

NTT		
	Cases opened	4/23/2025
	Candidate cases due in Interfolio	9/26/2025
	Department committee review period	9/27-10/15/2025
	Committee letter due to Chair	10/15/2025
	Candidate review period	10/16-10/20/2025
	Chair Letter due	10/24/2025
	Candidate review period	10/25-10/29/2025
	Portfolios released to College NTT Committee	10/30/2025
	College NTT Committee review period	10/30-11/19/2025
	College NTT Committee Letter due	11/19/2025
	Candidate review period	11/20-11/25/2025
	NTT cases due to Dean	11/26/2025
	Dean Letter	12/5/2025
	Candidate review period	12/6-12/11/2025
	Due to provost	1/9/2026

Promotion and Tenure		
	Cases complete and released to department	8/29/2025
	Department review	8/29-9/15/2025
	Department committee letter due to Chair	9/15/2025
	Candidate review period	9/16-9/21/2025
	Chair Letter due	9/25/2025
	Candidate review period	9/26-10/2/2025
	Portfolios released to College Committee	10/3/2025
	College Committee Letter due	11/5/2025
	Candidate review period	11/6-11/10/2025
	P&T cases to Dean	11/11/2025
	Dean Letter	12/5/2025
	Candidate review period	12/6-12/10/2025
	Due to Provost	12/12/2025

<b>PTR</b>		
	Due to chair	9/12/2025*
	Chair review complete	9/17/2025
	Department committee review	9/18-10/12/2025
	Department committee letter due to Chair	10/12/2025
	Candidate review period	10/2-10/7
	Chair Letter due	11/5/2025
	Candidate review period	11/6-11/11
	PTR cases to Dean	11/12/2025
	Dean Letter	12/1/2025
	Candidate review period	12/2-12/7/2025
	Due to Provost	12/8/2025

<b>Sabbatical Applications</b>		
	Chair letter due in Interfolio	10/6/2025
	Budget Coordinator approval	10/10/2025
	Dean Letter	10/15/2025
	Applications due to Provost	10/31/2025
	Applications sent out to UFS Research Committee	11/7/2025
	Recommendations from UFS Research Committee	11/28/2025
	Final aprovals/denials from Provost (letters issued	12/5/2025
	Signed acceptances due to Provost	1/16/2026
	Memo to Deans from Provost	1/30/2026

<b>Third Year Review</b>		
	Cases complete and released to department	1/12/2026
	Department review	1/12-1/30/2026
	Department committee letter due to Chair	1/30/2026
	Candidate review period	1/30-2/5/2026
	Chair Letter due	2/11/2026

	Candidate review period	2/11-2/15/2026
	Portfolios released to College Committee	2/16/2026
	College Committee Letter due	3/2/2026
	Candidate review period	3/2-3/6/2026
	Interfolio packet to Dean	3/9/2026
	Deans Letter	3/24/2026
	Candidate review period	3/25-3/30/2026
	Due to Provost	3/31/2026

Subject	Task	Due Date
<b>Activity Reports</b>		
	Activity reporting Spring and Summer 2025- Chairs/Directors sign off in Interfolio	9/3/2025
	Activity reporting Summer and Fall 2025- Chairs/Directors sign off in Interfolio	1/31/2026
<b>Annual Assignments</b>		
	Annual Faculty Assignments due in FAR	7/10/2025
	Annual Assignments for new full-time faculty	9/5/2025
	Annual Assignments due to Provost	9/30/2025
	Annual Assignment corrections for 2025-2026	1/9/2026
<b>Annual Reports</b>		
	Faculty 2025 Annual Reports (Due to the Department office)	1/30/2026
	Faculty 2025 Annual Reports annual year due to Dean's office. (Submit as Word or PDF into V Drive; must signed by faculty member and chair with chair's comments.)	2/20/2026
	Chairs 2025 Annual Reports due to the Dean's office (Submit with all supplemental materials included.)	3/18/2026
<b>Assessment</b>		
	Assessment plans for 2025-26 - Input to IEA assessment data base. Submit plan review	2/12/2025
	Assessment results and analysis of 2024-2025. Submit for Review - Input into the IEA assessment data base	10/1/2025
	Assessment plans for 2026-27 - Input to IEA assessment data base. Submit plan review	2/12/2026
<b>Awards</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)	1/15/2026
	Research & Scholar of Year Award nominations (College Nominees due to Research Office)	2/5/2026
	Student and Faculty nominations due (Submit Convocation and honor awards nominations to Dean's office)	1/15/2026
	Alumni are due (Submission should include name, email address, phone number and 1-3 sentences explaining why you think they should receive the award.)	1/15/2026

