

Administrative Calendar 2016-2017

Color key: President–gold Provost–blue Assistant Provost for AP–light blue Assistant VP for IEQI–green
Deans– purple Chair–brown Faculty–red Budget and Planning–light green Committees–pink

July

- 11 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair’s copy.
- 15 **Faculty Award Nominations *Fall 2016 and Spring 2017***; Dean transfers AY16-17 funds to Academic Affairs faculty awards account
Performance Agreement Reporting for 2016; Report from Assistant Vice President for Institutional Effectiveness and Quality Improvement to President and Vice-Presidents
- 18 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)

August

- 1 **Special Adjunct Professor Update**; Provost sends list to Dean
- 15 **Performance Agreement Reporting for 2016**; Performance Agreement Report from Assist VP for IEQI to KBOR
- 19 **Faculty Award Nominations *Fall 2016***; Notification to Faculty
- 25 **Tenure** (third-sixth years - refer to detailed timeline and MOA); Candidate file to Chair
- 26 **Tenure** (third-sixth years - refer to detailed timeline and MOA); Chair to Department Committee
- 30 **Spoken English Language GTA/GA/RA Competency Form**; Academic Dean to Dean of the Graduate School

September

- 1 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty)**; Dean first letter to faculty, copy to Provost
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 9 **Promotion** (refer to detailed timeline and MOA); Applicant file to Chair
Promotion Non-Tenure Track Faculty (refer to MOA); Applicant file to Chair
- 12 **Promotion** (refer to detailed timeline and MOA); Chair to Department Committee
Promotion Non-Tenure Track Faculty (refer to MOA); Chair to Department Committee
Summer Research/Creative Activity Project Reports from *Summer 2016*; Faculty to Chair
- 13 **Chamber of Commerce Annual Teacher Faculty Reception**; Rose Garden Banquet Hall, Hays
Tenure (third-sixth years - refer to detailed timeline and MOA); Department Committee to Chair
- 15 **Annual Merit Review 2017** (refer to timeline and MOA); Chair and new Faculty review and finalize 2017 Annual Statement of Responsibilities (ASR)

- 15 **Special Adjunct Professor Update**; Dean submits updated list to Provost
- 16 **Faculty Award Nominations *Fall 2016***; Nominations to Chair
- 19 **Summer Research/Creative Activity Project Reports from *Summer 2016***; Chair to Dean
- 20 **Class Schedule Preparation *Spring 2017***; Registrar's Office begins resolving on-campus class schedule room conflicts.
Faculty Scholarship Funding Quarterly Applications; to Provost with Chair and Dean approvals
- 27 **Promotion** (refer to detailed timeline and MOA); Department Committee to Chair
Promotion Non-Tenure Track Faculty (refer to MOA); Department Committee to Chair
- 28 **Class Schedule Preparation *Spring 2017***; Registrar's Office have on-campus class schedule room conflicts resolved.
- 30 **Annual Merit Review 2017** (refer to timeline and MOA); Faculty and Chair consult regarding 2017 ASR
Class Schedule Preparation *Fall 2017*; On-Campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)
Phased Retirement Requests; Faculty to Chair
Retirement, Limited Health Care Bridge Requests; Faculty to Chair
Special Adjunct Professor Update; Provost notification to Special Adjunct Professor
Terminal Degree Tuition Assistance 2017-2018; Proposals due from Chair and Dean to Provost

October

- 3 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
Reassigned Time Reports (TRACK I AND II) from *Spring 2016*; Faculty to Chair
Sabbatical Reports from 2015-2016 Academic Year and *Spring 2016*; Faculty to Chair
Summer Research/Creative Activity Project Reports from *Summer 2016*; Dean to Office of Scholarship and Sponsored Projects
Tenure (third-sixth years - refer to detailed timeline and MOA); Chair to College Committee
- 7 **Course Change Approval Forms for *Spring 2017***; Chair to Assistant Provost for Academic Programs
Faculty Award Nominations *Fall 2016*; Chair to Dean
- 10 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; Chair to Dean to Virtual College. (Last date for Dean to approve changes to VC class schedule in preparation for Pre-enrollment.)
Reassigned Time Reports (TRACK I AND II) from *Spring 2016*; Chair to Dean
Sabbatical Reports from 2015-2016 Academic Year and *Spring 2016*; Chair to Dean
- 14 **Reassigned Time Applications (TRACK II – TRADITIONAL / CIRP) *Fall 2017 and Spring 2018***; Faculty to Chair
- 15 **Book Orders for *Spring 2017* Semester**; Faculty to University Bookstore
- 17 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Pre-enrollment.)

