

COLLEGE OF ARTS AND SCIENCES 2017 – 2018 DEADLINES

FALL 2017 SEMESTER¹

AUGUST

- 25 EARLY TRAVEL REQUESTS** – For any travel that is to occur prior to October 11, faculty submit request to Division Chair.
- 28 FACULTY LOAD FORMS, FOR PART-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean.
COURSE SYLLABI – Faculty submit all syllabi to the Department Head.
- 30 COURSE SYLLABI** – After reviewing all department syllabi, Department Heads submit thumb drive to Division Chair.
EARLY TRAVEL REQUESTS – Division Chairs send all approved early prioritized travel requests for the Division to the CAS Assistant Dean.
MINUTES OF AUGUST DEPARTMENT FACULTY MEETING – Submit, via email, to the Division Chair.

SEPTEMBER

- 1 FACULTY UPDATE SHEETS** – Submit to Provost's Office with a copy to the College Dean, Division Chair, and Department Head
UPDATED HURRICANE PLANS – Division Chairs submit division plans to College Dean via share drive and notifies the Dean's Office.
- 8 FACULTY SEARCH COMMITTEE CHAIRS APPOINTED** – Division Chairs submit names to the Associate VP for Academic Affairs via email.
- 11 COURSE SYLLABI** – After reviewing all division syllabi, Division Chair submits all Division syllabi to the Dean via share drive and notifies the Dean's Office.
TRAVEL REQUESTS – Faculty submit requests to Division Chair.
MINUTES OF ALL AUGUST DIVISION FACULTY MEETINGS – Division Chair submits minutes of all August division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.
- 18 TRAVEL REQUESTS** – Division Chairs prioritize requests and send them to the CAS Assistant Dean.
- 20 SPRING COURSE OFFERINGS** – Department Heads submit, via email, to Division Chair. Department Head also submits preliminary summary of faculty loads to the Division Chair.
SUMMER COURSE OFFERINGS – Department Heads submit, via email, to Division Chair.
- 25 SPRING COURSE OFFERINGS** – Division Chairs submit, via email, all division spring course offerings to College Dean with a copy to the Registrar. Division Chairs also submit a preliminary summary of faculty loads to the College Dean.
SUMMER COURSE OFFERINGS – Division Chairs submit, via email, all division summer course offerings to College Dean with a copy to the Registrar.
- 29 MINUTES OF SEPTEMBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
LAST DAY TO REMOVE AN "I" GRADE

¹ NOTE: Specifics regarding Faculty Evaluations and Promotion Recommendation deadlines for CAS can be obtained from the College Dean.

OCTOBER

- 6 MINUTES OF ALL SEPTEMBER DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all September faculty division meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 16 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site
- 20 PROMOTION RECOMMENDATIONS** – Deans/Division Chairs/Department Heads submit promotion recommendations to the Provost. Department Heads submit Faculty Evaluations with documentation for recommended faculty also to the Provost.
MID SEMESTER EVALUATIONS DUE (NOON) – Faculty submit grades electronically through Banner Web.
- 27 FACULTY EVALUATIONS FOR RETURNING TENURE TRACK FACULTY** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.
POTENTIAL DECEMBER GRADUATES – Department Heads submit list to Division Chair.
TEXTBOOK ORDERS #1 – Administrative Specialists submit book titles to Bookstore.

NOVEMBER

- 3 MINUTES OF OCTOBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
LAST DAY TO PETITION FOR A “W” IN A COURSE
POTENTIAL DECEMBER GRADUATES – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
- 8 MINUTES OF ALL OCTOBER DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all October division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 10 TEXTBOOK ORDERS # 2** – Administrative Specialists submit spring semester orders (# of requested books) to Bookstore.
- 17 FACULTY EVALUATIONS FOR RETURNING TENURED FACULTY (ASSISTANT AND ASSOCIATE PROFESSORS)** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.
LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY

DECEMBER

- 4 MINUTES OF NOVEMBER DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 5 QUIET DAY**
- 6 MINUTES OF ALL NOVEMBER DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all November division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 8 FACULTY EVALUATIONS FOR RETURNING TENURED FULL PROFESSORS** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.
FACULTY EVALUATIONS FOR NON-TENURE TRACK FACULTY IN CAS – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.
- 15 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

SPRING 2018 SEMESTER²

JANUARY

- 12 FACULTY LOAD FORMS, FOR PART-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean
COURSE SYLLABI – Faculty submit all syllabi to the Department Head.
- 17 COURSE SYLLABI** – After reviewing all department syllabi, Department Heads submit thumb drive to Division Chair.
- 19 FACULTY LOAD FORMS FOR FULL-TIME FACULTY** – Division Chairs email approved forms to CAS Assistant Dean
- 24 COURSE SYLLABI** – After reviewing all division syllabi, Division Chair submits all Division syllabi to the Dean via share drive and notifies the Dean's Office.
- 26 SABBATICAL REQUEST PROPOSAL DUE TO DEAN**

FEBRUARY

- 1 SABBATICAL REQUEST PROPOSAL DUE TO VPAA OFFICE**
- 2 MINUTES OF JANUARY DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 5 MINUTES OF ALL JANUARY DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all January division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.
- 9 CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.
- 16 FALL COURSE OFFERINGS** – Department Heads submit, via email, to Division Chair. Department Head also submits preliminary summary of faculty loads to the Division Chair.
LAST DAY TO REMOVE AN "I" GRADE.
TEXTBOOK ORDERS #1 – Administrative Specialists submit summer book titles to Bookstore.
- 23 FALL COURSE OFFERINGS** – Division Chairs submit, via email, all division spring course offerings to College Dean with a copy to the Registrar. Division Chair also submits a preliminary summary of faculty loads to the College Dean.

MARCH

- 1 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost's web site
- 2 MINUTES OF FEBRUARY DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 9 POTENTIAL MAY/SUMMER GRADUATES** – Department Heads submit list to Division Chair.
- 12 MINUTES OF ALL FEBRUARY DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all February division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean's Office.

² NOTE: Specifics regarding Faculty Evaluations and Promotion Recommendation deadlines for CAS can be obtained from the College Dean.

- 13 MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
- 16 POTENTIAL MAY/SUMMER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.

APRIL

- 6 TEXTBOOK ORDERS #2** – Administrative Specialists submit summer book orders (number of requested books) to the Bookstore.
MINUTES OF MARCH DEPARTMENT FACULTY MEETING – Submit, via email, to the Division Chair.
LAST DAY TO PETITION FOR A “W” IN A COURSE
- 11 MINUTES OF ALL MARCH DIVISION FACULTY MEETINGS** – Division Chair submits minutes of all March division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.
- 20 LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**
- 30 FIRST YEAR FACULTY EVALUATIONS** – Department Heads/Division Chairs submit original to Provost and a copy to the Division Chair and College Dean.
TEXTBOOK ORDERS #3 – Administrative Specialists submit fall semester orders to Bookstore.

MAY

- 1 QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.
- 4 MINUTES OF APRIL DEPARTMENT FACULTY MEETING** – Submit, via email, to the Division Chair.
- 7 SENIOR ROLL CALL**
- 11 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.
MINUTES OF ALL APRIL DIVISION FACULTY MEETINGS – Division Chair submits minutes of all April division faculty meetings (department meetings and any division meetings) to the College Dean via share drive and notifies the Dean’s Office.