

# 2016 – 2017 UNIVERSITY DEADLINES

## FALL 2016 SEMESTER

### SEPTEMBER

- 9 **FACULTY UPDATE SHEETS** – Submit to Provost’s Office with a copy to the College Dean, Division Chair, and Department Head
- 12 **FACULTY SEARCH COMMITTEE CHAIRS APPOINTED** – Division Chairs submit names to the Associate VP for Academic Affairs via email.
- 30 **LAST DAY TO REMOVE AN “F” GRADE**

### OCTOBER

- 7 **PROMOTION RECOMMENDATIONS** –Department Heads submit evaluations for those faculty members who will be recommended for promotion to Division Chairs for comment. (CAS Only)
- 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. (CAS Only)
- 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 1<sup>ST</sup> YEAR FACULTY)** – Department Heads submit Faculty Evaluations to Division Chairs for comment. (CAS Only)
- 30 **POTENTIAL DECEMBER GRADUATES** – Department Heads submit list to Division Chair.  
**LAST DAY TO PETITION FOR A “W” IN A COURSE**

### NOVEMBER

- 4 **FACULTY EVALUATIONS (ALL BUT 1<sup>ST</sup> YEAR FACULTY)** – Division Chairs return Faculty Evaluations to Department Heads for distribution to and discussion with faculty members. (CAS Only)  
**POTENTIAL DECEMBER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
- 18 **FACULTY EVALUATIONS (ALL BUT 1<sup>ST</sup> YEAR FACULTY)** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.  
**LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

### DECEMBER

- 6 **QUIET DAY**
- 16 **FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

## **SPRING 2017 SEMESTER**

### **JANUARY**

**25 SABBATICAL REQUEST PROPOSAL DUE TO DEAN**

### **FEBRUARY**

**1 SABBATICAL REQUEST PROPOSAL DUE TO VPAA OFFICE**

**8 CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.

**17 LAST DAY TO REMOVE AN “F” GRADE**

### **MARCH**

**1 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site

**10 POTENTIAL MAY/SUMMER GRADUATES** – Department Heads submit list to Division Chair.

**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**

**12 FIRST YEAR FACULTY EVALUATIONS** – Department Heads submit first-year faculty evaluations to Division Chairs for comment. (CAS Only)

**17 FIRST YEAR FACULTY EVALUATIONS** – Division Chairs return first-year Faculty Evaluations to Department Heads for distribution to and discussion with faculty members. (CAS Only)

**21 LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

**28 FIRST YEAR FACULTY EVALUATIONS** – Department Heads/Division Chair submit original to Provost and a copy to the Division Chair and College Dean.

### **MAY**

**2 QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.

**8 ROLL CALL FOR GRADUATING STUDENTS**

**12 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.