	LLS Jupiter faculty research and travel awards (Submit to Dean's office for ROCA consideration)	Feb. TBD
	Honors Convocation Scholarships, Excellence in Undergrad Teaching and Advising awards, University Faculty Service Award, 2025 Researcher of the year award, and 2025 Scholar of the year award. (Due to the Provost Office and University Research Committee at tpenholl@fau.edu)	2/10/2026
	Distinguished Mentor of the Year in Undergraduate Research Award (Due to Ms. Patricia Sampedro (psamedr@fau.edu) from OURI)	2/19/2026
	Dissertation Year Award 2026 (Submit to Division of Research, fau.research@fau.edu)	March TBD
	OURI Undergraduate Research Mentor of the Year nominations (Nominations due to the Dean)	2/10/2026
	Talon Award Application due in Provost office by 5pm (Faculty submitted electronically to the Office of the Provost at mturtz@fau.edu.)	Oct TBD
<b>Book Orders</b>		
	Spring Book Orders Due	10/15/2025
	Summer Book Orders Due	3/15/2026
	Fall Book Orders Due	4/15/2026
<b>Catalog Revisions</b>		
	Catalog revisions due to mjennings@fau.edu	12/2/2025
<b>Faculty</b>		
	Faculty contract period starts	8/5/2025
	Faculty outside employment form in workday (Forward to the Dean's office for approval.)	9/30/2025
	Faculty Research Mentoring Program 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> )	10/1/2025
	Faculty contract period ends	5/1/2026
<b>Final Grades</b>		
	Fall Final Grades Due by 9:00 am	12/15/2025
	Spring Final Grades Due by 9:00 am	5/11/2026
	Summer Final Grades Due by 9:00 am (First Half)	6/29/2026

	Summer Final Grades Due by 9:00 am (Second Half)	8/12/2026
<b>Fiscal Year</b>		
	Fiscal year expenditures deadline (Deadline for Departments to encumber or spend expense and OPS monies.)	5/8/2025
<b>Master Thesis</b>		
	Fall Master Thesis due to Grad. College (Last day to submit to Graduate College)	11/14/2025
	Spring Master Thesis due to Grad. College (Last day to submit to Graduate College)	4/10/2026
	Summer Master Thesis due to Grad. College (Last day to submit to Graduate College)	7/18/2026
<b>Mentor/Mentee</b>		
	Remind Faculty Mentors to schedule a formative assessment review	TBD
<b>Ph.D Dissertations</b>		
	Last day for dissertation defenses for Fall 2025	10/24/2025
	Fall Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College)	11/10/2025
	Spring Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College) (diss defenses 2 weeks earlier)	4/3/2026
	Summer Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College) (defenses 2 weeks earlier)	7/11/2026
<b>Position requests</b>		
	Position requests: Request to fill full-time faculty lines (Submit requests to fill instructor and tenure-lines to the Dean's office.)	3/11/2026
<b>Research</b>		
	Research support data (Research support data from State funds due to Kathy Dimaggio)	12/2/2025
<b>Schedules</b>		
	Schedules due Sum/Fall 2026 & Spring 2027 (Submit to Courseleaf schedules for the Summer 2026, Fall 2026 and Spring 2027 semesters. Remember to VALIDATE to fully submit.)	TBD

