

COLLEGE OF ARTS AND SCIENCES 2016 – 2017 DEADLINES

FALL 2016 SEMESTER

AUGUST

- 26 EARLY TRAVEL REQUESTS** – For any travel that is to occur prior to October 12, faculty submit request to Division Chair.
- 29 FACULTY LOAD FORMS, FOR PART-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean.
COURSE SYLLABI – Faculty submit all syllabi to the Department Head.
- 31 COURSE SYLLABI** – After reviewing all department syllabi, Department Heads submit thumb drive to Division Chair.
EARLY TRAVEL REQUESTS – Division Chairs send all approved early prioritized travel requests for the Division to the CAS Assistant Dean.
MINUTES OF AUGUST DEPARTMENT FACULTY MEETING – Submit, via email, to the Division Chair.

SEPTEMBER

- 9 FACULTY UPDATE SHEETS** – Submit to Provost's Office with a copy to the College Dean, Division Chair, and Department Head
UPDATED HURRICANE PLANS – Division Chairs submit division plans to College Dean via share drive and notifies the Dean's Office.
- 12 COURSE SYLLABI** – After reviewing all division syllabi, Division Chair submits all Division syllabi to the Dean via share drive and notifies the Dean's Office.
TRAVEL REQUESTS – Faculty submit requests to Division Chair.
MINUTES OF ALL AUGUST DIVISION FACULTY MEETINGS – Division Chair submits minutes of all August division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.
FACULTY SEARCH COMMITTEE CHAIRS APPOINTED – Division Chairs submit names to the Associate VP for Academic Affairs via email.
- 19 TRAVEL REQUESTS** – Division Chairs prioritize requests and send them to the CAS Assistant Dean.
- 21 SPRING COURSE OFFERINGS** – Department Heads submit, via email, to Division Chair. Department Head also submits preliminary summary of faculty loads to the Division Chair.
- 26 SPRING COURSE OFFERINGS** – Division Chairs submit, via email, all division spring course offerings to College Dean with a copy to the Registrar. Division Chairs also submit a preliminary summary of faculty loads to the College Dean.
- 30 MINUTES OF SEPTEMBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
LAST DAY TO REMOVE AN "I" GRADE

OCTOBER

- 7 PROMOTION RECOMMENDATIONS** – Department Heads submit evaluations for those faculty members who will be recommended for promotion to Division Chairs for comment.
MINUTES OF ALL SEPTEMBER DIVISION FACULTY MEETINGS – Division Chair submits minutes of all September faculty division meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.

- 14 PROMOTION RECOMMENDATIONS** – Division Chairs return Faculty Evaluations for those faculty members recommended for promotion to Department Heads for distribution to and discussion with faculty members.
- 17 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site
- 21 PROMOTION RECOMMENDATIONS** – Deans/Division Chairs/Department Heads submit promotion recommendations to the Provost. Department Heads submit faculty evaluations with documentation for recommended faculty also to the Provost.
- 25 MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
- 28 FACULTY EVALUATIONS (ALL BUT 1ST YEAR FACULTY)** – Department Heads submit Faculty Evaluations to Division Chairs for comment.
TEXTBOOK ORDERS #1 – Administrative Specialists submit book titles to Bookstore.
- 31 POTENTIAL DECEMBER GRADUATES** – Department Heads submit list to Division Chair.

NOVEMBER

- 4 MINUTES OF OCTOBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
FACULTY EVALUATIONS (ALL BUT 1ST YEAR FACULTY) – Division Chairs return Faculty Evaluations to Department Heads for distribution to and discussion with faculty members.
POTENTIAL DECEMBER GRADUATES – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
LAST DAY TO PETITION FOR A “W” IN A COURSE
- 9 MINUTES OF ALL OCTOBER DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all October division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 11 TEXTBOOK ORDERS # 2** – Administrative Specialists submit spring semester orders (# of requested books) to Bookstore.
- 18 FACULTY EVALUATIONS (ALL BUT 1ST YEAR FACULTY)** – Department Heads submit original to Provost, with a copy to the Division Chair and College Dean.
LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY

DECEMBER

- 5 MINUTES OF NOVEMBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 6 QUIET DAY**
- 7 MINUTES OF ALL NOVEMBER DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all November division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 16 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

SPRING 2017 SEMESTER

JANUARY

- 13 FACULTY LOAD FORMS, FOR PART-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean
COURSE SYLLABI – Faculty submit all syllabi to the Department Head.
- 18 COURSE SYLLABI** – After reviewing all department syllabi, Department Heads submit thumb drive to Division Chair.
- 20 FACULTY LOAD FORMS FOR FULL-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean
SUMMER COURSE OFFERINGS – Department Heads submit, via email, to Division Chair.
- 25 COURSE SYLLABI** – After reviewing all division syllabi, Division Chair submits all Division syllabi to the Dean via share drive and notifies the Dean's Office.
SABBATICAL REQUEST PROPOSAL DUE TO DEAN
- 27 SUMMER COURSE OFFERINGS** – Division Chairs submit, via email, all division summer course offerings to College Dean with a copy to the Registrar.

FEBRUARY

- 1 SABBATICAL REQUEST PROPOSAL DUE TO VPAA OFFICE**
- 3 MINUTES OF JANUARY DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 6 MINUTES OF ALL JANUARY DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all January division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.
- 8 CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.
- 17 FALL COURSE OFFERINGS** – Department Heads submit, via email, to Division Chair. Department Head also submits preliminary summary of faculty loads to the Division Chair.
LAST DAY TO REMOVE AN "I" GRADE.
TEXTBOOK ORDERS #1 – Administrative Specialists submit summer book titles to Bookstore.
- 24 FALL COURSE OFFERINGS** – Division Chairs submit, via email, all division spring course offerings to College Dean with a copy to the Registrar. Division Chair also submits a preliminary summary of faculty loads to the College Dean.

MARCH

- 1 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost's web site
- 3 MINUTES OF FEBRUARY DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 10 POTENTIAL MAY/SUMMER GRADUATES** – Department Heads submit list to Division Chair.

- 13 **MINUTES OF ALL FEBRUARY DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all February division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 14 **MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
- 17 **POTENTIAL MAY/SUMMER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
- 31 **LAST DAY TO PETITION FOR A “W” IN A COURSE**

APRIL

- 7 **TEXTBOOK ORDERS #2** – Administrative Specialists submit summer book orders (number of requested books) to the Bookstore.
MINUTES OF MARCH DEPARTMENT FACULTY MEETING – Submit, via email, to the Division Chair.
- 12 **FIRST YEAR FACULTY EVALUATIONS** – Department Heads submit first-year faculty evaluations to Division Chairs for comment.
MINUTES OF ALL MARCH DIVISION FACULTY MEETINGS – Division Chair submits minutes of all March division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 17 **FIRST YEAR FACULTY EVALUATIONS** – Division Chairs return first-year Faculty Evaluations to Department Heads for distribution to and discussion with faculty members.
- 21 **LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**
- 28 **FIRST YEAR FACULTY EVALUATIONS** – Department Heads submit original to Provost and a copy to the Division Chair and College Dean.
TEXTBOOK ORDERS #3 – Administrative Specialists submit fall semester orders to Bookstore.

MAY

- 2 **QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.
- 5 **MINUTES OF APRIL DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 8 **SENIOR ROLL CALL**
- 12 **FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.
MINUTES OF ALL APRIL DIVISION FACULTY MEETINGS – Division Chair submits minutes of all April division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.