

Academic Affairs  
Schedule of Deadlines 2022-2023

**August 2022**

24 - Sep 11	Spring course offering analysis Platinum Analytics	John Calahan
29	Syllabus and CV must be uploaded for classes offered Fall 2022 (7 days after 1 <sup>st</sup> class day)	
31	Signed faculty contracts due back	Deans

**September 2022**

1	Program Review Conduct self-study of all programs in the academic department following Academic Program Review (policy 5.1) and THECB Graduate Program Review Guidelines	John Calahan/Marc Guidry
1	Final Program Review from prior academic year and final recommendation document electronically forwarded to the Office of Institutional Research <a href="mailto:sfa_ir@sfasu.edu">sfa_ir@sfasu.edu</a> with copy to appropriate college.	Karyn Hall
1	Request from Provost to deans to initiate faculty development leave proposals for 2023/2024	Provost
4	Signed faculty contracts due	Provost
6	Faculty data management updates due in Banner for Fall 2022 Office of Institutional Research	Karyn Hall
14	Course Offering Analysis results delivery	John Calahan
16	Course sections updates due in Banner for fall 2022. Faculty teaching load credits automatically loaded for each faculty/course section for Fall 2022. Reports emailed to faculty data managers for review and action as needed	Karyn Hall
20	Policy revisions due for October board meeting	April Smith
25	Schedule of Classes for Spring 2023 due to Deans	Registrars Office

**October 2022**

1	One-year triennial online evaluations open for deans, associate deans, chairs, directors	Institutional Research
1	Program Review - Identify external reviewer/s as required by policy 5.1 and THECB and submit recommendation to Academic Dean	Marc Guidry/John Calahan
1	Schedule of Classes Available on line	Registrars Office
18	Board items due for November meeting	April Smith
19	Nominations for Minnie Stevens Piper Foundation Distinguished Professorship Award due	Provost Office
23	Report any classroom or laboratory inventory changes (chairs, equipment, etc. for Spring 2022	John Calahan
29	College/Department room schedule cut-off	John Calahan

**November 2022**

1	One-year and triennial on-line evaluations CLOSEFD for deans, associate deans, chairs, directors	Institutional Research
2	Requests for outside employment for academic year 2022/2023	Provost Office
2	Program Reviews - deans will select one/two external reviews as per procedures and make appropriate arrangements	Marc Guidry/John Calahan
9	Classroom assignments published in Banner	John Calahan
9-13	Spring Early Registration	Registrar
10	Regents Scholar NOMINATIONS due from dean	Provost Office

21	Faculty Development Leave applications due	Deans Office
<b>December 2022</b>		
5	Faculty Development Leave applications due (2023/2024)	Provost Office
6	Faculty Development Leave applications submitted to committee for review	Chair FDL Committee
14	Report classrooms and class laboratories to be removed from the active teaching inventory for Fall	John Calahan
14	Complete online application to add course to the core effective 2023/2024	Marc Guidry
15	Policy Revisions due for January Board Meeting	April Smith
16	All undergraduate and graduate curriculum changes due to Undergraduate Curriculum Committee for approval at April 2023 board meeting ( <b>except for TCCNS process due May 24</b> )	Provost Office
<b>January 2023</b>		
11	Program Review – draft report of self-study document electronically sent to college dean from academic department	Marc Guidry/John Calahan
13	Last day to complete online Faculty Activity Report for faculty	Institutional Research
17	Board items due for January Board Meeting	April Smith
18	Syllabus and CV must be uploaded for classes offered Fall 2022 (7 days after 1 <sup>st</sup> class day)	Provost Office
26	Faculty data management updates due in Banner for Spring	Karyn Hall
27	Completed staff evaluations due	Provost
31	Completed staff evaluations due from Provost to HR	Human Resources
<b>February 2023</b>		
1	Recommendation from Chair Faculty Development Leave on leave proposals for 2023/2024	Provost
2	Course sections updates due in Banner for Spring 2022. Faculty teaching load credits automatically loaded for each faculty/course section for Spring 2021. After data load, reports are emailed to faculty data managers for review and action as needed.	Institutional Research
3	Program Review, self-study document sent to external reviewers	Marc Guidry/John Calahan
6	Faculty teaching load credit updates (as applicable) for course sections due in Banner for Spring 2022	Institutional Research
15	Regent Scholar Dossiers (2023/2024) due (refer to policy 7.24)	Provost Office
15-23	Regents Scholar Dossiers reviewed by committee	
21	Promotion and Tenure Portfolios due electronically	Provost Office
21	Deans recommendations for Teaching Excellence Awards due	Provost
21	Policy Revisions due for April board meeting	April Smith
25	Schedule of classes for Summer 2023 and Fall 2023 available online	Registrar
27	Undergraduate curriculum changes for 2023/2024 due from Undergraduate Curriculum Committee	Provost
27	Graduate curriculum changes for 2023/2024 due from Graduate Council	Provost
27	Recommendation for Regents Scholar 2023/2024 made to President	
27	Faculty Development Leave Committee recommendations due	Provost
<b>March 2023</b>		
1	Recommendation for Regents Scholar made to Board of Regents	April Smith
4	Departments complete room assignments for Fall 2022	John Calahan

15	Provost recommendation for Faculty Development Leave Awards Faculty will be notified at this point, with final approval at the April board meeting	President/Board
24	Tenure and Promotion recommendations from Provost	President
31	Physical inventory due	Purchasing
<b>April 2023</b>		
1	Program Reviews: self-study committee, department chair and dean make final recommendations based on one external review	Marc Guidry/John Calahan
4	Board items due for April Board meeting	April Smith
14	Completed Program Review document submitted electronically	Marc Guidry
15	Faculty evaluations for calendar year Jan 1 - Dec 31, 2022 due from deans	Institutional Research
<b>May 2023</b>		
3	Post Tenure recommendations due from deans	Provost Office
10 - June 14	Program Review: Provost meets with dean/department chair or representatives to discuss implementation plan	Marc Guidry/John Calahan
May 31	All assessment results submitted and assessment plans update in Nuventive software Faculty feedback on annual APR submitted in Nuventive Improve	Marc Guidry/John Calahan
<b>June 2023</b>		
11	Policy revisions for July board meeting	April Smith
25	Board items for July Board Meeting	April Smith