

Important Due Dates for Submission of Materials to the Dean's Office

2022-23

Month/Day	Materials	Office
JULY		
15	Study Abroad Approval for 2023 Spring Break and Spring May DUE	Dean's Office
AUGUST		
8	P&T: Target date for all external evaluations, teaching evaluations, and evaluations from research collaborators to be in hand	
22	P&T: Target date for complete file to be ready for eligible department faculty or special committee review	
26	P&T: File available for review by eligible department faculty or by members of special P&T committee appointed by the dean (including those on sabbatical or other leave)	
SEPTEMBER		
9	P&T: Target date for meeting of department/committee discussion and vote	
12	P&T: Target date for department/committee evaluation to be reviewed by all eligible faculty members (including those on sabbatical or other leave)	
15	SIS Roster Reports for Spring 2023 DUE	Dean's Office
16	P&T: Target date for Chair to add evaluation letter	
19	P&T: Promotion and/or tenure files DUE	Dean's Office
30	Files for Emeritus appointments to become effective January 1, 2023 DUE	Dean's Office
OCTOBER		
3	Study Abroad Approval for 2023 Summer May Session and Summer Term DUE	
Middle	Be sure that classroom evaluations are completed for pre-tenure faculty. Do this with enough time left in the semester to complete a visit if needed.	
24	2023 department summer course requests DUE	Dean's Office
NOVEMBER		
30	Appointment files for all lecturers and temporary faculty for Spring 2023 DUE	Dean's Office
DECEMBER		
15	Requests for 2023-2024 Sabbatical Leaves DUE	Dean's Office
JANUARY		
Early	Recommend that chairs set a deadline for all faculty to complete	

online Faculty Activity Reports (depending on size of department,
may need to start this in Dec)
Late SIS reports for Summer and Fall Terms 2023 DUE

FEBRUARY

15	Faculty Activity Reports, Chair Evaluations, and CVs for A&S faculty DUE	Dean's Office
15	Third-year reviews for designated pretenure faculty DUE	Dean's Office
28	2023-24 Graduate Student Recruiting Information and Budget	Dean's Office
Last week	Last possible week for senior-level appointment file to be received in Dean's Office, deemed complete, put in order and posted for Committee on Appointments review at least 7 days prior to meeting	Dean's Office

MARCH

1	Requests for all 2023-24 non-sabbatical leaves (except pretenure teaching release) DUE	Dean's Office
1	Files for Emeritus appointments to become effective July 1, 2023 DUE	Dean's Office
1	Study Abroad Proposals for 2023 Winter Break Faculty-led Trips DUE	
Mid-Late	Meeting of Committee on Appointments to consider senior level faculty appointments file, finalize evaluation, transmit to dean Dean's evaluation and final preparation of file Provost's review/approval Dean's Official Letter of Appointment sent to candidate	Dean's Office

APRIL

3	Requests for 2023-24 Pretenure Teaching Releases DUE	Dean's Office
14	Appointment files for all lecturers and temporary faculty for Summer 2023 DUE	Dean's Office

MAY

1	Final date for transmitting any candidate-signed Letter of Appointment to Provost for June BoT meeting	Dean's Office
1	P&T: Names of departmental faculty to be considered for promotion and/or tenure during 2023-24 DUE	Dean's Office
31	P&T: Initial submission of names of external evaluators for 2023-24 promotion/tenure files DUE	Dean's Office
31	P&T: Submission of names of external evaluators, teaching evaluators, and research collaborators (if any) submitted to dean for consideration / approval. Also submit sample letters and process for random selection of Teaching evaluators for dean's review/approval	Dean's Office

JUNE

First week

Senior level faculty appointments, last BoT meeting prior to
July 1 effective date

1

Appointment files for all lecturers and temporary faculty
for Fall 2023 DUE

Dean's Office