Scholarships		
	Fall Dept. scholarships awarded	10/17/2025
	Spring student Departmental scholarships awarded	3/11/2026
Syllabi		
	Fall Syllabi due to Departments	8/22/2025
	Fall syllabi certification	9/8/2025
	Spring Syllabi due to Departments	1/16/2026
	Summer Syllabi due to Departments	5/22/2026
Tech Fee		
	Tech Fee application opens ( <a href="https://www.fau.edu/techfee/">https://www.fau.edu/techfee/</a> )	9/9/2025
	Last day to submit Tech Fee Grant proposal (*predicted)	10/27/2025
Website		
	Review Department website and update, including faculty and staff listing, CV and other linked information.	1/23/2026
Wizard		
	Greenlight Faculty in Wizard	9/30/2025

Subject	Task	Due Date
<b>Activity Reports</b>		
	Activity reporting Spring and Summer 2025- Chairs/Directors sign off in Interfolio	9/3/2025
	Activity reporting Fall 2025- Chairs/Directors sign off in Interfolio	TBD
<b>Annual Assignments</b>		
	Annual Faculty Assignments due in FAR	7/10/2025
	Annual Assignments for new full-time faculty	9/5/2025
	Annual Assignments due to Provost	9/30/2025
	Annual Assignment corrections for 2025-2026	1/9/2026
<b>Annual Reports</b>		
	Faculty 2025 Annual Reports (Due to the Department office)	1/30/2026
	Faculty 2025 Annual Reports annual year due to Dean's office. (Submit as Word or PDF into V Drive; must signed by faculty member and chair with chair's comments.)	2/20/2026
	Chairs 2025 Annual Reports due to the Dean's office (Submit with all supplemental materials included.)	3/18/2026
<b>Assessment</b>		
	Assessment results and analysis of 2024-2025. Submit for Review - Input into the IEA assessment data base	10/1/2025
	Assessment plans 2025-26— current year - Input to IEA assessment data base. Submit plan review	2/12/2026
<b>Awards</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)	1/15/2026
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	Alumni are due (Submission should include name, email address, phone number and 1-3 sentences explaining why you think they should receive the award.)	1/15/2026



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	Distinguished Mentor of the Year in Undergradate Research Award (Due to Ms. Patricia Sampedro (psamedr@fau.edu) from OURI)	2/19/2026
	Dissertation Year Award 2026 (Submit to Division of Research, fau.research@fau.edu)	March TBD
	OURI Undergraduate Research Mentor of the Year nominations (Nominations due to the Dean)	2/10/2026
	Talon Award Application due in Provost office by 5pm (Faculty submitted electronically to the Office of the Provost at mturtz@fau.edu.)	Late August?
<b>Book Orders</b>		
	Spring Book Orders Due	10/15/2025
	Summer Book Orders Due	3/15/2026
	Fall Book Orders Due	4/15/2026
<b>Catalog Revisions</b>		
	Catalog revisions due to mjennings@fau.edu	12/2/2025
<b>Faculty</b>		
	Faculty contract period starts	8/5/2025
	Faculty outside employment form in workday (Forward to the Dean's office for approval.)	9/30/2025
	Faculty Research Mentoring Program 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> )	10/1/2025
	Faculty contract period ends	5/1/2026
<b>Final Grades</b>		
	Fall Final Grades Due by 9:00 am	12/15/2025
	Spring Final Grades Due by 9:00 am	5/11/2026
	Summer Final Grades Due by 9:00 am (First Half)	6/29/2026
	Summer Final Grades Due by 9:00 am (Second Half)	8/12/2026

Fiscal Year		
	Fiscal year expenditures deadline (Deadline for Departments to encumber or spend expense and OPS monies.)	5/8/2025
Master Thesis		
	Fall Master Thesis due to Grad. College (Last day to submit to Graduate College)	11/14/2025
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Mentor/Mentee		
	Remind Faculty Mentors to schedule a formative assessment review	TBD
NTT		
	Cases opened	4/23/2025
	Candidate cases due in Interfolio	9/26/2025
	Department committee review period	9/27-10/15/2025
	Committee letter due to Chair	10/15/2025
	Candidate review period	10/16-10/20/2025
	Chair Letter due	10/24/2025
	Candidate review period	10/25-10/29/2025
	Portfolios released to College NTT Committee	10/30/2025
	College NTT Committee review period	10/30-11/19/2025
	College NTT Committee Letter due	11/19/2025
	Candidate review period	11/20-11/25/2025
	NTT cases due to Dean	11/26/2025
	Dean Letter	12/5/2025
	Candidate review period	12/6-12/11/2025
	Due to provost	1/9/2026

