

**Dorothy F. Schmidt College of Arts and Letters: 2022-2023 Due dates for Chairs and Directors**

**\*Dates are subject to change**

<b>Due Dates:</b>	<b>Item:</b>	<b>Notes:</b>
<b>2022</b>		
<b>JUNE</b>		
*June	<b>All summer syllabi</b> in WIZARD	must be uploaded in WIZARD
<b>JULY</b>		
*July 1	Ph.D. Dissertations to <b>Dean's office</b>	Email PDF to <b>Eric Berlatsky eberlats@fau.edu</b>
July 11	Ph.D. Dissertations to <b>Grad. College</b>	Last day to submit to Graduate College
*July 8	Master Thesis to Dean's office	Email PDF to <b>Eric Berlatsky eberlats@fau.edu</b>
*July 10	Annual Faculty Assignments due in FAIR	
July 18	Master Thesis due to <b>Grad. College</b>	Last day to submit to Graduate College
<b>AUGUST</b>		
Aug. 8	<b>Faculty contract</b> period starts	
*Aug. 15	<b>Fall Syllabi</b> due to Departments	
*Aug. 19	<b>Spring 2021</b> activity reports due in F.A.I.R.	
Aug. 26 <i>suggested date</i>	<b>P&amp;T</b> interfolio packets complete and released for review to department	Recommended deadline
Aug. 26 – Sept. 16 <i>suggested dates</i>	<b>P&amp;T</b> Dept. P&T committee meets, reviews and votes on dossiers.	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
*Aug. 29	<b>Syllabi</b> – Certify to the Dean's office that all fall syllabi meet guidelines	Upload into WIZARD
<b>SEPTEMBER</b>		
*Sept. 5	<b>Annual Assignments</b> for <i>new</i> full-time faculty	Add new faculty assignments to FAIR. Email <a href="mailto:iea@fau.edu">iea@fau.edu</a> if you have questions/issues
*Sept. 5	Certify syllabi for dept. to Barclay	Upload to T-drive
*Sept. 14	Greenlight faculty in WIZARD	
*Sept. 21	All syllabi loaded into WIZARD	
Sept. 19 <i>Suggested due date</i>	<b>NTT</b> (instructor) Promotion Interfolio	Due to Department
Sept. 19 – Oct. 14 <i>Suggested due dates</i>	<b>NTT</b> (instructor) Dept review period	
Sept. 19 – Sept. 30 <i>suggested due date can be earlier</i>	<b>P&amp;T</b> Department chair's letter due to the faculty member	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letters.
*Sept. 28	<b>Syllabi in WIZARD</b>	Absolute deadline to have all syllabi uploaded to WIZARD
Sept. 30	<b>Faculty outside employment form in workday</b>	Forward to the Dean's office for approval.
<b>OCTOBER</b>		

*Oct.	<b>Talon Award Application</b> due in Provost office by 5pm	Faculty submitted electronically to the Office of the Provost at <a href="mailto:mturtz@fau.edu">mturtz@fau.edu</a> .
*Oct. 1	<b>Assessment results and analysis of 2021-2022. Submit for Review</b>	Input into the IEA assessment data base
Oct. 3	<b>P&amp;T</b> Interfolio packets released for College level review. <b>Firm deadline!</b>	Must include Chair's letter and all other required material as per the University P&T guidelines
Oct. 8	<b>Tech Fee application opens</b>	<a href="https://www.fau.edu/techfee/">https://www.fau.edu/techfee/</a>
Oct. 8	<b>Faculty Research Mentoring Program</b> applications due	Dean and Department chair signature required <a href="https://www.fau.edu/research/mentoring-program/">https://www.fau.edu/research/mentoring-program/</a>
Oct. 15	Spring book orders	Use Follet in Canvas
*Oct. 17 <i>suggested date</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy <a href="mailto:gvorsas@fau.edu">gvorsas@fau.edu</a>
*Oct. 20	<b>Sabbatical applications</b>	Due to Dean via <b>Interfolio</b>
*Oct. 17	<b>Program Review Self-Study</b>	Due to Dean's office
<b>NOVEMBER</b>		
Nov. 1	<b>NTT</b> (instructor) Promotion Interfolio	Interfolio packets complete & released for college review
Nov. 1 – 28	<b>NTT</b> College review process	
*Nov. 4	Ph.D. Dissertations to Dean's office	Email PDF to <b>Eric Berlatsky</b> <a href="mailto:eberlats@fau.edu">eberlats@fau.edu</a>
Nov. 8	Last day to submit Tech Fee Grant proposal	
Nov. 14	Ph.D. Dissertation to <b>Grad. College</b>	Last day to submit to Graduate College
*Nov. 10	Master Thesis to Dean's office	Email PDF to <b>Eric Berlatsky</b> <a href="mailto:eberlats@fau.edu">eberlats@fau.edu</a>
Nov. 21	Master Thesis to <b>Grad. College</b>	Last day to submit to Graduate College
<b>DECEMBER</b>		
*Dec. 1	<b>Catalog Revisions</b>	Catalog revisions due to <a href="mailto:mjennings@fau.edu">mjennings@fau.edu</a>
*Dec. 1	<b>Research support data</b> – due	Research support data from State funds due to Dimaggio
Dec. 2	<b>P&amp;T</b> interfolio packets released to Provost level	
*Dec. 5	<b>DDI</b> of faculty research & service activities due	Enter DDIs into the IEA system. Contact <a href="mailto:jcahill@fau.edu">jcahill@fau.edu</a> if you have problems. Link: <a href="https://swise.fau.edu/sacs-rs">https://swise.fau.edu/sacs-rs</a> .
Dec. 19	<b>Final Grades Due Fall</b>	
<b>2023</b>		
<b>JANUARY</b>		
Jan. 6	<b>NTT</b> promotion Interfolio packets released to Provost level	
Jan. 9	<b>SPE</b> faculty portfolio deadline	Due to Department chair
Jan. 9 – Feb 24 <i>suggested dates</i>	<b>SPE</b> Department committee meets, reviews, and evaluates on dossiers.	
*Jan. 4 <i>suggested date</i>	<b>Spring Syllabi</b> due to Departments	Upload into WIZARD

