

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
18-Jan	OIRA	Dean	Fall Grade Report
19-Jan	OIRA	Coordinators	Assessment Training
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
6-Feb	Dean	OIRA	Credentials for New Faculty or Updates
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	OIRA	Coordinators	Assessment Feedback
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
7-Mar	Colleges	OIRA	SIE Changes Spring/Summer
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	OIRA	Assessment Coordinators	Reminder Assessment Cycle ends July 31 & Reports due Nov 1
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
11-Apr	OIRA	Faculty	SIE Spring Opens
15-Apr	Reminder-Provost	Dean	Promotion & Tenure Review Notification

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20-Apr	Dean	Provost	2nd-5th Year Faculty Reappointment Report
28-Apr	OIRA	Academic Affairs	Academic Reports to Website
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
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
18-May	OIRA	Faculty	SIE Maymester
31-May	OIRA	Dean	Spring Grade Report
31-May	Deans/Directors	Provost	Recruitment and Retention Plan for next Academic Year
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)
19-Jun	Dean	OIRA	Credentials for New Faculty or Updates
21-Jun	OIRA	Faculty	SIE Summer Opens
30-Jun	Dean	Provost	College/Unit Scorecard
1-Jul	Deans/Directors	Provost	Listing of Vacancies
15-Jul	Provost	Faculty	Convocation Notification
15-Jul	Deans/Directors	Provost	Self Assessment/Evaluation
25-Jul	Campus	OIRA	Organizational Chart Revisions
27-Jul	OIRA	Faculty	SIE Summer II Opens
31-Jul	OIRA	Campus	Assessment Cycle Ends
1-Aug	Deans/Directors	Provost	Listing of Vacancies
1-Aug	OIRA	Assessment Coordinators	Assessment Cycle Begins
15-Aug	Provost	Faculty	Honorary Degrees Nomination
29-Aug	OIRA	Deans	Summer Grade Report
1-Sep	OIRA	Assessment Coordinators	Reminder Assessment Reports due Nov 1
1-Sep	Deans/Directors	Provost	Listing of Vacancies
1-Sep	Dean	Provost	Faculty Appeals Committee Nominations
6-Sep	OIRA	Report Writers	Assessment Training
14-Sep	Dean	OIRA	Credentials for New Faculty or Updates

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NOTIFICATION DATE	MATERIAL FROM	MATERIAL TO	TASK TO BE COMPLETED
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
1-Oct	OIRA	Assessment Coordinators	Reminder Assessment Reports due Nov 1
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
18-Oct	Colleges	OIRA	SIE Changes for Fall
20-Oct	Provost	Dean	Top Scholars for Commencement Request
1-Nov	Deans/Directors	Provost	Listing of Vacancies
1-Nov	Chair	Dean	Promotion & Tenure Committee & Chair P&T Report
1-Nov	Campus	OIRA	Assessment Reports Due
15-Nov	OIRA	Faculty	SIE Fall Opens
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
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.
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