

**DIVISION OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2010/2011**

PERSONNEL CALENDAR

ITEM	DUE TO	DUE DATE
Fall 2010/11 Part-time Faculty & Graduate Assistant EPAF's	Academic Budget Office	July 30, 2010
Position Requests (AY 2011/12)	Office of the Provost & Sr. Vice President for Academic Affairs	Sept. 9, 2010
<u>New Temp., Probationary & Tenured Faculty 2010 Planning Pages (Fall Hire Date)</u>	Chairperson's Office	Sept. 15, 2010
<u>New Temp., Probationary, Tenured Faculty 2011 Planning Pages (Spring Hire Date)</u>		Feb. 2, 2011
<i>Planning Pages Required for Temporary Faculty at the Discretion of Each College</i>		
Sabbatical Leave Reports (AY 2009/10)	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 8, 2010
Sabbatical Leave Requests (AY 2011/12)	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 8, 2010
Intention to Apply for Promotion/Tenure	Office of the Provost & Sr. Vice President for Academic Affairs	Oct. 15, 2010
Spring (2010/11) Part-time Faculty & Graduate Assistant EPAF's	Academic Budget Office	October 2010 - TBA Pending EPAF Deadlines
Course Evaluations for Probationary Faculty (Fall 2010)	Office of Institutional Research	Dec. 8, 2010
<i>(Office of IR Summaries)</i>	Deans' Offices	Jan. 7, 2011
Temporary Faculty Annual Reports - Hired for Fall 2010, Academic Year or Spring 2011 Only	Office of the Provost & Sr. Vice President for Academic Affairs	May 2, 2011
<i>Include Planning Pages if Required by College</i>		
Probationary Faculty 2010 Annual Reports, Including Planning Pages 2010 & 2011	Office of the Provost & Sr. Vice President for Academic Affairs	Feb. 11, 2011
Probationary Faculty Retention/Non-Retention Recommendations	Office of the Provost & Sr. Vice President for Academic Affairs	Feb. 11, 2011
<i>(Including 2010 Annual Reports and 2010 & 2011 Planning Pages)</i>	Provost's Recommendations to President or Designee	Feb. 18, 2011
	Decisions from President or Designee	Mar. 1, 2011
2010 Annual Reports, Including Planning Pages 2010 & 2011	Deans' Office from Chairperson	Mar. 17, 2011
<i>New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure</i>	Office of the Provost & Sr. Vice President for Academic Affairs	Apr. 1, 2011
Promotion & Tenure Portfolios	Office of the Provost & Sr. Vice President for Academic Affairs	Mar. 25, 2011
Promotion & Tenure Recommendations for 2011/2012	President's Office	Apr. 22, 2011
	Faculty Notified of P&T Decisions	Apr. 29, 2011
Summer School 2010/11 Faculty EPAF's	Academic Budget Office	March 2011 - TBA Pending EPAF Deadlines
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	Office of the Provost & Sr. Vice President for Academic Affairs	May 26, 2011
Summer School 2010/11 Gratis Course Report	Academic Budget Office	Aug. 1, 2011