TBD	<b>Schedules due</b> Sum/Fall 2023 & Spring 2024	Submit to Courseleaf schedules for the Summer 2023, Fall 2023 and Spring 2024 semesters. Remember to VALIDATE to fully submit.
*Jan. 9	<b>Annual Assignment</b> corrections for 2022-2023	Input all changes to faculty teaching, research and service assignments for <b>spring term</b> .
*Jan. 13	<b>Spring Syllabi</b> Certify to Dean's office	Certify via email to Dean's office that all syllabi have been uploaded into WIZARD and meet FAU guidelines
*Jan. 15	<b>Award Applications</b> – Researcher and Scholar of the Year due to Dean	Must include Chair's support letter and all other required material as per the University
*Jan 15	<b>Award Nominations:</b> Student and Faculty nominations due	Submit Convocation and honor awards nominations to Dean's office
Jan. 16	<b>P &amp; T Associate to Full</b>	Submit names of all Associate Professors planning to apply for promotion in the Fall to the Dean's office.
Jan. 25	<b>Website update</b>	Review Department website and update, including faculty and staff listing, CV and other linked information
Jan. 30 <i>suggested date</i>	<b>Faculty 2022 Annual Reports</b>	Due to the Department office
<b>FEBRUARY</b>		
*Feb.	<b>Award Applications:</b> LLS Jupiter faculty research and travel awards	Submit to Dean's office for ROCA consideration
*Feb. 5	Research & Scholar of Year Award <b>nominations</b>	<b>College Nominees</b> due to Research Office
*Feb. 9	OURI Undergraduate Research Mentor of the Year <b>nominations</b>	Nominations to the Dean
*Feb. 12	<b>Assessment</b> plans 2021-22—current year	Input to IEA assessment data base. submit plan review
Feb. 15	<b>P&amp;T:</b> Chair's contact potential external reviewers	
Feb. 19	<b>Faculty 2022 Annual Reports</b> annual year due to Dean's office	Submit as Word or PDF into <b>T Drive</b> ; <b>must</b> signed by faculty member and chair with chair's comments.
Feb. 19	<b>3<sup>rd</sup> year review</b> Interfolio packets released for College level review	
Feb. 28	<b>SPE</b> packets forwarded to Dean review	
<b>MARCH</b>		
Mar. 9	Remind Faculty Mentors to schedule a formative assessment review	
Mar. 10	<b>Position requests:</b> Request to fill full-time faculty lines	Submit requests to fill instructor and tenure-lines to the Dean's office.
*Mar. 10 <i>suggested date</i>	Spring student Departmental scholarships awarded	Submit paperwork to Foundations and copy Gail Vorsas, <a href="mailto:gvorsas@fau.edu">gvorsas@fau.edu</a>
Mar. 6	<b>Book orders: Summer</b> (all sessions)	Use Follet in Canvas

Mar. 17	<b>Chairs 2022 Annual Reports</b> due to the Dean's office	Submit with all supplemental materials included.
Mar. 20	<b>Book orders: Fall</b>	Use Follet form
*Mar. 24	Ph.D. Dissertations to Dean's office	Email PDF to <b>Eric Berlatsky eberlats@fau.edu</b>
*Mar. 24	<b>Annual Assignments</b>	Input into the FAIR system for all full-time faculty
*TBD usually late March	Dissertation Year Award 2023	Submit to Division of Research, <a href="mailto:fau.research@fau.edu">fau.research@fau.edu</a>
*	Master Thesis to Dean's office	Email PDF to <b>Eric Berlatsky eberlats@fau.edu</b>
<b>APRIL</b>		
April 3	Ph.D. Dissertations to <b>Grad. College</b>	Last day to submit to Graduate College
April 10	Master Thesis to <b>Grad. College</b>	Last day to submit to Graduate College
April 10	<b>SPE</b> Interfolio packets released to Provost level	
April 15	<b>Fall book orders due</b>	Use Follet in Canvas
April 28 <i>suggested date</i>	<b>P&amp;T:</b> Candidate packets	mailed to external reviewers
<b>MAY</b>		
*May 11 <i>suggested date</i>	<b>Syllabi:</b> Summer 1, 2 & 3 syllabi due	Summer <u>1, 2 &amp; 3</u> syllabi due to dept.
May 10	<b>Final Grades</b> due by 9am	
May 6	<b>Faculty contract</b> period ends	
May 11	<b>Fiscal year expenditures deadline</b>	Deadline for Departments to encumber or spend expense and OPS monies.