



ACADEMIC AFFAIRS

Important Dates and Deadlines – AY 2019/20

JULY	
1	Fall and AY part-time LOA spreadsheets and forms to Faculty Services
5	LAW – payroll deadline for Fall/AY contracts
15	Sabbatical reports for Winter quarter to Assistant Provost for Bus. & Fac. Administration

AUGUST	
2	Fall and AY part-time LOA spreadsheets and forms to Faculty Services
	LAW – payroll deadline for Fall/AY contracts

SEPTEMBER	
13	Winter LOA spreadsheets and forms to Faculty Services
25	Finalized tenure/promotion list from Deans/CLEP to Office of the Provost
	Junior Faculty Program Development Grant reports for prior AY to Assistant Provost

OCTOBER	
26	Summer Faculty Fellowship Applications to Office of Sponsored Projects (OSP)
29	Nominations for the McGoldrick Chair to Assistant Provost
31	Summer 2019 schedule of courses to Office of the Registrar

NOVEMBER	
1	LAW – Spring LOA spreadsheets and course forms to Faculty Services
	Curriculum forms [Create a new degree program or major, minor, specialization, or certificate, Revise an existing program, Suspend/terminate program, Create a new course (with fee), Revise a course (with fee change)] due to Office of the Provost
	Summer Faculty Fellowship Reports to Office of Sponsored Projects (OSP)
13	Catholic Thought and Culture Faculty Course Development/Research Grant Applications to Director of ICTC
15	Curriculum forms [Create a new course (without fee)] due to Office of the Provost
20	Winter Affiliate spreadsheets to Faculty Services



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DECEMBER

2	Curriculum forms [Revise a course (without fee change), Delete a course, Miscellaneous change] due to Office of the Provost
2	Sabbatical applications to Assistant Provost
2	Payroll deadline for returning and new faculty winter contracts
2	LAW – payroll deadline for returning and new spring contracts
13	Faculty and Librarian tenure and promotion files to Faculty Services (open T-drive to Provost’s Assistant for retrieval)

JANUARY

3	Spring LOA spreadsheets and forms to Faculty Services
18	Catholic Thought and Culture Faculty Research presentation schedule finalized for Research Fellows
24	Sabbatical approval/denial letters from Provost to Faculty/Deans
	Sabbatical reports for prior AY or Spring quarter/semester to Assistant Provost
	Faculty/Librarian Emeriti nominations from Deans/University Librarian to the Provost

FEBRUARY

10	Tenured, tenure-track, and non-tenure-track worksheets distributed to schools/colleges
14	Spring Affiliate spreadsheets to Faculty Services
14	New phased-retirement requests to Provost
	New department Chair appointment changes to Provost

MARCH

5	Payroll deadline for returning and new faculty spring contracts
	Fall 2020 and Winter and Spring 2021 schedule of courses due to Office of the Registrar
9	Mid-year Probationary Review - tenure-track faculty review files and letters from Deans, schools/colleges R&T committees, and department/program R&T committees to Assistant Provost. Promotions recommendations for non-tenure-track faculty.
	Multi-year renewal recommendations from Deans to Faculty Services for Provost's approval
13	Tenured, tenure-track, and non-tenure-track worksheets to Faculty Services
20	Tenure decision notifications to Deans



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April	
1	Tenured, tenure-track, and non-tenure-track contracts delivered to schools/colleges <i>(subject to revision)</i>
3	LAW – Schools submits Summer spreadsheets and course forms to Faculty Services
13	Affiliate appointments for summer and new AY submitted to Faculty Services
15	Junior Faculty Program Development Grant applications to Assistant Provost Sabbatical reports for Fall quarter to Assistant Provost for Bus. & Fac. Admin.

MAY	
1	Tenured, tenure-track, and non-tenure-track faculty provide written objections to terms of contract to Faculty Services <i>(subject to revision)</i>
4	LAW – payroll deadline for returning and new summer contracts
11	Faculty Services distributes list of potential faculty eligible for sabbatical in the next academic year to colleges. Faculty Services distributes list of potential faculty eligible for mid-year probationary review in the next academic year to the colleges
18	Junior Faculty Program Development Grant approval/denial letters to Faculty/Chairs/Deans
22	Payroll deadline for returning and new summer contracts

JUNE	
1	Colleges confirm faculty sabbatical eligibility in the next academic year with Faculty Services Colleges confirm faculty mid-year probationary review eligibility in the next academic year with Faculty Services 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
15	Notification letters to tenure candidates for following academic year review LAW – Schools submits Fall/AY spreadsheet and course forms to Faculty Services
21	Catholic Thought and Culture Faculty Research Fellowship final report to Dir., Inst. For Catholic Thought and Culture Catholic Thought and Culture Course Development Grant syllabus to Director of ICTC