

**OFFICE OF ACADEMIC AFFAIRS
CALENDAR OF DUE DATES
2017-2018**

PERSONNEL CALENDAR

DEPARTMENT/ITEM	DUE DATE
Academic Budget Office	
Fall 2017 Part-Time Faculty EPAF's (pending FLAC)	TBA
Spring 2018 Part-Time Faculty EPAF's (pending FLAC)	TBA
Summer School 2017 Faculty EPAF's Intersession	May 4, 2018
Summer School 2017 Faculty EPAF's Session 1A	May 8, 2018
Summer School 2017 Faculty EPAF's Session 2A	June 8, 2018
Chairperson's Office	
*New Temp., Probationary & Tenured Faculty Annual Reports 2016 w/Planning Pages (Fall Hire Date)	September 8, 2017
*New Temp., Probationary & Tenured Faculty Annual Reports 2017 w/Planning Pages (Spring Hire Date)	January 26, 2018
Deans' Offices	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2017)	January 3, 2018
2017 Annual Reports, Including Planning Pages 2017-2018	March 9, 2018
Faculty	
Retention/Non-Retention Decisions	February 26, 2018
Promotion & Tenure Decisions	April 27, 2018
Office of the Provost & Senior Vice President for Academic Affairs	
Sabbatical Leave Reports (AY 2016-2017)	October 6, 2017
Sabbatical Leave Requests (AY 2018-2019)	October 6, 2017
Intention to Apply for Promotion / Tenure	October 13, 2017
Probationary Faculty 2017 Annual Reports, Including Planning Pages 2018-2019	February 12, 2018
Probationary Faculty Retention / Non-Retention Recommendations (Including 2017 Annual Reports and 2017-2018 Planning Pages)	February 9, 2018
Promotion & Tenure Portfolios	March 26, 2018
2017 Annual Report of Faculty, Including Planning Pages 2017-2018 (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 4, 2018
Temporary Faculty Annual Reports – Hired for Fall 2017, AY, or Spring 2018 Only	April 27, 2018
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 25, 2018
President's Office	
Retention/Non-Retention Recommendations	February 12, 2018
Promotion & Tenure Recommendations for 2018-2019	April 17, 2018
*Planning Pages Required for Temporary Faculty at the Discretion of each College	