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

#### PERSONNEL CALENDAR

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

* Denotes an anticipated due date.