

**DIVISION OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2013 / 2014**

PERSONNEL CALENDAR

DEPARTMENT / ITEM	DUE DATE
Academic Budget Office	
Fall *Temp., Probationary & Tenured Faculty & Graduate Assistant EPAF's	August 15, 2013
Spring 2013/2014 Part-Time Faculty & Graduate Assistant EPAF's	January 4, 2014
Summer School 2013/2014 Faculty EPAF's Intersession	TBA
Summer School 2013/2014 Faculty EPAF's Session 1A	TBA
Summer School 2013/2014 Faculty EPAF's Session 2A	TBA
Chairperson's Office	
New *Temp., Probationary & Tenured Faculty Annual Reports 2013 w/Planning Pages (Fall Hire Date)	September 13, 2013
New * Temp., Probationary, Tenured Faculty Annual Reports 2014 w/Planning Pages(Spring Hire Date)	January 31, 2014
Deans' Offices	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2013)	January 3, 2014
2013 Annual Reports, Including Planning Pages 2013-2014	March 14, 2014
Faculty	
Retention/Non-Retention Decisions	February 27, 2014
Promotion & Tenure Decisions	April 30, 2014
Office of the Provost & Sr. Vice President for Academic Affairs	
Position Requests (AY 2014/2015)	TBA
Sabbatical Leave Reports (AY 2012-2013)	October 4, 2013
Sabbatical Leave Requests (AY 2014-2015)	October 4, 2013
Intention to Apply for Promotion / Tenure	October 11, 2013
Probationary Faculty 2013 Annual Reports, Including Planning Pages 2014-2015	February 10, 2014
Probationary Faculty Retention / Non-Retention Recommendations (Including 2013 Annual Reports and 2013 & 2014 Planning Pages)	February 10, 2014
Promotion & Tenure Portfolios	March 25, 2014
2013 Annual Report of Faculty, Including Planning Pages 2013 & 2014 (New, Continuing & Tenured Faculty Not Applying for Promotion / Tenure)	April 2, 2014
*Temporary Faculty Annual Reports – Hired for Fall 2013, Academic Year or Spring 2014 Only	May 1, 2014
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 23, 2014
President's Office	
Retention/Non-Retention Recommendations	February 14, 2014
Promotion & Tenure Recommendations for 2014/2015	April 22, 2014
*Planning Pages Required for Temporary Faculty at the Discretion of each College	