

## FACULTY COMPREHENSIVE CALENDAR - 2016-2017

<b>DATE</b>	<b>TOPIC</b>	<b>FROM</b>	<b>TO</b>
<b>September 1</b>	Sabbatical Application	Candidate	Department Chairperson
<b>September 9</b>	Fall Actual Workload	Academic Department	School/College Dean
<b>September 14</b>	Spring Schedule	Academic Departments should have completed in Banner	Coordinators begin to review and approve
<b>September 14</b>	Fall Actual Workload	School/College Dean	Academic Affairs
<b>September 15</b>	Sabbatical Letter of Recommendation	Department Chairperson	Dean of School/College and Chair of Professional Leave Committee
<b>September 28</b>	Projected Spring Workload	Academic Department	School/College Dean
<b>September 30</b>	Projected Spring Workload	School/College Dean	Academic Affairs
<b>October 1</b>	Sabbatical Letter of Recommendation	Dean of School/College	Chair of Professional Leave Committee
<b>October 19-25</b>	Spring & Summer Schedules	Academic Departments and Deans offices review. <b>Changes via new Schedule Change System.</b>	
<b>October 15</b>	Promotion / Tenure Application	Candidate	Department Chairperson
<b>October 17</b>	P&T Peer Reviewers Recommendation Letters	Peer Reviewer	Department Chairperson
<b>October 17</b>	P&T Applications	Department Chairperson	Department Committee
<b>October 26</b>	Mid-Term Grades Due 10:00 am	Faculty/Academic Departments	Registrar's Office
<b>November __</b>	Priority Registration begins for Spring	Academic Departments / Registrar's Office	
<b>November 10</b>	Promotion / Tenure Recommendation	P&T Department Committee	Department Chairperson
<b>December 1</b>	Promotion / Tenure Recommendation	Chairperson	Dean and Candidate
<b>December 4</b>	Promotion / Tenure Recommendation	P&T Candidate	Dean (response to Chairperson's recommendation – optional)
<b>December 17</b>	Fall Commencement		
<b>December 20</b>	Final Grades Due by 10:00 am	Faculty/Academic Departments	Registrar's Office
<b>To be determined</b>	Summer/Fall 2017 Schedule Update Access	Academic Departments and Deans offices	

<b>DATE</b>	<b>TOPIC</b>	<b>FROM</b>	<b>TO</b>
<b>January 22</b>	Faculty Self-Evaluations	Faculty member	Department Chairperson
<b>First Day of Spring Classes</b>	Promotion /Tenure Recommendations	School /College Dean	Provost/Vice President for Academic Affairs and Candidate
<b>Fourth Day of Spring Classes</b>	Promotion / Tenure Packets	Provost/VP for Academic Affairs	Senate Promotion & Tenure Committee
<b>Fourth Day of Spring Classes</b>	Promotion /Tenure Response to Dean's Recommendation	P&T Candidate	Provost/Vice President for Academic Affairs (response to Dean's recommendation - optional)
<b>January 27</b>	Spring Actual Workload	Academic Department	School/College Dean
<b>February 3</b>	Spring Actual Workload	School/College Dean	Academic Affairs
<b>To be determined</b>	Summer/Fall Schedule <b>Final deadline for changes</b>	Academic Departments and Deans	
<b>February 15</b>	Faculty Evaluations / Reappointment Forms	Department Chairperson	Due to School/College Dean
<b>February 17</b>	Projected Summer /Fall Workload	Academic Department	School/College Dean
<b>February 24</b>	Projected Summer /Fall Workload	School/College Dean	Academic Affairs
<b>February 25</b>	Faculty Evaluations / Reappointment Forms	School /College Dean	Due to Office of Academic Affairs
<b>March 22</b>	Mid-Term Grades due by 10:00 am	Faculty /Academic Departments	Registrar's Office
<b>First Friday in April</b>	Faculty Evaluations / Reappointment Forms	Provost/VP	Due back to Faculty members (copies to chairpersons & deans)
<b>April 4</b>	Priority Registration begins for Summer/Fall	Academic Departments / Registrar's Office	
<b>April 4</b>	Promotion /Tenure Recommendation	Senate Promotion & Tenure Committee	Provost/Vice President for Academic Affairs and Candidate
<b>April 7</b>	Promotion /Tenure Committee's Recommendation	P&T Candidate	Provost/Vice President for Academic Affairs (response to Committee's recommendation - optional)
<b>May 5</b>	Promotion /Tenure Recommendations	Provost/Vice President for Academic Affairs	President and Candidate
<b>May 8</b>	Promotion /Tenure – Provost's Recommendation	P&T Candidate	President (response to Provost/VP's recommendation - optional)
<b>May 6</b>	Spring Commencement		
<b>May 9</b>	Final Grades due by 10:00 am	Faculty / Academic Departments	Registrar's Office
<b>June Board meeting</b>	Promotion /Tenure Approvals	President	Board of Governors