

**DIVISION OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2011/12**

PERSONNEL CALENDAR

DEPARTMENT/ITEM	DUE DATE
Academic Budget Office	
Fall 2011/12 Part-time Faculty & Graduate Assistant EPAF's	August 5, 2011
Spring 2011/12 Part-time Faculty & Graduate Assistant EPAF's	Pending Payroll Deadlines
Summer School 2011/12 Faculty EPAF's	Pending Payroll Deadlines
Summer School 2011/12 Gratis Course Report	August 1, 2012
Chairperson's Office	
<u>New</u> *Temp., Probationary & Tenured Faculty Annual Reports 2011 w/Planning Pages (<i>Fall Hire Date</i>)	September 16, 2011
<u>New</u> *Temp., Probationary, Tenured Faculty Annual Reports 2012 w/Planning Pages (<i>Spring Hire Date</i>)	February 3, 2012
Deans' Offices	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (<i>Fall 2011</i>)	January 6, 2012
2011 Annual Reports, Including Planning Pages 2011 & 2012	March 16, 2012
Faculty	
Retention/Non-Retention Decisions	March 1, 2012
Promotion & Tenure Decisions	April 30, 2012
Office of Institutional Research	
Course Evaluations for Probationary Faculty (<i>Fall 2011</i>)	December 8, 2011
Office of the Provost & Sr. Vice President for Academic Affairs	
Position Requests (<i>AY 2012/13</i>)	September 9, 2011
Sabbatical Leave Reports (<i>AY 2010/11</i>)	October 7, 2011
Sabbatical Leave Requests (<i>AY 2012/13</i>)	October 7, 2011
Intention to Apply for Promotion/Tenure	October 14, 2011
Probationary Faculty 2011 Annual Reports, Including Planning Pages 2011 & 2012	February 13, 2012
Probationary Faculty Retention/Non-Retention Recommendations (<i>Including 2011 Annual Reports and 2011 & 2012 Planning Pages</i>)	February 13, 2012
Promotion & Tenure Portfolios	March 26, 2012
2011 Annual Report of Faculty, Including Planning Pages 2011 & 2012 (<i>New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure</i>)	April 2, 2012
*Temporary Faculty Annual Reports - Hired for Fall 2011, Academic Year or Spring 2012 Only	May 2, 2012
Deans' Summary of All Part-Time Faculty Evaluations (<i>Detail Concerns</i>)	May 25, 2012

President's Office	
Retention/Non-Retention Recommendations	February 17, 2012
Promotion & Tenure Recommendations for 2012/13	April 20, 2012
<i>*Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>	