

**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 | January 9, 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.