

**Academic Affairs
Schedule of Deadlines 2024-2025**

August 2024

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| 16 | FY25 Estimated Spending Plans Due from deans and directors to the Provost. | Ginger Walker |
| 26 | First day of class Fall 2024 | |

September 2024

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| 2 | Decennial Program Review: Graduate programs scheduled for review begin the self-study process following Academic Program Review (HOP 02-202) and THECB Graduate Program Review Guidelines https://www.sfasu.edu/acadaffairs/evaluations-reviews/formal-academic-program-reviews | Forrest Lane |
| 2 | Request from Provost to deans to initiate faculty development leave proposals for 2025/2026 | Provost |
| 2 | Syllabus and CV must be uploaded for classes offered Fall 2024 (7 days after 1 st class day) | Provost |
| 4 | Schedule of Classes for Spring 2025 available to Department Chairs | Registrar |
| 9 – Dec 13 | Follow up meetings for all decennial reviews and selected annual program reviews completed in AY24, as determined by the Provost (Thursdays 3 – 5pm) | Provost Office |
| 13 | Faculty data management updates due in Banner for Fall 2024 | Strategic Analytics & Institutional Research |
| 13 | Course sections updates due in Banner for Fall 2024. Faculty teaching load credits programmatically loaded for each faculty/course section for Fall 2024. | Strategic Analytics & Institutional Research |
| 16 | Faculty teaching load credit reports emailed to faculty data managers for review and action as needed. | Strategic Analytics & Institutional Research |
| 16 | Signed faculty contracts due back | Deans |
| 22 | Fall 2024 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean) | Strategic Analytics & Institutional Research |

October 2024

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| 1 | Schedule of Classes available for Spring 2025 to Deans | Registrar |
| 1 | Decennial Program Review: Identify external reviewer/s as required by HOP 02-202 and submit recommendation to college Dean and ORGS Dean | Forrest Lane |
| 2 | One-year and triennial online evaluations OPEN for Academic Affairs Leadership. Leadership evaluation details found on Provost page https://www.sfasu.edu/acadaffairs/evaluations-reviews/leadership-evaluations | Strategic Analytics & Institutional Research |
| 21 | Nominations for Minnie Stevens Piper Foundation Distinguished Professorship Award due | Provost Office |
| 29 | Spring Early Registration | Registrar |

November 2024

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| 4 | All curriculum proposals must be entered by the <i>originator</i> into Curriculog | Marc Guidry |
| 4 | One-year and triennial on-line evaluations CLOSED for Academic Affairs Leadership. | Strategic Analytics & Institutional Research |

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| 2 | Requests for outside employment for academic year 2023/2024 | Provost Office |
| 25 | Faculty Development Leave applications due | Deans Office |
| December 2024 | | |
| 2 | Call for nominations UTS Academy of Distinguished Teachers (submission due mid-March) | Provost Office |
| 6 | Confirm list of tenure/promotion applicants for 2025/2026 with brewersj@sfasu.edu | Provost Office |
| 6 | Faculty Development Leave applications due (2025/2026) | Provost Office |
| 7 | Faculty Development Leave applications submitted to committee for review | Chair FDL Committee |
| 14 | Complete online application to add course to the core effective 2024/2025 | Marc Guidry |
| 16 | All undergraduate curriculum changes due to Undergraduate Curriculum Committee and graduate curriculum changes to the Graduate Council (except for TCCNS process due May 24) | Provost Office |
| January 2025 | | |
| 1 | Call for nominations for the UTS Regents' Outstanding Teaching Awards (ROTA) (submission due end of May 2025) | Provost Office |
| 20 | Last day to submit an online calendar year (1/1 – 12/31/23) Faculty Activity Report | Lumberjack Learning Commons |
| 15 | 1 st day of class Spring 2025 | |
| 22 | Syllabus and CV must be uploaded for classes offered Spring 2025 (7 days after 1 st class day) | Provost Office |
| 30 | Completed staff evaluations due | Provost |
| 31 | Updated FY25 spending plans and projected year-end balances due from deans and directors. | Ginger Walker |
| 31 | Completed staff evaluations due from Provost to HR | Human Resources |
| 31 | Spring 2024 course section updates due in Banner. Faculty teaching load credits programmatically loaded for each faculty and course section | Strategic Analytics & Institutional Research |
| February 2025 | | |
| 1 | Decennial Program Review: Draft of self-study report due to ORGS Dean | Forrest Lane |
| 3 | Faculty teaching load credit reports emailed to faculty data managers for review and action as needed | Strategic Analytics & Institutional Research |
| 12 | Fall 2024 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean) | Strategic Analytics & Institutional Research |
| 20 | Promotion and Tenure Portfolios due electronically | Provost Office |
| 25 | Schedule of classes for Summer 2025 and Fall 2025 available online | Registrar |
| 28 | Undergraduate curriculum changes for 2025/2026 due from Undergraduate Curriculum Committee | Provost |
| 28 | Graduate curriculum changes for 2025/2026 due from Graduate Council | Provost |
| 27 | Faculty Development Leave Committee recommendations due | Provost |
| March 2025 | | |
| 1 | Decennial Program Review: Self-study report sent to external review team | Forrest Lane |

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| 3 | Faculty Awards Recipients due to Provost, one from each college for: - Teaching Excellence Awards - Scholarly/Research Excellence - Service Excellence | Provost Office |
| 14 | Provost recommendation for Faculty Development Leave Awards (2025/2026) & faculty notified | President |
| 25 | Tenure and Promotion recommendations from Provost | President |
| 31 | Physical inventory due | Purchasing |
| April 2025 | | |
| 15 | Faculty evaluations for calendar year Jan 1 – Dec 31, 2024 due from deans | Provost |
| May 2025 | | |
| 6 | Post Tenure recommendations due from deans | Provost Office |
| 30 | Updated FY25 spending plans and projected year-end balances due from deans and director. | Ginger Walker |
| 30 | All assessment results submitted and assessment plans update in Nuventive software Faculty feedback on annual APR submitted in Nuventive Improve | Marc Guidry/Chris Wilson |
| 31 | Decennial Program Review: External review team completes site visit, if applicable | Forrest Lane |
| June 2025 | | |
| 1 | Decennial Program Review: External review team submits report to ORGS Dean | Forrest Lane |
| July 2025 | | |
| 1 | Decennial Program Review: Action plan in response to external review due to College Dean | Academic Unit |
| 15 | Decennial Program Review: College Dean provides written feedback on action plan to the academic unit | College Dean |
| August 2025 | | |
| 1 | Decennial Program Review: Action plans submitted to ORGS Dean | Forrest Lane |