

**Academic Affairs
Schedule of Deadlines 2025-2026**

August 2025

16	FY26 Estimated Spending Plans Due from deans and directors to the Provost.	Tricia Cain
25	First day of class Fall 2025	

September 2025

1	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
1	Request from Provost to deans to initiate faculty development leave proposals for 2026/2027	Provost
2	Syllabus and CV must be uploaded for classes offered Fall 2025 (7 days after 1 st class day)	Provost
4	Schedule of Classes for Spring 2026 available to Department Chairs	Registrar
9 – Dec 12	Follow up meetings for all decennial reviews and selected annual program reviews completed in AY25, as determined by the Provost (Thursdays 3 – 5pm)	Provost Office
15	Faculty data management updates due in Banner for Fall 2025	Strategic Analytics & Institutional Research
15	Course sections updates due in Banner for Fall 2025. Faculty teaching load credits programmatically loaded for each faculty/course section for Fall 2025.	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
22	Fall 2025 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean)	Strategic Analytics & Institutional Research

October 2025

1	Schedule of Classes available for Spring 2026 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
1	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 2025

3	All curriculum proposals must be entered by the <i>originator</i> into Curriculog	Marc Guidry
3	One-year and triennial on-line evaluations CLOSED for Academic Affairs Leadership.	Strategic Analytics & Institutional Research
10	Requests for outside employment for academic year 2025/2026	Provost Office

24	Faculty Development Leave applications due	Deans Office
December 2025		
1	Call for nominations UTS Academy of Distinguished Teachers (submission due mid-March) (must be previous ROTA winner)	Director CTL
9	Confirm list of tenure/promotion applicants for 2026/2027 with brewersj@sfasu.edu	Provost Office
10	Faculty Development Leave applications due (2026/2027)	Provost Office
15	Faculty Development Leave applications submitted to committee for review	Chair FDL Committee
15	Complete online application to add course to the core effective 2026/2027	Marc Guidry
16	All undergraduate curriculum changes due to Undergraduate Curriculum Committee and graduate curriculum changes to the Graduate Council (<i>except for TCCNS process due May 24</i>)	Provost Office
January 2026		
15	Call for nominations for the UTS Regents' Outstanding Teaching Awards (ROTA)	rota@sfasu.edu
20	Last day to submit an online calendar year (1/1 – 12/31/25) Faculty Activity Report	LLC
14	1 st day of class Spring 2026	
21	Syllabus and CV must be uploaded for classes offered Spring 2026 (7 days after 1 st class day)	Provost Office
30	Completed staff evaluations due	Provost
30	Updated FY25 spending plans and projected year-end balances due from deans and directors.	Tricia Cain
30	Spring 2026 course section updates due in Banner. Faculty teaching load credits programmatically loaded for each faculty and course section	Strategic Analytics & Institutional Research
February 2026		
3	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 2026 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean)	Strategic Analytics & Institutional Research
13	Faculty Awards Recipients due to Provost, one from each college for: - Teaching Excellence Awards - Scholarly/Research Excellence - Service Excellence	Provost Office
24	Promotion and Tenure Portfolios due electronically brewersj@sfasu.edu	Provost Office
25	Schedule of classes for Summer and Fall 2026 available online	Registrar
27	Undergraduate curriculum changes for 2026/2027 due from Undergraduate Curriculum Committee	Provost
27	Graduate curriculum changes for 2026/2027 due from Graduate Council	Provost
27	Faculty Development Leave Committee recommendations due	Provost

March 2026		
3	Decennial Program Review: Self-study report sent to external review team	Forrest Lane
6	Provost recommendation for Faculty Development Leave Awards (2026/2027) & faculty notified	President
15	Advisor Career Ladder Promotion Packet due	Associate Provost
16	Tenure and Promotion recommendations from Provost	President
31	Physical inventory due	Purchasing
April 2026		
15	Faculty evaluations for calendar year Jan 1 – Dec 31, 2028 due from deans	Provost
22	NEW Endowed Professorship applications due (for 9/1 start date)	Provost
30	Summary report due for Faculty Development Leave recipients for FALL semester	Provost
May 2026		
6	Post Tenure recommendations due from deans	Provost Office
29	Updated FY26 spending plans and projected year-end balances due from deans and director.	Tricia Cain
29	All assessment results submitted and assessment plans update in Nuventive software Faculty feedback on annual APR submitted in Nuventive Improve	Marc Guidry/Chris Wilson
29	Decennial Program Review: External review team completes site visit, if applicable	Forrest Lane
June 2026		
1	Decennial Program Review: External review team submits report to ORGS Dean	Forrest Lane
July 2026		
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 2026		
3	Decennial Program Review: Action plans submitted to ORGS Dean	Forrest Lane
28	Summary report due for Faculty Development Leave recipients for SPRING semester and FULL academic year	Provost