

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## REPORTING PERIODS

**Number** 02.01.03

**Division** Academic Affairs

**Date** January, 2001

**Purpose** To have one report period each year that would avoid unnecessary duplication of material and is compatible with other annual processes

**Policy**      **PROCESS PERIOD:**      **EXAMPLE**

1. April 1, {Year} –March 31, {Year}      April 1, 2014 to March 31, 2015

Would include: Summer 2014  
Fall 2014  
Spring 2015

<b>Reports</b>	<b>Due Date in Academic Affairs</b>
Faculty Activity Reports	June 1
Annual Evaluations	June 1
Scorecards	July 1

Deans and Department Chairs will specify March 31 as the cut-off date for publications and other information to be entered into Digital Measures. Accomplishments after March 31 will be included in the subsequent year's report. This reporting period will provide the necessary data to make annual salary recommendations (the past summer, spring, and fall) and faculty who are up for promotion and/or tenure decisions will to add information from the current summer to complete their academic record.

**Review**

Academic Affairs will review this policy every five years or sooner as needed.

**Approval**

*Robert W. Reich*

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Chief University Counsel

*Christina W. Curtis*

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Provost and Executive Vice President for Academic Affairs

**APPROVED:**

*Robert A. Altenkovich*

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President