

## **IMPORTANT DATES FOR FACULTY AND DEPARTMENT CHAIRS**

August 1: Summer Faculty Activity Reports due to Dean

\* This falls on a Sunday, please submit – next business day by 5 PM

August 7: Contract start date for 9-month faculty – Welcome back 😊

August 7: The evaluator/supervisor returns draft PDP to faculty member (Nine Month Faculty)

\* This falls on a Saturday, please submit – next business day by 5 PM

August 7: Finalized PDP with Performance Improvement Plan (PIP) signed and agreed upon by both parties. (Deadline for individuals placed on a PIP) (Nine Month Faculty)

\* This falls on a Saturday, please submit – next business day by 5 PM

August 7: New Adjunct Orientation (Lucas Center)

August 9: New Faculty Orientation (Lucas Center)

August 17: Signed Summer Faculty Activity Report (FARs) due to Academic Affairs

August 31: Syllabus for each Fall 2021 Course submitted to the folder on the scratch drive

September 1: Deadline for adding, changing, or removing a Material & Supply Fee to Course and to Change Equipment Fee to Course/Program- For Spring Courses

September 7: Finalized PDP signed and agreed upon by both parties (Nine Month Faculty)

September 30: Final PDP completed and signed (Twelve Month Faculty)

October 15: Deadline to submit spring textbook assignment to Bookstore

November 10: Deadline for Spring Faculty Assignment

December 20: Fall Faculty Activity Reports due to Dean

January 4: Signed Fall 2021 Faculty Activity Reports (FARs) due to Academic Affairs

January 31: Syllabus for each Spring 2022 Course submitted to the folder on the scratch drive

March 1: Deadline for adding, changing, or removing a Material & Supply Fee to Course and to Change Equipment Fee to Course/Program- For Summer & Fall Courses

March 11: Deadline for Summer Supplemental Assignment

March 15: Deadline to submit summer textbook assignment to Bookstore

March 31: Annual Professional Development Report (APDR) due to evaluator/supervisor (Nine Month Faculty)

April 1: New E&G Funds Request due to AA

April 6: Deadline for Fall Faculty Assignment

April 15: Deadline to submit fall textbook assignment to Bookstore

April 30: Evaluator/Supervisor returns proposed draft written annual evaluation to faculty member  
(Nine Month Faculty)

\* This falls on a Saturday, please submit – next business day by 5 PM

May 6: Draft Professional Development Plan (PDP) due from faculty member to evaluator/supervisor  
(Nine Month Faculty)

May 18: Spring Faculty Activity Reports due to Dean

May 24: Signed Spring 2022 Faculty Activity Report (FARs) due to Academic Affairs

May 31: Deadline to submit proposed changes to (a) existing majors, (b) existing and new minors, and (c) existing and new certificates to the Office of Academic and Curriculum Support (ACS) for review by the University Curriculum Team each academic year. These changes must have already been approved by the relevant college curriculum team and college administration. New degree programs (majors) follow a timeline based on the Board of Trustees meetings. Contact ACS for details.

**No later than May 31:** Annual Professional Development Report (APDR) due to evaluator/supervisor  
(Twelve Month Faculty)

June 5: Final evaluation due to Dean (Nine Month Faculty)

\*This falls on a Sunday, please submit – next business day by 5 PM

June 30: Evaluation completed (Twelve Month Faculty)

July 6: Draft Professional Development Plan (PDP) due from faculty member to evaluator/supervisor  
(Twelve Month Faculty)

### **Reappointment Deadlines for Faculty on Fixed Term Multi-Year Contracts**

By December 1 of the fall of the penultimate year, the university notifies the faculty member in writing that if he/she is to be considered for a successive fixed multi-year appointment, the faculty member must submit a written request and documentation pursuant to procedures in Article 15.2 of the CBA

January 6: Faculty notifies supervisor of intent to apply for successive multi-year appointment

January 30: Faculty submits documentation as required by FPED to the supervisor

\*This falls on a Sunday, please submit – next business day by 5 PM

February 1: Supervisor makes Faculty member's documentation available to PRC for review

March 30: PRC submits recommendation to the supervisor

April 7: Supervisor makes recommendation to dean/director

April 15: Dean/director makes recommendation to the Vice President for Academic Affairs (VPAA)

April 30: VPAA notifies faculty member of decision to offer a successive appointment or not

\* This falls on a Saturday, please submit – next business day by 5 PM

## **Promotion Review Deadlines**

April 1 – September 30: The Peer Review Committees for each unit are elected for the academic year, and committee chairs are elected by the members of the committee

Through November 15: The PRC will be available, upon written request, for consultation with faculty considering promotion

November 30: All faculty members desiring consideration for promotion will submit a letter of intent to the VPAA and copy of the letter to their supervisors, the appropriate deans/directors, and the chairs of the units' PRCs

January 15: The faculty candidate for promotion submits documentation in the form of a promotion portfolio (paper and electronic) to the supervisor

January 20: Where applicable, the supervisor sends out promotion materials with pertinent criteria to the person or persons identified as "external reviewers" with instructions that reviews must be returned to the supervisor no later than **February 21**

**By March 7:** The PRC reviews the candidate's application for promotion and makes a recommendation regarding promotion that goes to the unit dean/director

**By March 7:** The supervisor reviews the candidate's application for promotion and makes a recommendation regarding promotion that goes to the unit dean/director

March 12-March 22: The candidate's dean/director reviews the promotion portfolio and the materials forwarded from the supervisor, the PRC and makes a recommendation to the VPAA with a copy to the candidate who shall have five days to attach a brief response, if desired

**March 27: Both the recommendation and response, if any, shall be sent to the VPAA**

March 27-April 25: The VPAA evaluates the candidate's application for promotion and all accompanying reports and recommendations and makes a decision either to recommend promotion to the University Board of Trustees or to deny promotion

## **Sabbatical Deadlines**

By 5:00 p.m. on the third Friday in September:

Eligible faculty will submit a completed "Notice of Intent to Apply for Sabbatical" (Attachment A) to the Office of the Provost and all supervisors (dean, chair). Faculty who do not submit the form by this date are not eligible to apply in that year for a leave for the following year.

By 5:00 p.m. on the third Monday in October:

Completed sabbatical applications must be received by the Office of the Provost. Based on the number of complete applications from eligible faculty, the Provost or designee will notify the President of the Faculty Senate that the SRC will be required to meet to review applications.

By 5:00 p.m. on the second Friday in November:

The SRC will submit a ranked list of recommended faculty to the Office of the Provost.

By 5:00 p.m. on the first Friday in December: The Provost or designee will notify the applicants and the SRC of approval or denial of all sabbatical applications.