**Florida Atlantic University**

Chairs/Directors Hit List

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year

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| **August** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | **Evaluations** for 12-month, out-of-unit faculty are COMPLETED. | *Performance evaluations should be completed by the Dean at this time.*  |
|  | **Report of Outside Activity** DUE | *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.*  |
|  | Course **Syllabi** are entered in Wizard - Fall | *Due by September* |
|  | All new faculty hires and their **Original Offer Letters** for Fall start are due to Provost’s Office | *Due by start of contract, but should be submitted to Provost’s Office upon receipt.*  |
|  | **Grades** DUE – Summer Term 1 & 3 | *Grades must be in by August 7, 2019* |
| **September** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Check with **Promotion** Candidates on Progress towards promotion/tenure | *Make sure Promotion (& tenure) candidates are making progress in ePortfolios/able to meet deadlines.* |
|  | **SPE** portfolio DUE to Chair | *Portfolios are to be submitted to Chair* |
|  | For **360 Evaluation**, complete Self-Evaluation to present to Faculty. | *Refer to annual Provost’s memo on Department Chair/School Director Performance Appraisal.* |
|  | Begin working on **Tech Fee** Proposal | *Tech Fee system opens for applications in October.\***\*date subject to change* |
| **October** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Submit vacant & new **faculty position requests** to Provost for upcoming academic year  | *Due to Provost’s Office by October 1, 2019 to Arcadia Callahan.* |
|  | **Sabbatical** Applications DUE to Provost | *Article 22* |
|  | **Textbook Adoption** Deadline for Spring 2020 (Suggested) | *Due by October 15, 2019* |
|  | Make sure **Third Year Reviews** are completed | *Certification of Complete Third Year Reviews to Provost by Dean DUE in November* |
|  | **Talon Award Applications** due to Provost | *Due date based on last year and may be subject to change.* |
|  | **Schedules** due Summer/Fall 2021 & Spring 2022.  | *Submit to Courseleaf schedules for Summer 2021, Fall 2021, and Spring 2022 semesters, two-year schedule & four-year schedule for Davie/Jupiter/Boca.* |
|  | **Submit** two-year and four-year **schedules** for all campuses. | *Submit to Courseleaf two-year schedule & four-year schedules for Davie/Jupiter/Boca.* |
| **November** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | **Emeritus Recommendations** due to Provost’s Office by Honors and Awards Committee | *Due by November 22, 2019* |
|  | **State Textbook Adoption** Deadline for Spring 2020 (Final) | *Due by November 27, 2019* |
|  | **Tech Fee** Proposal DUE | *Due by TBA* |
| **December** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | **P&T** ePortfolios DUE to Provost | *ePortfolios to be submitted to Provost by December 6, 2019* |
|  | Course **Syllabi** are entered in Wizard - Spring | *Due by January* |
|  | **Grades** DUE – Fall | *Grades must be in by December 16, 2019* |
| **January** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Work on **Annual Faculty Evaluations** for prior evaluation period | *Start of new evaluation period.* |
|  | Identify **P&T** Candidates for Upcoming Academic Year | *Send names to College Admin. to create cases in Interfolio* |
|  | Identify Dept. **P&T** Committee Members | *Send names to College Admin. to create cases in Interfolio* |
|  | **NTT** ePortfolios DUE to Provost | *ePortfolios to be submitted to Provost by January 10, 2020* |
|  | **Grades** DUE – Early Spring | *Grades must be in by January 6, 2020* |
|  | **Activity Reports** DUE for Prior Summer Term | *To be completed in FAIR* |
|  | **Award Applications** for Researcher and Scholar of the Year to Dean | *Must include Chair’s support letter and all other required material as per the University* |
| **February** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Review **faculty contract end dates** and **renewals**, to include affiliate appointments. | *Review CBA* ***Article 12*** *for* ***Notice of Non-Reappointment****.* |
|  | Identify and prepare **position requests** to fill vacant and new full-time and part-time (w/ benefits) faculty lines. | *Submit position request forms for faculty lines: TE and NTE track to the Dean’s Office.* |
|  | **Award Nominations**: Student and Faculty due | *Submit Convocation and Honor awards nominations to Dean’s office* |
| **March** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Faculty **Annual Evaluations are to be completed** | *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.*** |
|  | Complete **PIPs** & append to Evaluations (if applicable) | *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.* |
|  | Provide Employee with copy of **Evaluation** & **PIP** (If applicable). | *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.***  |
|  | **Textbook Adoption** Deadline for Summer (1, 2, & 3) 2020 (Suggested*)* | *Due by March 15, 2020* |
| **April** |
| **Date Completed:** | **Item** | **Comments:** |
|  | Complete Supplemental **Summer Appointments** | *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.* |
|  | **State Textbook Adoption** Deadline for Summer (1 & 2) 2020 (Final) | *Due by April 2, 2020*  |
|  | **Emeritus Recommendations** due to Provost’s Office by Honors and Awards Committee | *Due on April 3rd, 2020* |
|  | **Textbook Adoption** Deadline for Fall 2020 (Suggested) | *Due by April 15, 2020*  |
|  | **Course** **Syllabi** are entered in Wizard - Summer | *Due by May.* |
|  | Complete **Faculty Position Search Requests** for the following year to Dean for Approval | *Due to Provost’s Office in June* |
|  | Annual **Honors Convocation** & **Employee Service Awards** | *Kaye Auditorium/Student Union* |
| **May** |
| **Date Completed:** |  **Item:** | **Comments:** |
|  | **State Textbook Adoption** Deadline for Summer (3) 2020 (Final) | *Due by May 13, 2020* |
|  | **Grades** DUE – Spring | *Grades must be in by May 11, 2020* |
|  | Submit vacant & new **faculty position requests** to Provost for following academic year  | *Due to Provost’s Office by May 15, 2020 to Arcadia Callahan.* |
|  | Notify **SPE** Candidates for upcoming year (Fall) | *Review Provost Policy, Sustained Performance Evaluations Memo, and begin process* |
|  | Request **External Review Letters** for **P&T** Candidates for upcoming year (Fall) | *To be completed via the Interfolio System. Please contact college administrator for assistance.*  |
| **June** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Complete **Faculty Assignments** in FAIR | *Article 9.4(a), The assignment should be communicated to employees no later than 6 weeks in advance of its starting date, if practicable.* |
|  | **Grades** DUE – Summer Term 2 | *Grades must be in by June 29, 2020* |
|  | **Evaluations** for 12-month, out-of-unit begin | *Self-evaluations prepared and submitted to Dean’s Office.* ***Must be completed by August*** |
| **July** |
| **Date Completed:** | **Item:** | **Comments:** |
|  | Remind Faculty to submit **Report of Outside Activity** | *Due in August* |
|  | **State Textbook Adoption** Deadline for Fall 2020 (Final) | *Due by July 8, 2020* |