

Florida Atlantic University
Chairs/Directors Hit List

_____ Academic Year

January		
Date Completed:	Item:	Comments:
	Work on Annual Faculty Evaluations for prior evaluation period	<i>Start of new evaluation period.</i>
	Identify P&T Candidates for Upcoming Academic Year	<i>Send names to College Admin. to create cases in Interfolio</i>
	Identify Dept. P&T Committee Members	<i>Send names to College Admin. to create cases in Interfolio</i>
	NTT ePortfolios DUE to Provost	<i>ePortfolios to be submitted to Provost by January 7, 2019</i>
	Grades DUE – Early Spring	<i>Grades must be in by January 7, 2019</i>
	Activity Reports DUE for Prior Summer Term	<i>To be completed in FAIR</i>
	Award Applications for Researcher and Scholar of the Year to Dean	<i>Must include Chair's support letter and all other required material as per the University</i>
February		
Date Completed:	Item:	Comments:
	Review faculty contract end dates and renewals , to include affiliate appointments.	<i>Review CBA Article 12 for Notice of Non-Reappointment.</i>
	Identify and prepare position requests to fill vacant and new full-time and part-time (w/ benefits) faculty lines.	<i>Submit position request forms for faculty lines: TE and NTE track to the Dean's Office.</i>
	Award Nominations: Student and Faculty due	<i>Submit Convocation and Honor awards nominations to Dean's office</i>
	Midterm Grading available	<i>February 18-22, 2019</i>
March		
Date Completed:	Item:	Comments:
	Faculty Annual Evaluations are to be completed	<i>Article 10.3(b), The proposed written annual evaluation, including the employee's annual assignment which was furnished pursuant to Section 9.4, shall be provided to the employee within 90 days after the end of the evaluation period.</i>

	Complete PIPs & append to Evaluations (if applicable)	<i>Article 10.3(c)(4) If an employee is evaluated as less than satisfactory in any area of the annual evaluation, the employee and the supervisor must develop a written plan to address the employee's performance. This plan will be appended to the annual evaluation.</i>
	Provide Employee with copy of Evaluation & PIP (If applicable).	<i>Article 10.3(b), A copy of the evaluation shall be provided to the employee at least 10 days during the regular academic year prior to being placed in the employee's evaluation file.</i>
	Textbook Adoption Deadline for Summer 1&2	<i>Due by March 27, 2019</i>
April		
Date Completed:	Item	Comments:
	Complete Supplemental Summer Appointments	<i>Article 8.4(b)(1), Supplemental summer appointments shall be offered, either verbally or in writing, no later than 5 weeks prior to the beginning of the appointment if practicable, in accordance with written criteria.</i>
	Course Syllabi are entered in Wizard - Summer	<i>Due by May.</i>
	Complete Faculty Position Search Requests for the following year to Dean for Approval	<i>Due to Provost's Office in June</i>
	Annual Honors Convocation & Employee Service Awards	<i>Kaye Auditorium/Student Union</i>
May		
Date Completed:	Item:	Comments:
	Textbook Adoption Deadline for Summer 3	<i>Due by May 8, 2019</i>
	Grades DUE – Spring	<i>Grades must be in by May 6, 2019</i>
	Notify SPE Candidates for upcoming year (Fall)	<i>Review Provost Policy, Sustained Performance Evaluations Memo, and begin process</i>
	Request External Review Letters for P&T Candidates for upcoming year (Fall)	<i>To be completed via the Interfolio System. Please contact college administrator for assistance.</i>
June		
Date Completed:	Item:	Comments:
	Complete Faculty Assignments in FAIR	<i>Article 9.4(a), The assignment should be communicated to employees no later than 6 weeks in advance of its starting date, if practicable.</i>
	Grades DUE – Summer Term 2	<i>Grades must be in by June 21, 2019</i>
	Evaluations for 12-month, out-of-unit begin	<i>Self-evaluations prepared and submitted to Dean's Office. Must be completed by August</i>

July		
Date Completed:	Item:	Comments:
	Remind Faculty to submit Report of Outside Activity	<i>Due in August</i>
	Textbook Adoption Deadline for Fall	<i>Due by July 3, 2019</i>
August		
Date Completed:	Item:	Comments:
	Evaluations for 12-month, out-of-unit faculty are COMPLETED.	<i>Performance evaluations should be completed by the Dean at this time.</i>
	Report of Outside Activity DUE	<i>Article 19.4, A new report shall be submitted for outside activity previously reported at the beginning of each academic year for outside activity of a continuing nature and whenever there is a significant change in an activity.</i>
	Course Syllabi are entered in Wizard - Fall	<i>Due by September</i>
	All new faculty hires and their Original Offer Letters for Fall start are due to Provost's Office	<i>Due by start of contract, but should be submitted to Provost's Office upon receipt.</i>
	Grades DUE – Summer Term 1 & 3	<i>Grades must be in by August 7, 2019</i>
September		
Date Completed:	Item:	Comments:
	Check with Promotion Candidates on Progress towards promotion/tenure	<i>Make sure Promotion (& tenure) candidates are making progress in ePortfolios/able to meet deadlines.</i>
	SPE portfolio DUE to Chair	<i>Portfolios are to be submitted to Chair</i>
	For 360 Evaluation , complete Self-Evaluation to present to Faculty.	<i>Refer to annual Provost's memo on Department Chair/School Director Performance Appraisal.</i>
	Begin working on Tech Fee Proposal	<i>Tech Fee system opens for applications in October.* *date subject to change</i>
October		
Date Completed:	Item:	Comments:
	Midterm Grading available	<i>October 1-5, 2018</i>
	Sabbatical Applications DUE to Provost	<i>Article 22</i>
	Textbook Adoption Deadline for Early Spring	<i>Due by October 31, 2018</i>
	Make sure Third Year Reviews are completed	<i>Certification of Complete Third Year Reviews to Provost by Dean DUE in November</i>
	Talon Award Applications due to Provost	<i>Due date based on last year and may be subject to change.</i>

	Schedules due Summer/Fall 2020 & Spring 2021.	<i>Submit to Courseleaf schedules for Summer 2020, Fall 2020, and Spring 2021 semesters, two-year schedule & four-year schedule for Davie/Jupiter/Boca.</i>
	Submit two-year and four-year schedules for all campuses.	<i>Submit to Courseleaf two-year schedule & four-year schedules for Davie/Jupiter/Boca.</i>
November		
Date Completed:	Item:	Comments:
	Textbook Adoption Deadline for Spring	<i>Due by November 21, 2018</i>
	Tech Fee Proposal DUE	<i>Due by November 23, 2018*</i> <i>*date subject to change</i>
December		
Date Completed:	Item:	Comments:
	P&T ePortfolios DUE to Provost	<i>ePortfolios to be submitted to Provost by December 7, 2018</i>
	Course Syllabi are entered in Wizard - Spring	<i>Due by January</i>
	Grades DUE – Fall	<i>Grades must be in by December 17, 2018</i>