Ph.D Dissertations		
	Last day for dissertation defenses for Fall 2025	10/24/2025
	Fall Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College)	11/10/2025
	Spring Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College) (diss defenses 2 weeks earlier)	4/3/2026
	Summer Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College) (defenses 2 weeks earlier)	7/11/2026
Position requests		
	Position requests: Request to fill full-time faculty lines (Submit requests to fill instructor and tenure-lines to the Dean's office.)	3/11/2026
Promotion and Tenure		
	Cases complete and released to department	8/29/2025
	Department review	8/29-9/15/2025
	Department committee letter due to Chair	9/15/2025
	Candidate review period	9/16-9/21/2025
	Chair Letter due	9/25/2025
	Candidate review period	9/26-10/2/2025
	Portfolios released to College Committee	10/3/2025
	College Committee Letter due	11/5/2025
	Candidate review period	11/6-11/10/2025
	P&T cases to Dean	11/11/2025
	Dean Letter	12/5/2025
	Candidate review period	12/6-12/10/2025
	Due to Provost	12/12/2025
PTR		
	Due to chair	9/12/2025*
	Chair review complete	9/17/2025
	Department committee review	9/18-10/12/2025
	Department committee letter due to Chair	10/12/2025
	Candidate review period	10/2-10/7

	Chair Letter due	11/5/2025
	Candidate review period	11/6-11/11
	PTR cases to Dean	11/12/2025
	Dean Letter	12/1/2025
	Candidate review period	12/2-12/7/2025
	Due to Provost	12/8/2025
<b>Research</b>		
	Research support data (Research support data from State funds due to Kathy Dimaggio)	12/2/2025
<b>Sabbatical Applications</b>		
	Chair letter due in Interfolio	10/6/2025
	Budget Coordinator approval	10/10/2025
	Dean Letter	10/15/2025
	Applications due to Provost	10/31/2025
	Applications sent out to UFS Research Committee	11/7/2025
	Recommendations from UFS Research Committee to Provost	11/28/2025
	Final aprovals/denials from Provost (letters issued to applicants)	12/5/2025
	Signed acceptances due to Provost	1/16/2026
	Memo to Deans from Provost	1/30/2026
<b>Schedules</b>		
	Schedules due Sum/Fall 2026 & Spring 2027 (Submit to Courseleaf schedules for the Summer 2026, Fall 2026 and Spring 2027 semesters. Remember to VALIDATE to fully submit. __	TBD
<b>Scholarships</b>		
	Fall Dept. scholarships awarded	10/17/2025
	Spring student Departmental scholarships awarded	3/11/2026
<b>Syallabi</b>		
	Fall Syllabi due to Departments	8/22/2025
	Fall syllabi certification	9/8/2025

	Spring Syllabi due to Departments	1/16/2026
	Summer Syllabi due to Departments	5/22/2026
<b>Tech Fee</b>		
	Tech Fee application opens ( <a href="https://www.fau.edu/techfee/">https://www.fau.edu/techfee/</a> )	9/9/2025
	Last day to submit Tech Fee Grant proposal (*predicted)	10/27/2025
<b>Third Year Review</b>		
	Cases complete and released to department	1/12/2026
	Department review	1/12-1/30/2026
	Department committee letter due to Chair	1/30/2026
	Candidate review period	1/30-2/5/2026
	Chair Letter due	2/11/2026
	Candidate review period	2/11-2/15/2026
	Portfolios released to College Committee	2/16/2026
	College Committee Letter due	3/2/2026
	Candidate review period	3/2-3/6/2026
	Interfolio packet to Dean	3/9/2026
	Deans Letter	3/24/2026
	Candidate review period	3/25-3/30/2026
	Due to Provost	3/31/2026
<b>Website</b>		
	Review Department website and update, including faculty and staff listing, CV and other linked information.	1/23/2026
<b>Wizard</b>		
	Greenlight Faculty in Wizard	9/30/2025

