

Dorothy F. Schmidt College of Arts and Letters: 2020-2021 Due dates for Chairs and Directors

Due Dates:	Item:	Notes:
<b>2020</b>		
June	<b>All summer syllabi</b> in WIZARD	must be uploaded in WIZARD
June	<b>Book orders due – fall term</b>	
July 1	Ph.D. Dissertations to <b>Dean’s office</b>	Email PDF to <b>Eric Berlatsky eberlats@fau.edu</b>
July 8	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 15	Master Thesis due to <b>Grad. College</b>	Last day to submit to Graduate College
Aug. 8	<b>Faculty contract</b> period starts	
Aug. 17	<b>Fall Syllabi</b> due to Departments	
Aug 19	<b>Fall 2019</b> activity reports due in F.A.I.R.	
Aug. 28	<b>Syllabi</b> – Certify to the Dean’s office that all fall syllabi meet guidelines	Upload into WIZARD
Aug. 28 <i>suggested date</i>	<b>P&amp;T</b> interfolio packets complete and released for review to department	Recommended deadline
Aug. 31 – Sept. 25 <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.
Sept. 6	<b>Faculty outside employment form in workday</b>	Forward to the Dean’s office for approval.
<b>Sept. 4</b>	<b>Annual Assignments</b> 2020-2021 for new full-time faculty	Add new faculty assignments to FAIR. Email <a href="mailto:jea@fau.edu">jea@fau.edu</a> if you have questions/issues
Sept. 4	Certify syllabi for dept. to Barclay	Upload to T-drive
Sept. 14	Greenlight faculty in WIZARD	
Sept. 21	All syllabi loaded into WIZARD	
<b>Sept. 28</b>	<b>Syllabi in WIZARD</b>	Absolute deadline to have all syllabi uploaded to WIZARD
TBD – last year was Oct. 3	<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> .
<b>Oct 2</b> <i>Suggested due date</i>	<b>NTT</b> (instructor) Promotion Interfolio	Due to Department
Oct 5-23 <i>Suggested due dates</i>	<b>NTT</b> (instructor) Dept review period	
Oct 2 <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.
Oct. 9	<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. 16	<b>SPE</b> faculty portfolio deadline	Due to Department chair
Oct. 16 <i>suggested date</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy <a href="mailto:gvorsas@fau.edu">gvorsas@fau.edu</a>
Oct. 16	<b>Sabbatical</b> applications to Dean	Submit all Faculty applications for sabbatical to Dean
Oct. 16	<b>Program Review Self-Study</b>	Due to Dean’s office
Oct. 16	<b>Assessment</b> input of data and analysis for 2018-19	Input into the IEA assessment data base
Oct. 23	<b>Book orders</b> due- spring term	College deadline
Nov. 4	Ph.D. Dissertations to Dean’s office	Last day to submit to Dean’s office for signature
Nov. 6	<b>NTT</b> (instructor) Promotion Interfolio	Interfolio packets complete & released for college review
Nov. 6-20	<b>NTT</b> College review process	
Nov. 10	Ph.D. Dissertation to <b>Grad. College</b>	Submit to Graduate College
Nov. 10	Master Thesis to Dean’s office	Last day to submit to Dean’s office for signature
Nov. 20	Master Thesis to <b>Grad. College</b>	Submit to Graduate College
Nov. 30	<b>SPE</b> portfolio due to Dean’s office	
Dec 1	<b>Catalog Revisions</b>	2019-2020 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 4	<b>P&amp;T</b> interfolio packets released to Provost level	
Dec 4	<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 14	<b>Tech Fees:</b> approvals due	All Chair and Dean must approve proposals by this date
Dec 21	<b>Final Grades Due Fall</b>	
<b>2021</b>		
Jan 11	<b>SPE</b> Interfolio packets complete and released for departmental review	
Jan 11-Feb 25 <i>suggested dates</i>	<b>SPE</b> Department committee meets, reviews and evaluates on dossiers.	
Jan. 8	<b>NTT</b> promotion Interfolio packets released to Provost level	
Jan. 4 <i>suggested date</i>	<b>Spring Syllabi</b> due to Departments	Upload into WIZARD
TBD	<b>Schedules due</b> Sum/Fall 2021 & Spring 2022	Submit to Courseleaf schedules for the Summer 2021, Fall 2021 and Spring 2022 semesters
Jan. 8	<b>Annual Assignment</b> corrections for 2019-2020	Input all changes to faculty teaching, research and service assignments for spring term.
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>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.
TBD <i>last year was mid-Jan.</i>	<b>Faculty Research Mentoring Program</b> applications due	Email applications to <a href="mailto:limited@fau.edu">limited@fau.edu</a> by 5pm. Dean and Department chair signature required
Jan. 25	<b>Website update</b>	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>	<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. 30 <i>suggested date</i>	<b>Faculty Annual Reports</b>	2019 due to the Department office
Jan 31 * <i>based on last year - subject to change</i>	<b>Award Nominations:</b> Student and Faculty nominations due	Submit Convocation and honor awards nominations to Dean's office
TBD <i>last year was February 10<sup>th</sup></i>	<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>College Nominees</b> due to Research Office
TBD <i>last year was February 15<sup>th</sup></i>	OURI Undergraduate Research Mentor of the Year	Nominations to the Dean
Feb. 12	<b>Assessment</b> plans 2019-2020	Input to IEA assessment data base. submit plan review
Feb. 19	<b>Faculty Annual Reports</b> for 2019 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. 19	<b>3<sup>rd</sup> year review</b> Interfolio packets released for College level review	
March 1	<b>SPE</b> packets forwarded to Dean review	
March 6	<b>Book orders: Summer</b> (all sessions)	Use Follet form and not online format previously used
March 9	Remind Faculty Mentors to schedule a formative assessment review	
March 11	<b>Position requests:</b> Request to fill full-time faculty lines	Submit requests to fill instructor and tenure-lines to the Dean's office.
March 11 <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>
March 15	<b>Chairs Annual Reports</b> for 2019 due to the Dean's office	Submit with all supplemental materials included.
March 16	<b>P&amp;T:</b> Chair's contact potential external reviewers	
March 20	<b>Book orders: Fall</b>	Use Follet form
March 24	Ph.D. Dissertations to Dean's office	Last day to submit to Dean's office for signature
<b>March 24</b>	<b>Annual Assignments</b> for 2020-2021	Input into the FAIR system for all full-time faculty
TBD <i>usually late March</i>	Dissertation Year Award 2020	Submit to Division of Research, <a href="mailto:fau.research@fau.edu">fau.research@fau.edu</a>
Mar 31	Ph.D. Dissertations to <b>Grad. College</b>	Last day to submit to Graduate College
Mar 31	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
April 7	Master Thesis to <b>Grad. College</b>	Last day to submit to Graduate College

April 29 <i>suggested date</i>	<b>P&amp;T:</b> Candidate packets	mailed to external reviewers
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 7	<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.