

ACADEMIC AFFAIRS TASK REMINDER SCHEDULE

NOTIFICATION DATE		MATERIAL FROM		MATERIAL TO	TASK TO BE COMPLETED
1-Jan		Deans/Directors		Provost	Listing of Vacancies
10-Jan		Provost		Deans/Advisors	Honors Day Selections
15-Jan		Reminder-Chair		Faculty	Prepare the Annual Evaluation/Faculty Activity Report
15-Jan		Reminder		Staff	Staff Evaluations in Banner
15-Jan		Faculty		Chair	1st Year Faculty Comprehensive Reappointment File
15-Jan		Chair		Faculty	1st Year Reappointment Committee
15-Jan		Dean		Provost	Promotion & Tenure Report
15-Jan		Chair		Dean	Sabbatical Applications & Recommendations
15-Jan		Faculty		Provost	Faculty Excellence Awards Nominations
20-Jan		Reminder-Provost		Dean	Department Chair Reviews
1-Feb		Deans/Directors		Provost	Listing of Vacancies
1-Feb		Reappointment Comm.		Chair	1st Year Faculty Reappointment Committee Report
1-Feb		Dean		Provost	Sabbatical Applications & Recommendations
1-Feb		Faculty		Chair	2nd-5th year Faculty Comprehensive Reappointment File
1-Feb		Chair		Faculty	2nd-5th Year Faculty Reappointment Committee
10-Feb		Chair		Dean	1st Year Faculty Chair & Reapp. Committee Report
15-Feb		URB		Provost	Promotion & Tenure Report
15-Feb		Provost		Faculty	Sabbatical Notifications
15-Feb		Deans/Advisors		Provost	Honors Selections
20-Feb		Dean		Provost	1st Year Faculty Reappointment Report
1-Mar		Institutional Research		Campus	Reminder July 1 Deadline for Spring Assessment Plans
1-Mar		Deans/Directors		Provost	Listing of Vacancies
1-Mar		Dean		1st Year Faculty	Reappointment Notification
1-Mar		Reappointment Comm.		Chair	2nd-5th Year Faculty Reappointment Report
15-Mar		Provost		Faculty	Honors Convocation Notification
15-Mar		Provost		Faculty	Promotion & Tenure Notifications
15-Mar		Provost		Faculty Senate	Membership Election for University Standing Committees
20-Mar		Provost/Associate Provost		Deans	Top Scholars for Commencement Request
1-Apr		Institutional Research		Campus	Reminder July 1 Deadline for Spring Assessment Plans
1-Apr		Deans/Directors		Provost	Listing of Vacancies
1-Apr		Reminder-Provost		Deans/Directors	College/Unit Scorecard Due June 30
1-Apr		Chair		Dean	2nd-5th Year Faculty Reappointment Report
1-Apr		Reminder-Provost		Faculty	Commencement Notification
15-Apr		Reminder-Provost		Dean	Promotion & Tenure Review Notification
20-Apr		Dean		Provost	2nd-5th Year Faculty Reappointment Report
30-Apr		Chair		Faculty	Discuss Evaluations/Faculty Activity Report
30-Apr		Faculty		Chair	Appeals Regarding Promotion & Tenure Denial
1-May		Deans/Directors		Provost	Listing of Vacancies
1-May		Provost		Deans & Directors	Self- Assessment-Annual Evaluation Request

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1-May		Dean		2nd-5th Year Faculty	Reappointment Notification
15-May		Chair		Faculty	Promotion & Tenure Review Process Notification
15-May		Deans/Directors		Provost	Development and/or Review of Buisness Continuity Plan
31-May		Deans/Directors		Provost	Recruitment and Retention Plan for next Academic Year
1-Jun		Institutional Research		Campus	Reminder July 1 Deadline for Spring Assessment Plans
1-Jun		Deans/Directors		Provost	Listing of Vacancies
1-Jun		Provost		Deans	Revised Instructor Information Booklet
1-Jun		Dean		Provost	Faculty Activity Reports/Faculty Annual Evaluations
15-Jun		Provost		SGA	Membership Elections for University Standing Committees
15-Jun		Provost		Staff Senate	Membership Elections for University Standing Committees
15-Jun		Provost		President & VPs	Membership Elections for University Standing Committees
15-Jun		Provost		Dean	Membership Elections for University Standing Committees
15-Jun		Reminder-Provost		Dean	Faculty Appeals Committee, PTAC & URB Elections
15-Jun		Deans/Directors		Provost	Workload Reporting for AY (i.e. 2015-16)
30-Jun		Dean		Provost	College/Unit Scorecard
1-Jul		Campus		Institutional Research	Spring Assessment Plans Due
1-Jul		Deans/Directors		Provost	Listing of Vacancies
15-Jul		Provost		Faculty	Convocation Notification
15-Jul		Deans/Directors		Provost	Self Assessment/Evaluation
1-Aug		Deans/Directors		Provost	Listing of Vacancies
15-Aug		Provost		Faculty	Honorary Degrees Nomination
1-Sep		Institutional Research		Campus	Feedback provided on Spring Assessment Plans
1-Sep		Deans/Directors		Provost	Listing of Vacancies
1-Sep		Dean		Provost	Faculty Appeals Committee Nominations
15-Sep		Provost		Deans	Assessment of Recruitment and Retention Plans, Update Academic Year Plan
1-Oct		Deans/Directors		Provost	Listing of Vacancies
1-Oct		Faculty		Chair	Promotion & Tenure Comprehensive File
1-Oct		Dean		Faculty	Promotion & Tenure Committee Formed
5-Oct		Campus		Institutional Research	Resubmission of Revised Assessment Reports
15-Oct		Provost		Dean	Mid-term 2.5 year Dean Review
15-Oct		Provost		Dean/Director	Fifth Year Review
15-Oct		Dean		Provost	PTAC & URB Elections
20-Oct		Provost		Dean	Top Scholars for Commencement Request
25-Oct		Campus		Institutional Research	Resubmission of Revised 5 Year Quality Enhancement Plan
1-Nov		Deans/Directors		Provost	Listing of Vacancies
1-Nov		Chair		Dean	Promotion & Tenure Committee & Chair P&T Report
15-Nov		Reminder-Provost		Dean	Notification of 1st Year Faculty Reappointment Process
15-Nov		Reminder-Provost		Dean	Sabbatical Applications
15-Nov		Reminder-Provost		Faculty	Faculty Excellence Awards

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NOTIFICATION DATE		MATERIAL FROM		MATERIAL TO	TASK TO BE COMPLETED
15-Nov		Reminder-Provost		Dean	Overview 2nd-5th year Faculty Reappointment
1-Dec		Deans/Directors		Provost	Listing of Vacancies
1-Dec		PTAC		Dean	Promotion & Tenure Report
1-Dec		Deans		Provost	Report All (Faculty, Chairs, and Staff)received evaluation during calendar year.
7-Dec		Campus		Compliance Assist	Spring Assessment Reports Loaded in Compliance Assist
15-Dec		Chair		1st Year Faculty	Notification of 1st Year Reappointment Process
15-Dec		Dean		2nd-5th Year Faculty	Notification of Reappointment Process
15-Dec		Faculty		Chair	Sabbatical Application