Subject	Task	Due Date
<b>Apr-25</b>		
	NTT Cases opened	4/23/2025
<b>May-25</b>		
	Fiscal year expenditures deadline (Deadline for Departments to encumber or spend expense and OPS monies.)	5/8/2025
<b>Jul-25</b>		
	Annual Faculty Assignments due in FAR	7/10/2025
<b>Aug-25</b>		
	Faculty contract period starts	8/5/2025
	Fall Syllabi due to Departments	8/22/2025
	P&T Cases complete and released to department	8/29/2025
	P&T Department review	8/29-9/15/2025
<b>Sep-25</b>		
	Activity reporting Spring and Summer 2025- Chairs/Directors sign off in Interfolio	9/3/2025
	Annual Assignments for new full-time faculty	9/5/2025
	Fall syllabi certification	9/8/2025
	Tech Fee application opens ( <a href="https://www.fau.edu/techfee/">https://www.fau.edu/techfee/</a> )	9/9/2025
	PTR Due to chair	9/12/2025*
	P&T Department committee letter due to Chair	9/15/2025
	P&T Candidate review period	9/16-9/21/2025
	PTR Chair review complete	9/17/2025
	PTR Department committee review	9/18-10/12/2025
	P&T Chair Letter due	9/25/2025
	NTT Candidate cases due in Interfolio	9/26/2025
	P&T Candidate review period	9/26-10/2/2025
	NTT Department committee review period	9/27-10/15/2025
	Annual Assignments due to Provost	9/30/2025
	Faculty outside employment form in workday (Forward to the Dean's office for approval.)	9/30/2025
	Greenlight Faculty in Wizard	9/30/2025
<b>Oct-25</b>		
	Assessment results and analysis of 2024-2025. Submit for Review - Input into the IEA assessment data base	10/1/2025

	<a href="https://www.fau.edu/research/mentoring-program">https://www.fau.edu/research/mentoring-program</a> )	10/1/2025
	PTR Candidate review period	10/2-10/7/ 2025
	P&T Portfolios resleased to College Committee	10/3/2025
	Sabbatical Chair letter due in Interfolio	10/6/2025
	Sabbatical Budget Coordinator approval	10/10/2025
	PTR Department committee letter due to Chair	10/12/2025
	Spring Book Orders Due	10/15/2025
	NTT Committee letter due to Chair	10/15/2025
	NTT Candidate review period	10/16-10/20/2025
	Fall Dept. scholarships awarded	10/17/2025
	NTT Chair Letter due	10/24/2025
	Last day for dissertation defenses for Fall 2025	10/24/2025
	NTT Candidate review period	10/25-10/29/2025
	Last day to submit Tech Fee Grant proposal (*predicted)	10/27/2025
	Sabbatical Dean Letter	10/29/2025
	Portfolios released to College NTT Committee	10/30/2025
	College NTT Committee review period	10/30-11/19/2025
	Sabbatical Applications due to Provost	10/31/2025
<b>Nov-25</b>		
	P&T College Committee Letter due	11/5/2025
	PTR Chair Letter due	11/5/2025
	P&T Candidate review period	11/6-11/10/2025
	PTR Candidate review period	11/6-11/11/ 2025
	Sabbatical Applications sent out to UFS Research Committee	11/7/2025
	Fall Ph.D. Dissertations to Grad. College (Last day to submit to Graduate College)	11/10/2025
	P&T cases to Dean	11/11/2025
	PTR cases to Dean	11/12/2025
	Fall Master Thesis due to Grad. College (Last day to submit to Graduate College)	11/14/2025
	College NTT Committee Letter due	11/19/2025
	NTT Candidate review period	11/20-11/25/2025
	NTT cases due to Dean	11/26/2025

