**OFFICE OF ACADEMIC AFFAIRS**

**CALENDAR OF DUE DATES**

**2019-2020**

# PERSONNEL CALENDAR

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| **DEPARTMENT/ITEM** | **DUE DATE** |
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| **Chairperson’s Office** |  |
| \*New Temp., Probationary & Tenured Faculty Annual Reports 2018 w/Planning Pages (Fall Hire Date) | September 9, 2019 |
| \*New Temp., Probationary & Tenured Faculty Annual Reports 2019 w/Planning Pages (Spring Hire Date) | January 27, 2020 |
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| **Deans’ Offices** |  |
| Institutional Research Summaries of Course Evaluations for Probationary Faculty (Fall 2019) | January 6, 2020 |
| 2018 Annual Reports, Including Planning Pages 2019-2020 | March 9, 2020 |
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| **Faculty** |  |
| Retention/Non-Retention Decisions | February 24, 2020 |
| Promotion & Tenure Decisions | April 27, 2020 |
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| **Office of the Provost & Senior Vice President for Academic Affairs** |  |
| Sabbatical Leave Reports (AY 2018-2019) | October 7, 2019 |
| Sabbatical Leave Requests (AY 2020-2021) | October 7, 2019 |
| Intention to Apply for Promotion / Tenure | October 14, 2019 |
| Probationary Faculty Retention / Non-Retention Recommendations  (Including 2019 Annual Reports and 2020 Planning Pages) | February 10, 2020 |
| Promotion & Tenure Portfolios | March 30, 2020 |
| Pre-Tenure Exceptional Recommendation (2020-2021) | March 30, 2020 |
| 2019 Annual Report of Faculty, Including 2019 Planning Pages  (New, Continuing & Tenured Faculty Not Applying for Promotion/Tenure) | April 6, 2020 |
| Temporary Faculty Annual Reports – Hired for Fall 2019, AY, or Spring 2020 Only | April 25, 2020 |
| Deans’ Summary of All Part-Time Faculty Evaluations (Detail Concerns) | May 25, 2020 |
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| **President’s Office** |  |
| Retention/Non-Retention Recommendations | February 10, 2020 |
| Promotion & Tenure Recommendations for 2020-2021 | April 13, 2020 |
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| \*Planning Pages Required for Temporary Faculty at the Discretion of each College |  |
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