- 17 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; First day of Pre-enrollment, Virtual College Only
Promotion (refer to detailed timeline and MOA); **Chair to College Committee**
Promotion Non-Tenure Track Faculty (refer to MOA); **Chair to Dean and Provost**
Reassigned Time Reports (TRACK II ONLY) from *Spring 2016*; **Dean to Provost**
Sabbatical Reports from *2015-2016 Academic Year and Spring 2016*; **Dean to Provost**
- 21 **Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2017 and Spring 2018***; **Chair to Dean**
Reassigned Time Applications (TRACK I) *Fall 2017*; **Faculty to Chair**
- 25 **Class Schedule Preparation *Spring 2017 and Intersession 2017***; First day of Pre-enrollment, All Students
Tenure (fifth and sixth years - refer to detailed timeline and MOA); **College Committee to Dean**
- 26 **Budget Process** (subject to change); Notification from Administration and Finance
- 28 **Faculty Award Nominations *Fall 2016***; **Dean to Provost's Executive Assistant**
- 31 **Regents Program Review Reports *2015-2016***; **Completed Program Review Self-Study from Chair to Assistant Provost for Academic Programs**

November

- 1 **Faculty Scholarship Funding Quarterly Applications**; **to Provost with Chair and Dean approvals**
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2017 and Spring 2018*; **Dean to Provost and Committee**
Reassigned Time Applications (TRACK I) *Fall 2017*; **Chair to Dean**
Tenure (third and fourth years - refer to detailed timeline and MOA); **College Committee to Dean**
- 2 **Regents Program Review Reports *2015-2016***; **Assistant Provost for Academic Programs to Program Review Cmt**
- 4 **Class Schedule Preparation *Summer 2017***; On-campus and Virtual College class schedule preparation materials from Registrar and VC to Dean to Chair. (Develop original draft.)
- 7 **Class Schedule Preparation *Fall 2017***; On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.
- 8 **Faculty Award Nominations *Fall 2016***; **Provost's Executive Assistant to Academic Council**
Promotion (refer to detailed timeline and MOA); **College Committee to Dean**
- 14 **Class Schedule Preparation *Fall 2017***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)
Faculty Award Nominations *Fall 2016*; **Provost to President**
- 15 **Phased Retirement Requests**; **Chair to Dean**
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *2017-2018*; **Provost letter to applicant**
Reassigned Time Applications (TRACK I) *Fall 2017*; **Dean notification to Provost**

- 15 **Retirement, Limited Health Care Bridge Requests;** Chair to Dean
Tenure (first and second years – refer to detailed timeline and MOA); **Candidate file to Chair**
- 16 **Tenure** (first and second years – refer to detailed timeline and MOA); Chair to Department Committee
- 28 **Emeriti Nominations *Fall 2016*;** Chair to Dean
Tenure (fifth and sixth years - refer to detailed timeline and MOA); **Dean to University Committee**
- 29 **Tenure** (third and fourth years - refer to detailed timeline and MOA); **Dean final recommendation to Provost**

