

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

<b>Due Dates:</b>	<b>Item:</b>	<b>Notes:</b>
June 1	<b>All summer syllabi</b> in WIZARD	must be uploaded in WIZARD
June 17	<b>Book orders due – fall term</b>	
July 2	Ph.D. Dissertations to <b>Dean's office</b>	Last day to submit to Dean's office for signature
July 9	Ph.D. Dissertations to <b>Grad. College</b>	Last day to submit to Graduate College
July 9	Master Thesis to Dean's office	Last day to submit to Dean's office for signature
July 16	Master Thesis due to <b>Grad. College</b>	Last day to submit to Graduate College
Aug. 11	<b>Faculty contract</b> period starts	
Aug. 24	<b>Fall Syllabi</b> due to Departments	
Aug. 31	<b>Syllabi</b> – Certify to the Dean's office that all fall syllabi meet guidelines	Upload into WIZARD
Aug. 31 <i>suggested date</i>	<b>P&amp;T</b> final packets to Dept. office	Recommended deadline
Aug. 31 – Sept. 28 <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. 7	<b>Faculty outside employment form</b>	Forward to the Dean's office for approval.
<b>Sept. 7</b>	<b>Annual Assignments</b> 2018-2019 for new full-time faculty	Add new faculty assignments to FAIR. Email <a href="mailto:iea@fau.edu">iea@fau.edu</a> if you have questions/issues
Sept 21	<b>Sabbatical</b> applications to Dean	Submit all Faculty applications for sabbatical to Dean
Sept. 29 * <i>based on last year - subject to change</i>	<b>Assessment</b> input of data and analysis for 2017-18	Input into the IEA assessment data base
<b>Sept. 29</b>	<b>Syllabi in WIZARD</b>	Absolute deadline to have all syllabi uploaded to WIZARD
Oct 5 <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. 5* <i>based on last year -subject to change</i>	<b>Talon Award Application</b> due in Provost office by 5pm	Faculty submitted electronically to the Office of the Provost at <a href="mailto:icapp1@fau.edu">icapp1@fau.edu</a>
Oct. 12	<b>P&amp;T</b> packets due in Dean's office <b>firm deadline!</b>	Must include Chair's letter and all other required material as per the University P&T guidelines
Oct. 15 <i>suggested date</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy <a href="mailto:gvorsas@fau.edu">gvorsas@fau.edu</a>
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	<b>NTT</b> (instructor) Promotion Packets	Due to Dean's office
Nov. 5-21	<b>NTT</b> dossier College review	
Nov. 12	Ph.D. Dissertation to <b>Grad. College</b>	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 <b>Grad. College</b>	Submit to Graduate College
Dec. 3	<b>Catalog Revisions</b>	2019-2020 catalog revisions due to <a href="mailto:mjennings@fau.edu">mjennings@fau.edu</a>
TBA	<b>Tech Fee</b> Proposals due	Must be uploaded through Tech fee website
Dec. 4	<b>Research support data</b> – due	Research support data from State funds due to Dimaggio
Dec 7	<b>DDI</b> of faculty members' research and 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 7	<b>NTT</b> promotion packet to Provost	
TBA	<b>Tech Fees:</b> approvals due	All Chair and Dean must approve proposals by this date
Jan. 11 <i>suggested date</i>	<b>Spring Syllabi</b> due to Departments	Upload into WIZARD
Jan. 14	<b>Annual Assignment</b> corrections for 2018-2019	Input all changes to faculty teaching, research and service assignments for spring term.
Jan. 14	<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. 18	<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	<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. 31 <i>suggested date</i>	<b>Faculty Annual Reports</b> for 2018 due to the Department office	
Feb. 1 * <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. 8	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. 15	<b>Assessment</b> plans 2018-19	Input into the IEA assessment data base and submit for plan review
Feb. 22	<b>Faculty Annual Reports</b> 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	<b>P&amp;T:</b> 3 <sup>rd</sup> year review packets due to the Dean's office	
March 9	Remind Faculty Mentors to schedule a formative assessment review	
March 12	<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 12 <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 12	<b>Chairs Annual Reports</b> for 2018 due to the Dean's office	Submit with all supplemental materials included.
TBD	<b>Book orders: Summer</b> (all sessions)	Use Follet form and not online format previously used
March 15	<b>P&amp;T:</b> 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
<b>March 25</b>	<b>Annual Assignments</b> 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, <a href="mailto:fau.research@fau.edu">fau.research@fau.edu</a>
April 1	Ph.D. Dissertations to <b>Grad. College</b>	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 <b>Grad. College</b>	Last day to submit to Graduate College
TBD	<b>Book orders due for Fall</b>	<a href="http://www.facultyenlight.com/?storeNbr=794">http://www.facultyenlight.com/?storeNbr=794</a>
April 29	<b>Mentor's Formative assessments</b> due to Department office	Report to Dean's office when all have been received from the faculty mentors.
April 30 <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 6	<b>Grades</b> due by 9am	
May 10	<b>Faculty contract</b> period ends	
May 10	<b>Fiscal year expenditures deadline</b>	Deadline for Departments to encumber or spend expense and OPS monies.