writing. The chair of the CFSC shall respond to the faculty member in writing acknowledging receipt of the written notification of the intent to file an appeal within 5 business days of its receipt.
March 1	Friday, March 1, 2024	Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
March 31	Monday, April 1, 2024	All appeals to the CFSC of performance-evaluation recommendations must be completed and CFSC decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Section XVII.I.

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Date per ASPT Policies	Date for 2023-2024	Action per ASPT Policies
January 5	Friday, January 5, 2024	All faculty members scheduled for cumulative post-tenure review must submit their materials.
February 15	Thursday, February 15, 2024	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
February 25	Monday, February 26, 2024	Faculty member's last day to respond in writing or in person to the DFSC/SFSC cumulative post-tenure review evaluation and/or remediation plan.
March 8	Friday, March 8, 2024	The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 22	Friday, March 22, 2024	A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days. Appeals will be held under the provisions of Section XVII.J.
April 15	Monday, April 15, 2023	Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.

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March 31	Monday, April 1, 2024	Annually by March 31, each DFSC/SFSC must review its Department/School policies and procedures based on that academic year’s work and any informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review. Any updates proposed by the DFSC/SFSC and approved by department/school faculty vote shall be submitted to the appropriate CFSC, which will approve them for their conformity to College standards and University policies and procedures.
April 15	Monday, April 15, 2024	Departments and Schools shall submit reports of the final results of faculty annual performance evaluations to the Provost, with the Dean’s signature, listing those evaluated as having unsatisfactory performance, all others evaluated, and those not evaluated. These reports are initiated by the Department/School and routed through the Dean’s Office for submission to the Provost by the April 15 deadline.
May 1	Wednesday, May 1, 2024	Each CFSC shall submit an annual report summarizing promotion and tenure recommendations to its College Council and the URC (see IV.D.3).
		Each CFSC shall submit an annual written report to the URC and the Provost that enumerates all performance-evaluation appeals and all cumulative post-tenure review appeals and describes their disposition (see XVII.I.10 and XVII.J.9).
		The CFSC shall submit to the URC the fifth-year review of College Standards or, in the interim, proposed revisions to College Standards.
		The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (See III.F). <i>[Note: URC is asked to forward the report to the Academic Senate office.]</i>

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July 1	Monday, July 1, 2024	Should a dean recuse from a CFSC, an associate dean previously designated by the Dean to substitute in disciplinary cases will chair the CFSC deliberations. Substitutes and the order in which they will succeed one another in case of conflict or lack of availability will be designated annually on July 1.
April 15	Monday, April 15, 2024	Members to the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected. Each College Dean shall inform the Provost of individuals elected to the University Review Committee and individuals elected to the Faculty Review Committee.
May 1	Wednesday, May 1, 2024	Members to the Department/School Faculty Status Committee must have been elected.