



ACADEMIC AFFAIRS

**Important Dates and Deadlines – AY 2020-21**

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

AUGUST	
3	LAW – payroll deadline for Fall/AY contracts

SEPTEMBER	
11	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

NOVEMBER	
2	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 2021 schedule of courses to Office of the Registrar
	LAW – Spring LOA spreadsheets and course forms to Faculty Services
	Summer Faculty Fellowship Reports to Office of Sponsored Projects (OSP)
16	Catholic Thought and Culture Faculty Course Development/Research Grant Applications due for new fellows to Director of ICTC
	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**

1	Sabbatical applications to Assistant Provost
	Payroll deadline for returning and new faculty winter contracts
	LAW – payroll deadline for returning and new spring contracts
2	Curriculum forms [Revise a course (without fee change), Delete a course, Miscellaneous change] due to Office of the Provost
11	Faculty and Librarian tenure and promotion files to Faculty Services (open T-drive to Provost’s Assistant for retrieval)
14	Catholic Thought and Culture Faculty Research presentation schedule finalized for current Research Fellows

**JANUARY**

4	Spring LOA spreadsheets and forms to Faculty Services
25	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**

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

**MARCH**

5	Payroll deadline for returning and new faculty spring contracts
	Fall 2021 and Winter and Spring 2022 schedule of courses due to Office of the Registrar
16	Tenured, tenure-track, and non-tenure-track worksheets to Faculty Services
22	Tenure decision notifications to Deans



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April	
5	LAW – Schools submits Summer spreadsheets and course forms to Faculty Services
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	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	
5	LAW – payroll deadline for returning and new summer contracts
10	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
17	Tenured, tenure-track, and non-tenure-track contracts delivered to schools/colleges ( <i>subject to revision</i> )
20	Junior Faculty Program Development Grant approval/denial letters to Faculty/Chairs/Deans
21	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 Tenured, tenure-track, and non-tenure-track faculty provide written objections to terms of contract to Faculty Services ( <i>subject to revision</i> )
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