

# COLLEGE OF ARTS AND SCIENCES 2017 – 2018 DEADLINES

## FALL 2017 SEMESTER<sup>1</sup>

### AUGUST

- 25 EARLY TRAVEL REQUESTS** – For any travel that is to occur prior to October 11, faculty submit request to Division Chair.
- 28 COURSE SYLLABI** – Faculty submit all syllabi to the Department Head.

### SEPTEMBER

- 1 FACULTY UPDATE SHEETS** – Submit to Provost's Office with a copy to the College Dean, Division Chair, and Department Head
- 11 TRAVEL REQUESTS** – Faculty submit requests to Division Chair.
- 29 LAST DAY TO REMOVE AN "I" GRADE**

### OCTOBER

- 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.  
**TEXTBOOK ORDERS #1** – Administrative Specialists submit book titles to Bookstore.

### NOVEMBER

- 3 LAST DAY TO PETITION FOR A "W" IN A COURSE**
- 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

- 5 QUIET DAY**
- 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.

---

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

**15 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

## **SPRING 2018 SEMESTER<sup>2</sup>**

### **JANUARY**

**12 COURSE SYLLABI** – Faculty submit all syllabi to the Department Head.

**26 SABBATICAL REQUEST PROPOSAL DUE TO DEAN**

### **FEBRUARY**

**9 CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.

**16 TEXTBOOK ORDERS #1** – Administrative Specialists submit summer book titles to Bookstore.

**23 LAST DAY TO REMOVE AN “I” GRADE.**

### **MARCH**

**1 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site

**13 MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.

### **APRIL**

**6 TEXTBOOK ORDERS #2** – Administrative Specialists submit summer book orders (number of requested books) to the Bookstore.

**LAST DAY TO PETITION FOR A “W” IN A COURSE**

**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.

### **MAY**

**1 QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.

**7 SENIOR ROLL CALL**

**11 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.

---

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