

**OFFICE OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2015-2016**

PERSONNEL CALENDAR

DEPARTMENT/ITEM	DUE DATE
Academic Budget Office	
Fall 2015 Part-Time Faculty EPAF's	August 7, 2015
Spring 2016 Part-Time Faculty EPAF's	January 8, 2016
Summer School 2016 Faculty EPAF's Intersession	May 9, 2016
Summer School 2016 Faculty EPAF's Session 1A	May 9, 2016
Summer School 2016 Faculty EPAF's Session 2A	June 9, 2016
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2015 w/Planning Pages (Fall Hire Date)	September 11, 2015
*New Temp., Probationary & Tenured Faculty Annual Reports 2016 w/Planning Pages (Spring Hire Date)	January 29, 2016
Deans' Offices	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2015)	January 4, 2016
2015 Annual Reports, Including Planning Pages 2015-2016	March 11, 2016
Faculty	
Retention/Non-Retention Decisions	February 29, 2016
Promotion & Tenure Decisions	April 29, 2016
Office of the Provost & Senior Vice President for Academic Affairs	
Sabbatical Leave Reports (AY 2014-2015)	October 2, 2015
Sabbatical Leave Requests (AY 2016-2017)	October 2, 2015
Intention to Apply for Promotion / Tenure	October 9, 2015
Probationary Faculty 2015 Annual Reports, Including Planning Pages 2016-2017	February 8, 2016
Probationary Faculty Retention / Non-Retention Recommendations (Including 2015 Annual Reports and 2015-2016 Planning Pages)	February 8, 2016
Promotion & Tenure Portfolios	March 22, 2016
2015 Annual Report of Faculty, Including Planning Pages 2015-2016 (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 6, 2016
Temporary Faculty Annual Reports – Hired for Fall 2015, AY, or Spring 2016 Only	April 29, 2016
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 27, 2016
President's Office	
Retention/Non-Retention Recommendations	February 12, 2016
Promotion & Tenure Recommendations for 2016-2017	April 19, 2016
*Planning Pages Required for Temporary Faculty at the Discretion of each College	