Academic Affairs Deadlines – AY 13

July	
16	Sabbatical reports for winter quarter to Assistant Provost for Bus. & Fac. Administration
30	Catholic Thought & Culture Faculty Research Grant final reports to Dir., Inst. For Catholic Thought & Culture
August	
1	Fall and full year Affiliate spreadsheets to Faculty Services
15	Fall LOA spreadsheets and forms to Faculty Services
31	Finalized tenure/promotion list from Deans/CLEP to Office of the Provost
September	
4	Finalized list of New Full-Time Faculty for inclusion in the Provost Faculty Convocation Program to Office of the Provost
28	Jr. Faculty Professional Development Grant reports for prior AY to Assistant Provost for Bus. & Fac. Admin.
October	
1	Nominations for the McGoldrick Chair to Assistant Provost for Bus. & Fac. Administration
	LOAs for benefits eligible faculty (Fall/Winter/Spring instruction at 17.5 or more) to Faculty Services
	Catholic Thought & Culture Course Development Summer Stipend Program Syllabus to Dir., Inst. For CTC
November	
1	Summer Faculty Fellowship Applications to Director of ORSSP
	Summer Faculty Fellowship Reports to Director of ORSSP
	Curriculum update and course change forms to Associate Provost for Academic Achievement
9	Catholic Thought and Culture Faculty Research Grant Applications to Dir., Inst. For CTC
	Catholic Thought and Culture Course Development Applications to Dir., Inst. For CTC
15	Winter LOA spreadsheets and forms to Faculty Services
20	Winter Affiliate spreadsheets to Faculty Services
December	
3	Sabbatical applications to Assistant Provost for Bus. & Fac. Admin.
	Budget submissions to Assistant Provost for Bus. & Fac. Admin. (tentative)
14	Summer 2013 schedule of courses to Registrar
	Faculty and Librarian tenure and promotion files to Office of the Provost
21	Sabbatical approval/denial letters from Provost to faculty/deans

January

15	Sabbatical reports for prior AY or spring quarter/semester to Assistant Provost for Bus. & Fac. Admin.
23	Fall 2013 schedule to Office of the Registrar
30	Catholic Thought & Culture Faculty Research Grant mid-year reports to Dir., Inst. For Catholic Thought & Culture
31	Faculty/Librarian Emeriti nominations from Deans/University Librarian Provost to the Provost

February

6	Winter 2014 schedule to Office of the Registrar
8	Tenured, tenure-track, and non tenure-track worksheets distributed to schools/colleges
15	Spring LOA spreadsheets and forms to Faculty Services
	Spring Affiliate spreadsheets to Faculty Services
20	New phased-retirement requests to Provost
	New department chair appointment changes to Provost
	Spring Schedule 2014 to Office of the Registrar

March

8	Tenured, tenure-track, and non tenure-track worksheets to Faculty Services
15	Jr. Faculty Professional Development Grant applications to Assistant Provost for Bus. & Fac. Admin.
	Third-year probationary tenure-track faculty review files and letters from deans, schools/colleges R&T committees, and department/program R&T committees to Assistant Provost for Bus. & Fac. Admin.
20	Tenure decision letters sent to deans to personally deliver to candidates (unless otherwise requested)

April

1	Send commencement name readers names to Associate Provost for Global Engagement
	Tenured, tenure-track, and non tenure-track contracts delivered to schools/colleges
15	Jr. Faculty Professional Development Grant approval/denial letters to faculty/chairs/deans
	Tenured, tenure-track, and non tenure-track faculty provide written objections to terms of contract to Faculty Services (see Faculty Handbook 2.9.iii for additional terms
	Sabbatical reports for fall quarter to Assistant Provost for Bus. & Fac. Admin.
19	Summer LOA spreadsheets and forms to Faculty Services
	Summer Affiliate spreadsheet to Faculty Services

May

15	Deans/Committee for Librarian Evaluation and Promotion (CLEP) candidate list of faculty for rank and tenure review in next academic year to Office of the Provost
31	Notification letter to tenure candidates for following academic year review