

## UNIVERSITY 2009-2010 DEADLINES

### AUGUST 2009

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- 28 Personnel Action (EPAF) for Part-Time Faculty.**  
Chairs submit forms to College Dean.  
CAS chairs should email the completed faculty load form found at <http://www.xula.edu/cas/facultyfaq.php> to Sr. Monica.

### SEPTEMBER 2009

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- 2 Course Syllabi.** Faculty submit to Chair, after review, Chair submits to College Dean.  
CAS chairs submit syllabi to Sr. Monica on a flashdrive.
- 8 Faculty Update Sheets.** Submit to the VPAA Office and a copy to the College Dean.  
**Updated Hurricane Plans.** Submit by email to College Dean.  
**Minutes of August Departmental Meetings to College Dean.** Submit by email.
- 11 Faculty Load forms and EPAFs for Overloads.** Chairs submit to College Dean.  
CAS chairs should email the completed faculty load form found at <http://www.xula.edu/cas/facultyfaq.php> to Sr. Monica.
- 14 Spring Course Offerings.** Chairs submit by email to College Dean with copies to Registrar.  
CAS chairs include projected faculty load forms and requests for creative/scholarly release time  
**Travel Requests.** Faculty submit requests to Chairs.  
**Department/Division Search Committee Chairs Appointed.** Submit names to VPAA Office.
- 21 Travel Requests.** Chairs prioritize requests and submit a copy to College Dean.

### OCTOBER 2009

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- 2 Last Day to Remove an "I".**
- 6 Minutes of September Departmental Faculty Meeting.** Chairs email to College Dean.
- 15 Last Day to Request Student Evaluations.** Forms are on the VPAA website.
- 20 Mid-Semester Evaluations Due (by noon).** Faculty submit grades via Banner and a printout to Chair.
- 23 Textbook Orders I.** Chairs submit book titles to Bookstore.
- 30 Last Day to Petition a "W" in a Course.**

## NOVEMBER 2009

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- 4 **Minutes of October Departmental Faculty Meeting.** Chairs email copy to College Dean.
- 6 **Potential December Graduates.** Chairs submit list to Registrar.  
**Promotional Recommendations.** Deans/Chairs submit evaluations with documentation to the Senior VPAA.
- 11 **Textbook Orders 2.** Chairs submit spring semester orders (number of requested books) to Bookstore.
- 13 **Last Day to Withdraw from the University.**  
**Faculty Evaluations (All but 1<sup>st</sup> year Faculty).** Chairs submit original to VPAA Office and a copy to the College Dean's Office.

## DECEMBER 2009

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- 3 **Minutes of November Departmental Faculty Meeting.** Chairs email College Dean.
- 5 **Quiet Day.**
- 15 **Final Grades Due (by noon).** Faculty submit grades via Banner and a printout to Chair.
- 18 **NON-RETURNING FACULTY** Last day for non-returning faculty to return computer to ITC and submit grade book and keys to chair.

## JANUARY 2010

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- 19 **Course Syllabi.** Faculty submit to Chair; after reviewing, Chairs submit to Dean on flashdrive.  
**Personnel Action (EPAF) For Part-Time Faculty.** Chairs submit paper forms (for CAS use form on website FAQ) to College Dean.
- 22 **Faculty Load Forms & Personnel Actions (EPAF) For Overloads.** Chairs submit paper forms (for CAS use form on website FAQ) to College Dean.
- 25 **Sabbatical leave proposal** --- Faculty submit proposals, signed by their Chairs, to Deans.
- 29 **Summer Course Offerings.** Chairs submit electronically to Deans with copies to Registrar.

## FEBRUARY 2010

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- 1 **MINUTES OF JANUARY DEPARTMENTAL FACULTY MEETING** - - Chairs submit One copy to Dean electronically.  
**Sabbatical leave application** --- Faculty submit to the Office of the Senior Vice President for Academic Affairs.
- 17 **CAP, GOWN, AND/OR HOOD ORDERS** - - Faculty submit orders to Auxiliary Services.
- 19 **LAST DAY TO REMOVE AN "I"**

## **FEBRUARY 2010 (Continued)**

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- 26**     **TEXTBOOK ORDERS (Titles Only)**-- Chairs submit summer book titles to Bookstore.

## **MARCH 2010**

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- 1**     **FALL COURSE OFFERINGS** - - Chairs email to Deans with copies to Registrar. Chairs submit by email to College Dean with copies to Registrar. CAS chairs include projected faculty load forms and requests for creative/scholarly release time
- LAST DAY TO REQUEST STUDENT EVALUATIONS** - - Forms are available on the VPAA web site
- 2.**     **MID SEMESTER EVALUATIONS DUE (NOON)** - - Faculty submit grades via Banner to Registrar with hard copy to Chair
- MINUTES OF FEBRUARY DEPARTMENTAL FACULTY MEETING** - - Chairs submit one copy to Dean electronically.
- 8**     **POTENTIAL MAY/SUMMER GRADUATES** - - Chairs submit list to Registrar.
- 19**     **LAST DAY TO PETITION A “W” IN A COURSE**

## **APRIL 2010**

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- 13**     **TEXTBOOK ORDERS (Titles and Numbers)** - - Chairs submit summer book orders (number of requested books) to the Bookstore.
- MINUTES OF MARCH DEPARTMENTAL FACULTY MEETING** - - Chairs submit one copy to Dean electronically..
- 16**     **LAST DAY TO WITHDRAW FROM THE UNIVERSITY**
- 23**     **FIRST YEAR FACULTY EVALUATIONS** - - Chairs submit original to the VPAA and a copy to the Dean’s office.
- TEXTBOOK ORDERS** - - Chairs submit fall semester orders to Bookstore.
- 28**     **QUIET DAY – Senior grades due by noon.**

## **MAY 2010**

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- 3**     **SENIOR ROLL CALL**
- MINUTES OF APRIL DEPARTMENTAL FACULTY MEETING** - - Chairs submit one copy to Dean electronically.

**MAY 2010 (Continued)**

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- 6**      **FINAL GRADES DUE (NOON)** - - Faculty submit grades electronically to Registrar with hard copy to Chair.
- 21**     **NON-RETURNING FACULTY** Last day for non-returning faculty to return computer to ITC and submit grade book and keys to chair.