December

- 1 **Accreditation Chart Update;** **Dean reports status to Assistant Provost for Academic Programs**
Annual Merit Review 2017 (refer to timeline and MOA); **Faculty review 2017 development plans/priorities**
Phased Retirement Requests; **Dean to Provost**
Retirement, Limited Health Care Bridge Requests; **Dean to Provost**
Sabbatical Leave Applications for 2017-2018 Academic Year; **Faculty to Chair**
- 5 **Emeriti Nominations *Fall 2016*;** **Dean to Provost**
Faculty Award Nominations *Fall 2016*; Awards presented 12-05-16 to 12-09-16
- 8 **Professional Travel Funds Report *FY16*;** **Provost provides form to Dean**
Tenure (first and second years – refer to detailed timeline and MOA); **Department Committee to Chair**
- 12 **Class Schedule Preparation *Summer 2017*;** On-campus schedule copy and Virtual College course approvals from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.
Emeriti Nominations *Fall 2016*; **Provost to President**
Summer 2017 On-Campus Course Application Forms on Lotus Notes; **Chair start submitting forms**
- 15 **Annual Merit Review 2017** (refer to timeline and MOA); **Chair and continuing Faculty** review and finalize 2017 ASR
Phased Retirement Requests; **Provost to President**
Professional Travel Funds Report *FY16*; **Dean provides form to Chair**
Retirement, Limited Health Care Bridge Requests; **Provost to President**
Sabbatical Leave Applications for 2017-2018 Academic Year; **Chair to Dean**
- 19 **Emeriti Nominations *Fall 2016*;** **Notification to Faculty**

January

- 4 **Sabbatical Leave Applications for 2017-2018 Academic Year;** **Dean to Provost**
- 5 **Accreditation Chart Update;** **Assistant Provost for Academic Programs drafts chart to Provost**
- 13 **Accreditation Chart Update;** **Assistant Provost for Academic Programs to KBOR**
Sabbatical Leave Applications for 2017-2018 Academic Year; **Provost to Committee**

- 17 **Class Schedule Preparation *Summer 2017***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar and VC. (Begin data entry of line items and check room conflicts among all departments.)
Promotion (refer to detailed timeline and MOA); **Dean to University Committee**
- 18 **Sabbatical Leave Applications for *2017-2018 Academic Year***; **Committee to Provost**
- 20 **Sabbatical Leave Applications for *2017-2018 Academic Year***; **Provost to President**
- 23 **President's Distinguished Scholar**; **Provost memo to Faculty**
Tenure (first and second years – refer to detailed timeline and MOA); **Chair to Dean**
- 24 **Spoken English Language GTA/GA/RA Competency Form**; **Academic Dean to Dean of the Graduate School**
Tenure (fifth and sixth years – refer to detailed timeline and MOA); **University Committee to Provost**
- 25 **Professional Travel Funds Report *FY16***; **Chair to Dean**
- 26 **Tenure** (first and second years – refer to detailed timeline and MOA); **Dean final recommendation to Provost**
- 27 **Faculty Award Nominations *Spring 2017*** **Notification to faculty**

February

- 1 **Budget Process** (subject to change); Requests to Vice Presidents
Faculty Scholarship Funding Quarterly Applications; **to Provost with Chair and Dean approvals**
Leave without Pay Applications for *2017-2018*; **Faculty to Chair**
Professional Travel Funds Report *FY16*; **Dean to General Counsel**
Reassigned Time Reports (TRACK I AND II) from *Fall 2016*; **Faculty to Chair**
Regents Program Review Reports *2015-2016*; **Program Review Summary from Program Review Committee to Provost and President**
Sabbatical Reports from *Fall 2016*; **Faculty to Chair**
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 2 **Sabbatical Leave Applications for *2017-2018 Academic Year***; **Funding memo from Provost to Dean**
- 8 **Reassigned Time Reports (TRACK I & II) from *Fall 2016***; **Chair to Dean**
Sabbatical Leave Applications for *2017-2018 Academic Year*; **Notification to Faculty**
Sabbatical Reports from *Fall 2016*; **Chair to Dean**
- 10 **Faculty Award Nominations *Spring 2017***; **Nominations to Chair**
Sabbatical Leave Applications for *2017-2018 Academic Year*; **Notification to University Press of KS**
- 14 **Class Schedule Preparation *Fall 2017***; Registrar's Office begins resolving on-campus class schedule room conflicts.
- 15 **Annual Merit Review *2016*** (refer to timeline and MOA); **Faculty *2016* evaluation materials to Chair**
Leave without Pay Applications for *2017-2018*; **Chair to Dean/Director**
Phased Retirement Requests; **Notification to Faculty and Human Resources**

