

Important Deadlines

Due Date

FAIR Summer Activity Report January

Departmental Scholarship Awardees for Honors Convocation March

Center Annual Reports March

Eminent Scholar Report March

Faculty Evaluations - based on calendar year ending 12/31 March

Department Evaluations (done electronically)* Due to Provost in April

Academic Assignments to Faculty April

Summer plans/vacations for ExComm members April

Committee member names from departments April

Fall Activity Reports (FAIR System) April

Update emergency contact list & Tree May

Spring Activity Reports (FAIR Systems) July

Academic Assignments entered in FAIR September

Sabbatical Application due to Provost October

DDI Reports due from Departments to IEA December

Tenure and Promotion Process

- Names of P/T and 3Y candidates from departments April
- Dean meets with P/T committee to decide timelines May
- Memo w/guidelines to dept. chairs (include e-mail to faculty as a reminder) June
- Portfolios due to Dean's Office for committee review October
- College P/T Committee Report to Dean November
- 3Y Review portfolios due to Dean's office November
- Dean's P/T letter to Provost December
- P/T Portfolios due to Provost mid December
- 3Y Review letter to Diane Alperin March/April (following year)
- Letters to candidates from Dean (after letter comes from Board) June/July (following year)

Assessment

- Report on prior Academic Year September
- Assessment Plan for current Academic Year October
- Assessment Research Plan October
- Report on research and service outcomes for prior year January

Annual Evaluations

- 360 degree tri-annual chairs Fall/Spring
- Chairs, Assoc. Deans, Ctr Directors, Eminent Scholars, May