Dorothy F. Schmidt College of Arts and Letters: 2017-2018 Due dates for Chairs and Directors

Dean's office June 1, 2017 All summer syllabi in WIZARD July 3, 2017 Ph.D. Dissertations to Dean's office July 7, 2017 Book orders due – fall term July 10, 2017 Annual Assignments for 2017-2018 July 10, 2017 Ph.D. Dissertations to Grad. College July 10, 2017 July 10, 2017 Ph.D. Dissertations to Grad. College July 10, 2017 Master Thesis to Dean's office July 17, 2017 Master Thesis to Dean's office Aug. 12, 2017 Faculty contract period starts Aug. 15, 2017 Fall Syllabi due to Departments Aug. 21, 2017 Fall Syllabi due to Departments Aug. 28, 2017 Summer 2018 schedules due Aug. 31, 2017 suggested date Aug. 31, 2017 suggested date Aug. 31, 2017 suggested date Aug. 31, 2017 P&T final packets to Dept. office Aug. 31, 2017 SPE Dept. criteria final due Sept. 5, 2017 Faculty outside employment form Sept. 5, 2017 Faculty outside employment form Sept. 5, 2017 Sabatical applications to Dean Submit all Fall syllabi uploaded to to Dean's office Review Department to FAIR. Email Komal Sharma, sharmak@fau.edu if you have questions or issues with this. Recommended deadline Recommended seadline Recommended deadline Recommended deadline Recommended seadline Recomm	Due Dates:	Item:	Notes:
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Dec. 1, 2017 Catalog Revisions 2017-2018 catalog revisions due to mjennings@fa	Dec. 1, 2017	Catalog Revisions	2017-2018 catalog revisions due to mjennings@fau.edu

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Dec 8, 2017	Lab Fees: Material & Supplies fees,	Applies to classes that a department wants to add or
	new or revising	change the lab fee. Lab fees are only for consumables.
Dec 8, 2017	NTT promotion packet to Provost	
Dec. 20, 2017 * based on last year	Full Year Schedule due: Summer	
-subject to change	2018, Fall 2018, Spring 2019.	
Jan. 9, 2018 suggested date	Spring Syllabi due to Departments	Upload into WIZARD
Jan. 15, 2018	Annual Assignment corrections for	Input all changes to faculty teaching, research and
	2017-2018	service assignments for spring term.
Jan. 15, 2018	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. 19, 2018	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	Faculty Research Mentoring	Email applications to limited@fau.edu by 5pm.
last year was mid-Jan.	Program applications due	Dean and Department chair signature required
Jan. 26, 2018	Website update	Review Department website and update, including
·	·	faculty and staff listing, CV and other linked information
Jan. 26, 2018 * based on last year -	Award Applications – Researcher	Must include Chair's support letter and all other required
subject to change	and Scholar of the Year due to Dean	material as per the University
Jan. 31, 2018 suggested date	Faculty Annual Reports for 2017 due	,
, 33	to the Department office	
Feb. 2, 2018 * based on last year -	Award Nominations: Student and	Submit Convocation and honor awards nominations to
subject to change	Faculty nominations due	Dean's office
TBD	Award Applications: LLS Jupiter	Submit to Dean's office for ROCA consideration
last year was February 10 th	faculty research and travel awards	Submitted Bear 3 office for Noon consideration
Feb. 10, 2018	Research & Scholar of Year Award	College Nominees due to Research Office
TBD	OURI Undergraduate Research	Nominations to the Dean
last year was February 15 th	Mentor of the Year	Trommations to the Boan
Feb. 16, 2018	Assessment plans 2017-18	Input into the IEA assessment data base and
1 65. 10, 2010	7.05055mene plans 2017 15	submit for plan review
Feb. 23, 2018	Faculty Annual Reports for 2017	Submit a binder with faculty Annual Reports, signed by
1 65. 25, 2616	annual year due to Dean's office	faculty member and chair with chair's comments. Binder
	a.maa. year aae to 2 ean o emee	to include tabs with faculty names.
Feb. 23, 2018	P&T: 3 rd year review packets due to	to merade case man recently names.
. 65. 25, 2616	the Dean's office	
March 9, 2018	Remind Faculty Mentors to schedule	
Widi (11 3), 2010	a formative assessment review	
March 12, 2018	Position requests: Request to fill	Submit requests to fill instructor and tenure-lines to the
Widien 12, 2010	full-time faculty lines	Dean's office.
March 12, 2018 suggested date	Spring student Departmental	Submit paperwork to Foundations and copy Gail Vorsas,
March 12, 2010 suggested date	scholarships awarded	gvorsas@fau.edu
March 16, 2018	P&T: Chair's contacting potential	<u>svorsaseraareaa</u>
March 10, 2010	external reviewers	
March 26, 2018	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
March 23, 2018 *	Book orders due for Summer 1 & 2	http://www.facultyenlight.com/?storeNbr=794
TBD usually late March	Dissertation Year Award 2018	Submit to Division of Research, fau.research@fau.edu
155 asadily late March	Dissertation real Award 2010	Submit to Division of Nescarcii, Tautiesearchi@iau.euu
April 2, 2019	Ph.D. Dissertations to Grad College	Last day to submit to Graduate College
April 2, 2018	Ph.D. Dissertations to Grad. College Master Thesis to Dean's office	Last day to submit to Graduate College Last day to submit to Dean's office for signature
April 2, 2018		Last day to submit to Dean's office for signature Last day to submit to Graduate College
April 12, 2018	Master Thesis to Grad. College	
April 13, 2018	Chairs Annual Reports for 2017	Submit with all supplemental materials included.
Ame: 1.20, 2040	due to the Dean's office Mentor's Formative assessments	Penert to Deem's office where all here there are a
April 28, 2018		Report to Dean's office when all have been received
Amiil 20, 2010	due to Department office	from the faculty mentors.
April 30, 2018 suggested date	P&T: Candidate packets mailed to	
	external reviewers	
May 5, 2018	Book orders due for Summer 3	http://www.facultyenlight.com/?storeNbr=794
= 0016		interpretation of the second control of the
May 5, 2018 suggested date	Syllabi: Summer <u>all</u> term syllabi due	interpretation of the second s
May 5, 2018 suggested date May 7, 2018		

May 11, 2018	Faculty contract period ends	
May 12, 2018	Fiscal year expenditures deadline	Deadline for Departments to encumber or spend
		expense and OPS monies.