- 15 **Professional Travel Funds FY16**; General Counsel to AAUP
Promotion (refer to detailed timeline and MOA); **University Committee to Provost**
Reassigned Time Reports (TRACK II ONLY) from Fall 2016; **Dean to Provost**
Regents Program Review Reports 2015-2016; **Provost to KBOR**
Regents Program Review Reports 2015-2016; **Departments notified of Program Review findings**
Retirement, Limited Health Care Bridge Requests; **Notification to Faculty**
Sabbatical Reports from Fall 2016; **Dean to Provost**
Summer Research/Creative Activity Project Funds Applications Summer 2017; **Completed applications to the Office of Scholarship and Sponsored Projects**
- 17 **Tenure** (fifth and sixth years - refer to detailed timeline and MOA); **Provost to President**
- 22 **Budget Process** (subject to change); Review by Deans, Vice Presidents and President
Class Schedule Preparation Fall 2017; Registrar's Office have on-campus class schedule room conflicts resolved.
- 24 **Faculty Award Nominations Spring 2017**; **Chair to Deans**

March

- 1 **Leave without Pay Applications for 2017-2018**; **Dean/Director to Provost**
Post Tenure Review 2016-2017 (refer to MOA); **Faculty file to Dean and Committee**
Post Tenure Review 2016-2017 (refer to MOA); **Chair forwards faculty evaluations to Committee**
President's Distinguished Scholar; **Faculty nomination to Provost**
Terminal Degree Tuition Assistance 2017-2018; **Candidate submits application/plan of study to Chair**
- 3 **Course Change Approval Forms for Fall and Summer 2017**; **Chair to Assistant Provost for Academic Programs**
- 8 **Leave without Pay Applications for 2017-2018**; **Provost to President**
- 9 **Promotion** (refer to detailed timeline and MOA); **Provost to President**
- 10 **Class Schedule Preparation Summer 2017**; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
Summer Research/Creative Activity Project Funds Applications Summer 2017; **OSSP to Chairs and Deans**
- 14 **Post Tenure Review 2016-2017** (refer to MOA); **Committee findings to Dean**
- 15 **Book Orders for Summer 2017**; **Faculty to University Bookstore**
Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty); **Dean second letter to faculty, copy to Provost**
Terminal Degree Tuition Assistance 2017-2018; **Chair to Dean**
- 17 **Class Schedule Preparation Fall 2017**; Registrar and Virtual College to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
- 20 **Class Schedule Preparation Summer 2017**; Chair to Dean to Registrar and Virtual College. (Last date for Dean to approve changes to on-campus and VC class schedule in preparation for Pre-enrollment.)

- 22 **Post Tenure Review 2016-2017** (refer to MOA); [Committee forwards file to Dean](#)
- 24 **Faculty Award Nominations Spring 2017**; [Dean to Provost's Executive Assistant](#)
- Summer Research/Creative Activity Project Funds Applications Summer 2017**; [Academic Dean sends letter to applicant](#)
- 27 **Class Schedule Preparation Fall 2017**; Chair to Dean to Registrar and Virtual College. (Last date for Dean to approve changes to on-campus and VC class schedule in preparation for Pre-enrollment.)
- Class Schedule Preparation Summer 2017**; First day of Pre-enrollment, All Students
- 31 **Annual Merit Review 2016** (refer to timeline and MOA); [Chair reviews final evaluation with faculty](#)
- Regents Program Review Reports 2016-2017**; [Assistant Provost for Academic Programs notification to College, Department, and Budget and Planning](#)
- Summer Research/Creative Activity Project Funds Applications Summer 2017**; [Academic Dean submits summer contract form](#)
- Terminal Degree Tuition Assistance 2017-2018**; [Dean to Provost](#)

