

**OFFICE OF ACADEMIC AFFAIRS  
CALENDAR OF DUE DATES  
2016-2017**

**PERSONNEL CALENDAR**

<b>DEPARTMENT/ITEM</b>	<b>DUE DATE</b>
<b>Academic Budget Office</b>	
Fall 2016 Part-Time Faculty EPAF's	August 8, 2016
Spring 2017 Part-Time Faculty EPAF's	January 9, 2017
Summer School 2016 Faculty EPAF's Intersession	May 5, 2017
Summer School 2016 Faculty EPAF's Session 1A	May 8, 2017
Summer School 2016 Faculty EPAF's Session 2A	June 9, 2017
<b>Chairperson's Office</b>	
*New Temp., Probationary & Tenured Faculty Annual Reports 2015 w/Planning Pages (Fall Hire Date)	September 9, 2016
*New Temp., Probationary & Tenured Faculty Annual Reports 2016 w/Planning Pages (Spring Hire Date)	January 27, 2017
<b>Deans' Offices</b>	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2016)	January 3, 2017
2016 Annual Reports, Including Planning Pages 2016-2017	March 10, 2017
<b>Faculty</b>	
Retention/Non-Retention Decisions	February 27, 2017
Promotion & Tenure Decisions	April 28, 2017
<b>Office of the Provost &amp; Senior Vice President for Academic Affairs</b>	
Sabbatical Leave Reports (AY 2015-2016)	October 7, 2016
Sabbatical Leave Requests (AY 2017-2018)	October 7, 2016
Intention to Apply for Promotion / Tenure	October 14, 2016
Probationary Faculty 2016 Annual Reports, Including Planning Pages 2017-2018	February 13, 2017
Probationary Faculty Retention / Non-Retention Recommendations (Including 2016 Annual Reports and 2016-2017 Planning Pages)	February 10, 2017
Promotion & Tenure Portfolios	March 27, 2017
2016 Annual Report of Faculty, Including Planning Pages 2016-2017 (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 5, 2017
Temporary Faculty Annual Reports – Hired for Fall 2016, AY, or Spring 2016 Only	April 28, 2017
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 26, 2017
<b>President's Office</b>	
Retention/Non-Retention Recommendations	February 13, 2017
Promotion & Tenure Recommendations for 2017-2018	April 18, 2017
*Planning Pages Required for Temporary Faculty at the Discretion of each College	