**DIVISION OF ACADEMIC AFFAIRS**

**CALENDAR OF DUE DATES**

 **2012 / 2013**

***PERSONNEL CALENDAR***

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| **DEPARTMENT / ITEM** | **DUE DATE** |
| **Academic Budget Office** |  |
|  Fall 2012/2013 Part-Time Faculty & Graduate Assistant EPAF’s | August 6, 2012 |
|  Spring 2012/2013 Part-Time Faculty & Graduate Assistant EPAF’s | December 7, 2012 |
|  Summer School 2012/2013 Faculty EPAF’s Intersession | May 6, 2013 |
|  Summer School 2012/2013 Faculty EPAF’s Session 1A | May 17, 2013 |
|  Summer School 2012/2013 Faculty EPAF’s Session 2A | June 3, 2013 |
|  Summer School 2012/2013 Gratis Course Report | July 31, 2013 |
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| **Chairperson’s Office** |  |
|  New \*Temp., Probationary & Tenured Faculty Annual Reports 2012 w/Planning Pages (Fall Hire Date) | September 14, 2012 |
|  New \* Temp., Probationary,Tenured Faculty Annual Reports 2013 w/Planning Pages(Spring Hire Date) | February 1, 2013 |
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| **Deans’ Offices** |  |
|  Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2012) | January 4, 2013 |
|  2012 Annual Reports, Including Planning Pages 2012-2013 | March 15, 2013 |
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| **Faculty** |  |
|  Retention/Non-Retention Decisions | February 28, 2013 |
|  Promotion & Tenure Decisions | April 29, 2013 |
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| **Office of Institutional Research** |  |
|  Course Evaluations for Probationary Faculty (Fall 2012) | December 6, 2012 |
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| **Office of the Provost & Sr. Vice President for Academic Affairs** |  |
|  Position Requests (AY 2013/2014) | September 7, 2012 |
|  Sabbatical Leave Reports (AY 2011/2012) | October 5, 2012 |
|  Sabbatical Leave Requests (AY 2013/2014) | October 5, 2012 |
|  Intention to Apply for Promotion / Tenure | October 12, 2012 |
|  Probationary Faculty 2012 Annual Reports, Including Planning Pages 2012 & 2013 | February 11, 2013 |
|  Probationary Faculty Retention / Non-Retention Recommendations (Including 2012 Annual Reports and 2012 & 2013 Planning Pages) | February 11, 2013 |
|  Promotion & Tenure Portfolios | March 25, 2013 |
|  2012 Annual Report of Faculty, Including Planning Pages 2012 & 2013 (New, Continuing & Tenured Faculty Not Applying for Promotion / Tenure) | April 1, 2013 |
|  \*Temporary Faculty Annual Reports – Hired for Fall 2012, Academic Year or Spring 2013 Only | May 1, 2013 |
|  Deans’ Summary of All Part-Time Faculty Evaluations (Detail Concerns) | May 24, 2013 |
|  |  |
| **President’s Office** |  |
|  Retention/Non-Retention Recommendations | February 15, 2013 |
|  Promotion & Tenure Recommendations for 2013 / 2014 | April 19, 2013 |
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| \*Planning Pages Required for Temporary Faculty at the Discretion of each College |  |