	Sabbatical Recommendations from UFS Research Committee to Provost	11/28/2025
<b>Dec-25</b>		
	PTR Dean Letter	12/1/2025
	Catalog revisions due to mjennings@fau.edu	12/2/2025
	Research support data (Research support data from State funds due to Kathy Dimaggio)	12/2/2025
	PTR Candidate review period	12/2-12/7/2025
	NTT Dean Letter	12/5/2025
	P&T Dean Letter	12/5/2025
	Sabbatical Final aprovals/denials from Provost (letters issued to applicants)	12/5/2025
	P&T Candidate review period	12/6-12/10/2025
	NTT Candidate review period	12/6-12/11/2025
	PTR Due to Provost	12/8/2025
	P&T Due to Provost	12/12/2025
	Fall Final Grades Due by 9:00 am	12/15/2025
<b>Jan-26</b>		
	Annual Assignment corrections for 2025-2026	1/9/2026
	NTT Due to provost	1/9/2026
	Third Year review cases complete and released to department	1/12/2026
	Third Year review Department review	1/12-1/30/2026
	material as per the University)	1/15/2026
	Student and Faculty nominations due (Submit Convocation and honor awards nominations to Dean's office)	1/15/2026
	explaining why you think they should receive the award.)	1/15/2026
	Sabbatical signed acceptances due to Provost	1/16/2026
	Spring Syllabi due to Departments	1/16/2026
	Review Department website and update, including faculty and staff listing, CV and other linked information.	1/23/2026
	Faculty 2025 Annual Reports (Due to the Department office)	1/30/2026
	Sabbatical memo to Deans from Provost	1/30/2026
	Third Year review Department committee letter due to Chair	1/30/2026
	Third Year Review Candidate review period	1/30-2/5/2026
<b>Feb-26</b>		
	LLS Jupiter faculty research and travel awards (Submit to Dean's office for ROCA consideration)	Feb. TBD



	Research & Scholar of Year Award nominations (College Nominees due to Research Office)	2/5/2026
	Faculty Service Award, 2025 Researcher of the year award, and 2025 Scholar of the year award. (Due to the	2/10/2026
	OURI Undergraduate Research Mentor of the Year nominations (Nominations due to the Dean)	2/10/2026
	Third Year review Chair Letter due	2/11/2026
	Third Year Review Candidate review period	2/11-2/15/2026
	Assessment plans 2026-27- Input to IEA assessment data base. Submit plan review	2/12/2026
	Third Year review Portfolios released to College Committee	2/16/2026
	(psamedr@fau.edu) from OURI)	2/19/2026
	signed by faculty member and chair with chair's comments.)	2/20/2026
<b>Mar-26</b>		
	Dissertation Year Award 2026 (Submit to Division of Research, fau.research@fau.edu)	March TBD
	Third Year review College Committee Letter due	3/2/2026
	Third Year Review Candidate review period	3/2-3/6/2026
	Third Year review Interfolio packet to Dean	3/9/2026
	Dean's office.)	3/11/2026
	Spring student Departmental scholarships awarded	3/11/2026
	Summer Book Orders Due	3/15/2026
	Chairs 2025 Annual Reports due to the Dean's office (Submit with all supplemental materials included.)	3/18/2026
	Third Year review Deans Letter	3/24/2026
	Third Year Review Candidate review period	3/25-3/30/2026
	Third Year review Due to Provost	3/31/2026
<b>Apr-26</b>		
	earlier)	4/3/2026
	Spring Master Thesis due to Grad. College (Last day to submit to Graduate College)	4/10/2026
	Fall Book Orders Due	4/15/2026
<b>May-26</b>		
	Faculty contract period ends	5/1/2026
	Spring Final Grades Due by 9:00 am	5/11/2026
	Summer Syllabi due to Departments	5/22/2026
<b>Jun-26</b>		
	Summer Final Grades Due by 9:00 am (First Half)	6/29/2026

<b>Jul-26</b>		
	earlier)	7/11/2026
	Summer Master Thesis due to Grad. College (Last day to submit to Graduate College)	7/18/2026
<b>Aug-26</b>		
	Summer Final Grades Due by 9:00 am (Second Half)	8/12/2026
	Provost at <a href="mailto:mturtz@fau.edu">mturtz@fau.edu</a> .)	Late August?