

College of Liberal and Applied Arts

Schedule of Deadlines 2011/2012

August 2011

23	Signed faculty contracts due from department chairs to Dean
26	Signed faculty contracts due to PROVOST

September 2011

3	Detailed list of expenditures for professional development/HEAF/CWS to Dean
6	Detailed list of expenditures for professional development/HEAF/CWS to PROVOST
14	Faculty workload and course data updates due in student system
16	Academic Program Assessment report due in TRAC DAT
19	One-year and triennial on-line evaluations open for deans', chairs & directors due
19	Board items due for October meeting to PROVOST
26	Instructions, timeline and flash drive for changes to undergraduate bulletin delivered to deans/directors
26	Requests for reassignments and adjunct positions for Spring 2012 due to Associate Dean Barringer

October 2011

1	Core assessment reports for 2010-2011 due in Trac Dat for Spring 2011
4	Schedule of Classes for Spring 2012 due to DEANS
4	Process initiated by chairs & directors for departmental review of graduate & undergraduate Curriculum changes for 2012/2013
4	Report any inventory removals or changes of priority classrooms (110/210) for fall 2010 to KARYN HALL
5	Graduate and undergraduate curriculum proposals due to Associate Dean Barringer
10	Chairs to initiate faculty development leave proposals for 2012/2013
10	Final date for changes to Schedule of Classes Spring 2012 – and submit to REGISTRAR
11	One-year and triennial on-line evaluations CLOSED for deans', chairs and directors
12	Schedule of classes for Spring 2012 due to Jane Robinson
14	Administrative or Educational Support Unit Assessment for 2010-2011 due in TRACDAT
17	Draft report of self study document for Program Review sent electronically to DEANS
30	Summary report by chairs of individuals approved for outside employment to DEAN
30	New or revised course fee or lab fee requests from chairs (electronically) to Associate Dean Barringer
30	Nominations for Minnie Stevens Piper Foundation Distinguished Professorship Award due to DEAN

November 2011

1	Workload reassignment requests for Spring 2012 due to PROVOST
2	Undergraduate bulletin changes due from chairs to Associate Dean Barringer
7	New or revised course fee or lab fee requests from college deans (electronically) to DR. BRUNSON
7	Summary report by deans of individuals approved for outside employment to PROVOST
7	Undergraduate bulletin changes due by email or flash drive from DEAN to PORTIA GORDON
14	Faculty development leave applications for 2012/2013 to DEAN
15	Completed Program Review document sent electronically to PROVOST Nov 15 th – April 1 University program review committee reviews completed document and consults with dean/chair

16	Requests for all new positions for 2011-2012 due from chairs to DEAN
16	Last day for updating on-line faculty activity reports for 2010/2011
21	Applications for faculty development leaves (full year 2012/2013, fall 2012 or spring 2013) due to PROVOST
21	Review of undergraduate bulletin by DEANS and DIRECTORS only
22	Course fees submitted from Provost office to BUDGET DIRECTOR
December 2011	
1	Requests for all new positions for 2012/2013 from deans to PROVOST
1	Bulletin with final changes to BILL COX
16	Fall 2012 schedules completed
16	Workload reassignment outcome results for Fall 2011 to PROVOST
17	All undergraduate curriculum changes due to undergraduate curriculum committee via PROVOST (11 copies)
17	Graduate curriculum changes to Graduate Council, via PROVOST (14 copies)
January 2012	
6	Board items due for January meeting to PROVOST
10	Undergraduate bulletin sent to printer
11	First draft of undergraduate 2011/2012 bulletin
23	Completed staff evaluations due from chairs to DEAN
26	Begin "priority" room and instructor assignments for fall 2011 (deadline coincides with Registrar's calendar)
29	Completed staff evaluations due from DEAN to PROVOST
February 2012	
7	Electronic summer budget excel files, instructions and targets emailed to deans
3	Nominations for Regents Professor due to DEAN
6	Faculty workload and course data updates due in student system
8	Faculty evaluations due from chairs to DEAN
8	Electronic summer budget from chairs to Associate Dean Barringer
10	Final undergraduate bulletin 2012/2013 delivered
15	Nominations for Regents Professor to PROVOST
15	Recommendations from deans regarding promotion and tenure for 2012/2013 to PROVOST
15	Administrative evaluations to PROVOST
17	Electronic summer budget from deans to PROVOST
20	Faculty development leave recommendations due from committee to PROVOST
22	Regents Professor nominee recommendations and portfolios due to PROVOST
24	Chairs submit teaching excellence nominees to DEAN
28	Academic Affairs proposed summer budget to BUDGET OFFICE
March 2012	
1	Workload reassignment requests for Fall 2012 due to PROVOST
1	Undergraduate curriculum changes for 2012/2013 from Undergraduate Curriculum Committee to PROVOST
1	Core assessment reports due in Trac Dat for Fall 2011
1	Graduate curriculum changes for 2012/2013 from Graduate Council to PROVOST
1	Regents Professor recommendations from committee to PROVOST
7	Faculty proposals for research grants due to Associate Dean Barringer
7	Names of teaching excellence recipients from deans to PROVOST
19	Deans submit final proposal for faculty research grant (13 copies) to ORSP
26	Board items due for April meeting to PROVOST

28	Tenure and promotion recommendations from Provost to PRESIDENT
31	Physical inventory due to PURCHASING
April 2012	
1	April 1 – May 1 draft recommendation report from University Program Review Committee to PROVOST/DEAN
May 2012	
1	May 1 – June 1 Provost meets with dean/chair to discuss implementation plan for Program Review
30	Workload reassignment outcome reports for Spring 2012 to PROVOST
June 2012	
1	Final Program Review and final recommendation document electronically sent to Institutional Research/College
4	College Work Study and Estimated Income Budget worksheets due to Jane Robinson
8	College Work Study and Estimated Income Budget worksheets due from deans & directors to PROVOST
11	All budget documents due from Provost to BUDGET OFFICE
25	Board items due for July meeting to PROVOST
July 2012	
16	Assessment Annual report to be entered in Trac Dat