

**OFFICE OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2014-2015**

PERSONNEL CALENDAR

DEPARTMENT / ITEM	DUE DATE
Academic Budget Office	
Fall 2014 Part-Time Faculty & Graduate Assistant EPAF's	August 7, 2014
Spring 2015 Part-Time Faculty & Graduate Assistant EPAF's	February 2, 2015
Budget Requests	TBA – March 2015
Summer School 2015 Faculty EPAF's Intersession	*March 20, 2015
Summer School 2015 Faculty EPAF's Session 1A	*March 20, 2015
Summer School 2015 Faculty EPAF's Session 2A	*March 20, 2015
Summer School 2015 Gratis Course Report	*March 20, 2015
Faculty Development Reports	May 29, 2015
Chairperson's Office	
New *Temp., Probationary & Tenured Faculty Annual Reports 2014 w/Planning Pages (Fall Hire Date)	September 12, 2014
New *Temp., Probationary, Tenured Faculty Annual Reports 2015 w/Planning Pages (Spring Hire Date)	January 30, 2015
Deans' Offices	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2014)	January 2, 2015
2014 Annual Reports, Including Planning Pages 2014-2015	March 13, 2015
Faculty	
Retention/Non-Retention Decisions	February 26, 2015
Promotion & Tenure Decisions	April 30, 2015
Office of the Provost & Sr. Vice President for Academic Affairs	
Position Requests (AY 2015-2016)	TBA
Sabbatical Leave Reports (AY 2013-2014)	October 3, 2014
Sabbatical Leave Requests (AY 2015-2016)	October 3, 2014
Intention to Apply for Promotion / Tenure	October 10, 2014
Probationary Faculty 2014 Annual Reports, Including Planning Pages 2015-2016	February 9, 2015
Probationary Faculty Retention / Non-Retention Recommendations (Including 2014 Annual Reports and 2014 & 2015 Planning Pages)	February 9, 2015
Promotion & Tenure Portfolios	March 24, 2015
2014 Annual Report of Faculty, Including Planning Pages 2014 & 2015 (New, Continuing & Tenured Faculty Not Applying for Promotion / Tenure)	April 1, 2015
*Temporary Faculty Annual Reports – Hired for Fall 2014, Academic Year or Spring 2015 Only	April 30, 2015
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 22, 2015
President's Office	
Retention/Non-Retention Recommendations	February 13, 2015
Promotion & Tenure Recommendations for 2015-2016	April 21, 2015
*Planning Pages Required for Temporary Faculty at the Discretion of each College	

* Denotes an anticipated due date.