

Dorothy F. Schmidt College of Arts and Letters: 2018-2019 Due dates for Chairs and Directors

Due Dates:	Item:	Notes:
June 1	All summer syllabi in WIZARD	must be uploaded in WIZARD
June 17	Book orders due – fall term	
July 2	Ph.D. Dissertations to Dean's office	Email PDF to Adam Bradford abradfo5@fau.edu
July 9	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
July 9	Master Thesis to Dean's office	Email PDF to Adam Bradford abradfo5@fau.edu
July 16	Master Thesis due to Grad. College	Last day to submit to Graduate College
Aug. 11	Faculty contract period starts	
Aug. 24	Fall Syllabi due to Departments	
Aug. 31	Syllabi – Certify to the Dean's office that all fall syllabi meet guidelines	Upload into WIZARD
Aug. 31 <i>suggested date</i>	P&T interfolio packets complete and released for review to department	Recommended deadline
Aug. 31 – Sept. 28 <i>suggested dates</i>	P&T 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.
Sept. 7	Faculty outside employment form	Forward to the Dean's office for approval.
Sept. 7	Annual Assignments 2018-2019 for new full-time faculty	Add new faculty assignments to FAIR. Email jea@fau.edu if you have questions/issues
Sept 21	Sabbatical applications to Dean	Submit all Faculty applications for sabbatical to Dean
Sept. 29 * <i>based on last year - subject to change</i>	Assessment input of data and analysis for 2017-18	Input into the IEA assessment data base
Sept. 29	Syllabi in WIZARD	Absolute deadline to have all syllabi uploaded to WIZARD
Oct 5 Suggested due dates	NTT (instructor) Promotion Interfolio	Due to Department
Oct 5 - 22 Suggested due dates	NTT (instructor) Department review period	
Oct 5 <i>suggested due date can be earlier</i>	P&T 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.
Oct. 5* <i>based on last year - subject to change</i>	Talon Award Application due in Provost office by 5pm	Faculty submitted electronically to the Office of the Provost at jcapp1@fau.edu
Oct. 12	P&T interfolio packets released for College level review. firm deadline!	Must include Chair's letter and all other required material as per the University P&T guidelines
Oct. 15	Schedules due Sum/Fall 2020 & Spring 2021	Submit to Courseleaf schedules for the Summer 2020, Fall 2020 and Spring 2021 semesters
Oct. 15 <i>suggested date</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy gvorsas@fau.edu
Oct. 26	Book orders due- spring term	
Nov. 5	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
Nov. 5	NTT (instructor) Promotion Interfolio	Interfolio packets complete & released for college review
Nov. 5-21	NTT College review process	
Nov. 12	Ph.D. Dissertation to Grad. College	Submit to Graduate College
Nov. 12	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
Nov. 19	Master Thesis to Grad. College	Submit to Graduate College
Dec 3	Catalog Revisions	2019-2020 catalog revisions due to mjennings@fau.edu
TBA	Tech Fee Proposals due	Must be uploaded through Tech fee website
Dec 4	Research support data – due	Research support data from State funds due to Dimaggio
Dec 7	DDI of faculty members' research and service activities due	Enter DDIs into the IEA system. Contact jcahill@fau.edu if you have problems. Link: https://swise.fau.edu/sacs-rs .
TBA	Tech Fees: approvals due	All Chair and Dean must approve proposals by this date
Jan 7	NTT promotion interfolio packets released to Provost level	
Jan. 11 <i>suggested date</i>	Spring Syllabi due to Departments	Upload into WIZARD
Jan. 14	Annual Assignment corrections for 2018-2019	Input all changes to faculty teaching, research and service assignments for spring term.

Jan. 14	Spring Syllabi 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. 18	P & T Associate to Full	Submit names of all Associate Professors planning to apply for promotion in the Fall to the Dean's office.
TBD <i>last year was mid-Jan.</i>	Faculty Research Mentoring Program applications due	Email applications to limited@fau.edu by 5pm. Dean and Department chair signature required
Jan. 25	Website update	Review Department website and update, including faculty and staff listing, CV and other linked information
Jan. 25 * <i>based on last year - subject to change</i>	Award Applications – 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. 31 <i>suggested date</i>	Faculty Annual Reports for 2018 due to the Department office	
Feb. 1 * <i>based on last year - subject to change</i>	Award Nominations: Student and Faculty nominations due	Submit Convocation and honor awards nominations to Dean's office
TBD <i>last year was February 10th</i>	Award Applications: LLS Jupiter faculty research and travel awards	Submit to Dean's office for ROCA consideration
Feb. 8	Research & Scholar of Year Award	College Nominees due to Research Office
TBD <i>last year was February 15th</i>	OURI Undergraduate Research Mentor of the Year	Nominations to the Dean
Feb. 15	Assessment plans 2018-19	Input into the IEA assessment data base and submit for plan review
Feb. 22	Faculty Annual Reports for 2018 annual year due to Dean's office	Submit a binder with faculty Annual Reports, signed by faculty member and chair with chair's comments. Binder to include tabs with faculty names.
Feb. 22	P&T: 3 rd year review interfolio packets released for College level review	
March 9	Remind Faculty Mentors to schedule a formative assessment review	
March 12	Position requests: Request to fill full-time faculty lines	Submit requests to fill instructor and tenure-lines to the Dean's office.
March 12 <i>suggested date</i>	Spring student Departmental scholarships awarded	Submit paperwork to Foundations and copy Gail Vorsas, gvorsas@fau.edu
March 12	Chairs Annual Reports for 2018 due to the Dean's office	Submit with all supplemental materials included.
TBD	Book orders: Summer (all sessions)	Use Follet form and not online format previously used
March 15	P&T: Chair's contact potential external reviewers	
March 25	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
March 25	Annual Assignments for 2018-2019	Input into the FAIR system for all full-time faculty
TBD <i>usually late March</i>	Dissertation Year Award 2019	Submit to Division of Research, fau.research@fau.edu
April 1	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
April 1	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
April 8	Master Thesis to Grad. College	Last day to submit to Graduate College
TBD	Book orders due for Fall	http://www.facultyenlight.com/?storeNbr=794
April 29	Mentor's Formative assessments due to Department office	Report to Dean's office when all have been received from the faculty mentors.
April 30 <i>suggested date</i>	P&T: Candidate packets	mailed to external reviewers
May 11 <i>suggested date</i>	Syllabi: Summer 1, 2 & 3 syllabi due	Summer <u>1,2&3</u> syllabi due to dept.
May 6	Grades due by 9am	
May 10	Faculty contract period ends	
May 10	Fiscal year expenditures deadline	Deadline for Departments to encumber or spend expense and OPS monies.