

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

Due Dates:	Item:	Notes:
May 15, 2017	Sum 1, 2 & 3 Syllabi Certify to Dean's office	Certify via email to Dean's office that all syllabi have meet FAU guidelines
June 1, 2017	All summer syllabi in WIZARD	must be uploaded in WIZARD
July 3, 2017	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
July 7, 2017	Book orders due – fall term	http://www.facultyenlight.com/?storeNbr=794
July 10, 2017	Annual Assignments for 2017-2018	Input into the FAIR system for all full-time faculty
July 10, 2017	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
July 10, 2017	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
July 17, 2017	Master Thesis due to Grad. College	Last day to submit to Graduate College
Aug. 12, 2017	Faculty contract period starts	
Aug. 15, 2017	FAIR activity reports for summer and fall 2016, due	Email Komal Sharma, sharmak@fau.edu if you have questions or issues with this.
Aug. 21, 2017	Fall Syllabi due to Departments	
Aug. 25, 2017	Summer 2018 schedules due	Due date to submit schedule through Courseleaf
Aug. 28, 2017	Syllabi – Certify to the Dean's office that all fall syllabi meet guidelines	Upload into WIZARD
Aug. 31, 2017 <i>suggested date</i>	P&T final packets to Dept. office	Recommended deadline
Aug. 31 – Sept. 27, 2017 <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.
Aug. 31, 217	SPE Dept. criteria final due	Send to Dean's office
Sept. 5, 2017	Faculty outside employment form	Forward to the Dean's office for approval.
Sept. 5, 2017	Annual Assignments 2017-2018 for new full-time faculty	Add new faculty assignments to FAIR. Email Komal Sharma, sharmak@fau.edu if you have questions/issues
Sept. 9, 2017	Website update	Review Department website and update, including faculty and staff listing, CV and other linked information
Sept. 19, 2017	Fall 2018 + Spring 2019 schedules	Due date to submit schedule through Courseleaf
Sept 22, 2017	Sabbatical applications to Dean	Submit all Faculty applications for sabbatical to Dean
Sept. 29, 2017* <i>based on last year -subject to change</i>	Assessment input of data and analysis for 2016-17	Input into the IEA assessment data base
Sept. 29, 2017	Syllabi in WIZARD	Absolute deadline to have all syllabi uploaded to WIZARD
Oct 4, 2017 <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. 6, 2017* <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. 11, 2017	P&T packets due in Dean's office firm deadline!	Must include Chair's letter and all other required material as per the University P&T guidelines
Oct. 14, 2017	EXPO – in the college 8:30-1:30pm	
Oct. 15, 2017	Program Review – 4yr assessment	Due to Dean office: Anthropology, English, History, LLCL, SCMS, Sociology, Political Science, , Ph.D. Interdisciplinary Studies, WGSS, Philosophy, Jewish Studies
Oct. 16, 2017	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 .
Oct. 16, 2017 <i>suggested date</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy gvorsas@fau.edu
Nov. 3, 2017* <i>based on last year – subject to change</i>	Book orders due – spring term	http://www.facultyenlight.com/?storeNbr=794
Nov. 6, 2017	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
Nov. 6, 2017	NTT (instructor) Promotion Packets	Due to Dean's office
Nov. 6-22, 2017	NTT dossier College review	
Nov. 13, 2017	Ph.D. Dissertation to Grad. College	Submit to Graduate College
Nov. 13, 2017	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
Nov. 20, 2017	Master Thesis to Grad. College	Submit to Graduate College
Nov. 30, 2017*	Tech Fee Proposals due	Must be uploaded through Tech fee website
Dec. 1, 2017	Catalog Revisions	2017-2018 catalog revisions due to mjennings@fau.edu

Dec 8, 2017	Lab Fees: Material & Supplies fees, new or revising	Applies to classes that a department wants to add or change the lab fee. Lab fees are only for consumables.
Dec 8, 2017	NTT promotion packet to Provost	
Dec. 20, 2017 * <i>based on last year -subject to change</i>	Full Year Schedule due: Summer 2018, Fall 2018, Spring 2019.	
Jan. 9, 2018 <i>suggested date</i>	Spring Syllabi due to Departments	Upload into WIZARD
Jan. 15, 2018	Annual Assignment corrections for 2017-2018	Input all changes to faculty teaching, research and 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 <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. 26, 2018	Website update	Review Department website and update, including faculty and staff listing, CV and other linked information
Jan. 26, 2018 * <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, 2018 <i>suggested date</i>	Faculty Annual Reports for 2017 due to the Department office	
Feb. 2, 2018 * <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. 10, 2018	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. 16, 2018	Assessment plans 2017-18	Input into the IEA assessment data base and submit for plan review
Feb. 23, 2018	Faculty Annual Reports for 2017 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. 23, 2018	P&T: 3 rd year review packets due to the Dean's office	
March 9, 2018	Remind Faculty Mentors to schedule a formative assessment review	
March 12, 2018	Position requests: Request to fill full-time faculty lines	Submit requests to fill instructor and tenure-lines to the Dean's office.
March 12, 2018 <i>suggested date</i>	Spring student Departmental scholarships awarded	Submit paperwork to Foundations and copy Gail Vorsas, gvorsas@fau.edu
March 16, 2018	P&T: Chair's contacting potential 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 <i>usually late March</i>	Dissertation Year Award 2018	Submit to Division of Research, fau.research@fau.edu
April 2, 2018	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
April 2, 2018	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
April 9, 2018	Master Thesis to Grad. College	Last day to submit to Graduate College
April 13, 2018	Chairs Annual Reports for 2017 due to the Dean's office	Submit with all supplemental materials included.
April 28, 2018	Mentor's Formative assessments due to Department office	Report to Dean's office when all have been received from the faculty mentors.
April 30, 2018 <i>suggested date</i>	P&T: Candidate packets mailed to external reviewers	
May 5, 2018	Book orders due for Summer 3	http://www.facultyenlight.com/?storeNbr=794
May 5, 2018 <i>suggested date</i>	Syllabi: Summer <u>all</u> term syllabi due to departments.	
May 7, 2018	Grades due by 9am	

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.