April

- 3 **Class Schedule Preparation Fall 2017**; First day of Pre-enrollment, Virtual College Only
- Faculty Scholarship Funding Quarterly Applications**; [to Provost with Chair and Dean approvals](#)
- 4 **Faculty Award Nominations Spring 2017**; [Provost's Executive Assistant to Academic Council](#)
- 10 **Annual Merit Review 2016** (refer to detailed timeline and MOA); [Chair to Dean](#)
- Class Schedule Preparation Fall 2017**; First day of Pre-enrollment, All Students
- Faculty Award Nominations Spring 2017**; [Provost to President](#)
- Post Tenure Review 2016-2017** (refer to MOA); [Dean completes review](#)
- 14 **Reassigned Time Applications (TRACK I) Spring 2018**; [Faculty to Chair](#)
- Terminal Degree Tuition Assistance 2017-2018**; [Notification to faculty](#)
- 15 **Book Orders for Fall 2017**; [Faculty to University Bookstore](#)
- 17 **Budget Process** (subject to change); Notification of approval
- President's Distinguished Scholar**; [Faculty application file to Provost](#)
- 24 **Emeriti Nominations Spring 2017**; [Chair to Dean](#)
- 28 **Reassigned Time Applications (TRACK I) Spring 2018**; [Chair to Dean](#)

May

- 1 **Annual Merit Review 2016** (refer to detailed timeline and MOA); [Dean to Provost](#)
- Emeriti Nominations Spring 2017**; [Dean to Provost](#)
- Faculty Award Nominations Spring 2017**; Awards presented 05-01-17 to 05-05-17
- President's Distinguished Scholar**; [Provost to Committee](#)
- Regents Program Review Reports 2016-2017**; [Data from Assistant Provost for Academic Programs to Chair](#)

- 1 **Staff Development Funding Quarterly Applications (UPS and USS)**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

Terminal Degree Tuition Assistance 2017-2018; Signed loan agreement from Dean to Provost with copies to Candidate, Chair, Budget and Planning

- 8 **Emeriti Nominations Spring 2017**; Provost to President

- 15 **Emeriti Nominations Spring 2017**; Notification to Faculty

Performance Agreement Reporting for 2017; Key Performance Indicator (KPI) reports to Assistant VP for IEQI

Post Tenure Review 2016-2017 (refer to MOA); Dean summary to Provost

Post Tenure Review 2017-2018 (refer to MOA); Dean notifies Faculty of 2017-2018 review

Reassigned Time Applications (TRACK I) Spring 2018; Dean notification to Provost

June

- 13 **Spoken English Language GTA/GA/RA Competency Form**; Academic Dean to Dean of the Graduate School

July 2017

- 15 **Faculty Award Nominations Fall 2017 and Spring 2018**; Dean transfers AY17-18 funds to Academic Affairs faculty awards account

Performance Agreement Reporting for 2017; Report from Assistant VP for IEQI to President and Vice-Presidents

August 2017

- 15 **Performance Agreement Reporting for 2017**; Performance Agreement Report from Assistant VP for IEQI to KBOR

President's Distinguished Scholar; Provost notification to President

- 17 **President's Distinguished Scholar**; Presentation of award (Fall Convocation)

Other

Spoken English Language Faculty Competency Form; to Human Resources
As hired

Glossary of Processes

Accreditation Chart Update ([Dec 1](#), [Jan 5](#), [Jan 13](#))

Annual Merit Review 2016 (refer to detailed timeline and MOA) ([Feb 15](#), [Mar 31](#), [Apr 10](#), [May 1](#))

Annual Merit Review 2017 (refer to detailed timeline and MOA) ([Sep 15](#), [Sep 30](#), [Dec 1](#), [Dec 15](#))

Book Orders to University Bookstore ([Oct 15](#), [Mar 15](#), [Apr 15](#))

Budget Process (subject to change) (Oct 26, Feb 1, Feb 22, Apr 17)

Chamber of Commerce Annual Teacher Faculty Reception (Sep 13)

Class Schedule Preparation Spring 2017 and Intersession 2017 (Jul 11, Jul 18, Sep 20, Sep 28, Oct 3, Oct 10, Oct 17, Oct 25)

Class Schedule Preparation Fall 2017 (Sep 30, Nov 7, Nov 14, Feb 14, Feb 22, Mar 17, Mar 27, Apr 3, Apr 10)

