

## Important Deadlines

### Due Date

<b>FAIR Summer Activity Report</b>	January
<b>Departmental Scholarship Awardees for Honors Convocation</b>	March
<b>Center Annual Reports</b>	March
<b>Eminent Scholar Report</b>	March
<b>Faculty Evaluations - based on calendar year ending 12/31</b>	March
<b>Department Evaluations (done electronically)*</b>	Due to Provost in April
<b>Academic Assignments to Faculty</b>	April
<b>Summer plans/vacations for ExComm members</b>	April
<b>Committee member names from departments</b>	April
<b>Fall Activity Reports (FAIR System)</b>	April
<b>Update emergency contact list &amp; Tree</b>	May
<b>Spring Activity Reports (FAIR Systems)</b>	July
<b>Academic Assignments entered in FAIR</b>	September
<b>Sabbatical Application due to Provost</b>	October
<b>DDI Reports due from Departments to IEA</b>	December
<b>Tenure and Promotion Process</b>	
• Names of P/T and 3Y candidates from departments	April
• Dean meets with P/T committee to decide timelines	May
• Memo w/guidelines to dept. chairs (include e-mail to faculty as a reminder)	June
• Portfolios due to Dean's Office for committee review	October
• College P/T Committee Report to Dean	November
• 3Y Review portfolios due to Dean's office	November
• Dean's P/T letter to Provost	December
• P/T Portfolios due to Provost	mid December
• 3Y Review letter to Diane Alperin	March/April (following year)
• Letters to candidates from Dean (after letter comes from Board)	June/July (following year)
<b>Assessment</b>	
• Report on prior Academic Year	September
• Assessment Plan for current Academic Year	October
• Assessment Research Plan	October
• Report on research and service outcomes for prior year	January
<b>Annual Evaluations</b>	
• 360 degree tri-annual chairs	Fall/Spring
• Chairs, Assoc. Deans, Ctr Directors, Eminent Scholars,	May