

**OFFICE OF ACADEMIC AFFAIRS  
CALENDAR OF DUE DATES  
2018-2019**

**PERSONNEL CALENDAR**

<b>DEPARTMENT/ITEM</b>	<b>DUE DATE</b>
<b>Academic Budget Office</b>	
Fall 2018 Part-Time Faculty EPAF's (pending FLAC)	August 29, 2018
Spring 2019 Part-Time Faculty EPAF's (pending FLAC)	January 4, 2019
Summer School 2019 Faculty EPAF's Intersession	May 3, 2019
Summer School 2019 Faculty EPAF's Session 1A	May 6, 2019
Summer School 2019 Faculty EPAF's Session 2A	June 10, 2019
<b>Chairperson's Office</b>	
*New Temp., Probationary & Tenured Faculty Annual Reports 2017 w/Planning Pages (Fall Hire Date)	September 7, 2018
*New Temp., Probationary & Tenured Faculty Annual Reports 2018 w/Planning Pages (Spring Hire Date)	January 25, 2019
<b>Deans' Offices</b>	
Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2018)	January 4, 2019
2017 Annual Reports, Including Planning Pages 2018-2019	March 8, 2019
<b>Faculty</b>	
Retention/Non-Retention Decisions	February 25, 2019
Promotion & Tenure Decisions	April 26, 2019
<b>Office of the Provost &amp; Senior Vice President for Academic Affairs</b>	
Sabbatical Leave Reports (AY 2017-2018)	October 5, 2018
Sabbatical Leave Requests (AY 2019-2020)	October 5, 2018
Intention to Apply for Promotion / Tenure	October 12, 2018
Probationary Faculty Retention / Non-Retention Recommendations (Including 2018 Annual Reports and 2019 Planning Pages)	February 8, 2019
Promotion & Tenure Portfolios	March 25, 2019
2018 Annual Report of Faculty, Including 2019 Planning Pages (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure)	April 3, 2019
Temporary Faculty Annual Reports – Hired for Fall 2018, AY, or Spring 2019 Only	April 26, 2019
Deans' Summary of All Part-Time Faculty Evaluations (Detail Concerns)	May 24, 2019
<b>President's Office</b>	
Retention/Non-Retention Recommendations	February 11, 2019
Promotion & Tenure Recommendations for 2019-2020	April 16, 2019
*Planning Pages Required for Temporary Faculty at the Discretion of each College	