**OFFICE OF ACADEMIC AFFAIRS**

**CALENDAR OF DUE DATES**

**2020-2021**

# PERSONNEL CALENDAR

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| **DEPARTMENT/ITEM** | **DUE DATE** |
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| **Chairperson’s Office** |  |
| \*New Temp., Probationary & Tenured Faculty Annual Reports 2020 w/Planning Pages (Fall Hire Date) | September 7, 2020 |
| \*New Temp., Probationary & Tenured Faculty Annual Reports 2021 w/Planning Pages (Spring Hire Date) | January 25, 2021 |
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| **Deans’ Offices** |  |
| Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2020) | January 6, 2021 |
| 2020 Annual Reports, Including Planning Pages 2020-21 | March 8, 2021 |
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| **Faculty** |  |
| Retention/Non-Retention Decisions | February 22, 2021 |
| Promotion & Tenure Decisions | April 26, 2021 |
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| **Office of the Provost & Senior Vice President for Academic Affairs** |  |
| Sabbatical Leave Reports (AY 2019-2020) | October 5, 2020 |
| Sabbatical Leave Requests (AY 2021-2022) | October 26, 2020 |
| Intention to Apply for Promotion / Tenure | October 12, 2020 |
| Probationary Faculty Retention / Non-Retention Recommendations(Including 2020 Annual Reports and 2021 Planning Pages) | February 8, 2021 |
| Promotion & Tenure Portfolios | March 29, 2021 |
| Pre-Tenure Exceptional Recommendation (2021-2022) | March 29, 2021 |
| 2020 Annual Report of Faculty, Including 2020 Planning Pages(New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure) | April 5, 2021 |
| Temporary Faculty Annual Reports – Hired for Fall 2020, AY, or Spring 2021 Only | April 26, 2021 |
| Deans’ Summary of All Part-Time Faculty Evaluations (Detail Concerns) | May 24, 2021 |
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| **President’s Office** |  |
| Retention/Non-Retention Recommendations | February 15, 2021 |
| Promotion & Tenure Recommendations for 2021-2022 | April 12, 2021 |
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| \*Planning Pages Required for Temporary Faculty at the Discretion of each College |  |
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