

- EXCELLENCE REVIEWS -
AY 2024-2025 TIMETABLE FOR THE REVIEW OF NSF FOR CONTINUING APPOINTEE STATUS
(Expected to Complete 18 Quarters of Service in AY 2024-2025)

Date Range	Description
10/25/24 (Last Friday in October)	Department Chairs notifies NSF of purpose, timing, criteria and procedures to be used in evaluation and department begins preparing file. If instructional need does not exist for the NSF past the 18 th quarter, the Chair also notifies the Dean's Office as soon as practicable.
Between 1/3/25 -2/14/25 (First Friday in January – Second Friday in February)	Department completes Excellence Review file and makes file available to NSF for their initial review. NSF has up to 7 calendar days to respond to contents of file.
1/27/25 – 2/24/25 (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 of the Non-Senate Instructional Unit CBA. 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.
3/3/25 (First Monday in March)	Excellence Review file(s) due in Dean's Office. The files may be sent to the Dean's Office as they are processed.
4/1/25 (First business day in April)	Excellence Review file(s) in electronic format are due in Academic Personnel for NSF Excellence Review Committee (NSFERC) for review.
5/5/25 (First Monday in May)	An electronic copy of the NSFERC report containing its recommendations is sent to the Dean's Office by Academic Personnel, for addition to the file prior to the Dean's review.
6/16/25 (Third Monday in June)	Dean completes review of NSF Excellence Review files. A copy of the Dean's decision is sent to Academic Personnel to be included with the official review file.
6/30/25 (Last business day in June)	Dean notifies NSF of Excellence Review decision by letter no later than this date. For NSF who obtained Continuing Status, they must be notified of their continuing appointment and base percentage, pursuant to Article 7c; if instructional need does not exist for past the 18 th quarter, they shall instead be notified of their right of first refusal for future assignments, pursuant to Article 7b.