

ACADEMIC YEAR TIMETABLE FOR THE REVIEW OF NSF FOR CONTINUING APPOINTEE STATUS (Expected to Complete 18 Quarters of Service in AY)

Date Range	Description	Associated Certification*
By 10/28 (last Friday in October)	Department Chairs take one of the following actions based on the previous year’s instructional needs assessment results: <ul style="list-style-type: none"> • If instructional need does not exist, Chair notifies NSF. • If instructional need for NSF exists, Chair notifies NSF of purpose, timing, criteria and procedures to be used in evaluation and department begins preparing file. 	1
1/6- 2/10 (first Friday in January – second Friday in February)	Department completes file and makes file available to NSF for initial review. NSF has up to 7 calendar days to respond to contents of file.	2, 3, 4, 5, 6
1/30– 2/27 (last Monday in January – last Monday in February)	Department reviews file. Departmental review process must include a review by a committee in accordance with Article 7b.§E.4 of the Non-Senate Instructional Unit MOU. Department letter is prepared. The file should indicate if the previously approved projected need for the individual has changed. NSF has up to 7 calendar days to respond to the department letter.	7, 8
3/6 (first Monday in March)	NSF file(s) due in Dean's Office. The files may be sent to the Dean’s Office as they are processed.	---
4/3 (first business day in April)	NSF file(s) in electronic format are due in Academic Personnel for NSF Excellence Review Committee (NSFERC) for review.	---
By 5/1 (first Monday in May)	An electronic copy of the NSFERC report and recommendations is sent to the Dean’s Office by Academic Personnel, for addition to the file prior to the Dean’s review.	---
6/19 (third Monday in June)	Dean completes review of NSF Excellence Review files. If a change in the instructional need percentage (base percent) is approved by the Dean, the change must be explicitly stated in the Dean’s decision, including the new instructional need percentage. A copy of the Dean’s review/decision is sent to Academic Personnel to be included with the official review file.	---
6/30 (last business day in June)	Dean notifies NSF of Excellence Review decision by letter no later than this date.	---

Note: The certification number(s) specified in the right-most column of each row should be completed in conjunction with the activity in that row.