Class Schedule Preparation Summer 2017 (Nov 4, Dec 12, Jan 17, Mar 10, Mar 20, Mar 27)

Course Change Approval Forms Spring, Fall and Summer 2017 ([Oct 7](#), [Mar 3](#))

Emeriti Nominations Fall 2016 ([Nov 28](#), [Dec 5](#), [Dec 12](#), [Dec 19](#))

Emeriti Nominations Spring 2017 ([Apr 24](#), [May 1](#), [May 8](#), [May 15](#))

Faculty Award Nominations Fall 2016 ([Jul 15](#), [Aug 19](#), [Sep 16](#), [Oct 7](#), [Oct 28](#), [Nov 8](#), [Nov 14](#), Dec 5 - Dec 9)

Faculty Award Nominations Spring 2017 ([Jan 27](#), [Feb 10](#), [Feb 24](#), [Mar 24](#), [Apr 4](#), [Apr 10](#), May 1-5)

Faculty Scholarship Funding Quarterly Applications ([Sep 20](#), [Nov 1](#), [Feb 1](#), [Apr 3](#))

Leave without Pay Applications 2017-2018 ([Feb 1](#), [Feb 15](#), [Mar 1](#), [Mar 8](#))

Notification for Non-Renewal of Faculty Contracts (temporary full time faculty) ([Sep 1](#), [Mar 15](#))

Performance Agreement Reporting for 2016 ([Jul 15](#), [Aug 15](#))

Performance Agreement Reporting for 2017 ([May 15](#), [Jul 15-2017](#), [Aug 15-2017](#))

Phased Retirement Requests ([Sep 30](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Post Tenure Review 2016-2017 ([Mar 1](#), [Mar 1](#), [Mar 14](#), [Mar 22](#), [Apr 10](#), [May 15](#))

Post Tenure Review 2017-2018 ([May 15](#))

President's Distinguished Scholar ([Jan 23](#), [Mar 1](#), [Apr 17](#), [May 1](#), [Aug 15-2017](#), [Aug 17-2017](#))

Professional Travel Funds Report FY16 ([Dec 8](#), [Dec 15](#), [Jan 25](#), [Feb 1](#), Feb 15)

Promotion (refer to detailed timeline and MOA) ([Sep 9](#), [Sep 12](#), [Sep 27](#), [Oct 17](#), [Nov 8](#), [Jan 17](#), [Feb 15](#), [Mar 09](#))

Promotion Non-Tenure Track Faculty ([Sep 9](#), [Sep 12](#), [Sep 27](#), Oct 17)

Reassigned Time Applications (Track II - traditional and CIRP) Fall 2017 and Spring 2018 ([Oct 14](#), [Oct 21](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Fall 2017 ([Oct 21](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Spring 2018 ([Apr 14](#), [Apr 28](#), [May 15](#))

Reassigned Time Reports (Track I and II) from Spring 2016 ([Oct 3](#), [Oct 10](#), [Oct 17](#))

Reassigned Time Reports (Track I and II) from Fall 2016 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Regents Program Review Reports 2015-2016 ([Oct 31](#), [Nov 2](#), [Feb 1](#), [Feb 15](#), [Feb 15](#))

Regents Program Review Reports 2016-2017 ([Mar 31](#), [May 1](#))

Retirement, Limited Health Care Bridge Requests ([Sep 30](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Sabbatical Leave Applications for 2017-2018 Academic year ([Dec 1](#), [Dec 15](#), [Jan 4](#), [Jan 13](#), [Jan 18](#), [Jan 20](#), [Feb 2](#), [Feb 8](#), [Feb 10](#))

Sabbatical Reports from 2015-2016 Academic Year and Spring 2016 ([Oct 3](#), [Oct 10](#), [Oct 17](#))

Sabbatical Reports from Fall 2016 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Special Adjunct Professor Update ([Aug 1](#), [Sep 15](#), [Sep 30](#))

Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session) ([Aug 30](#), [Jan 24](#), [Jun 13](#))

Spoken English Language Faculty Competency Form (as hired)

Staff Development Funding Quarterly Applications (UPS and USS) (Sep 1, Nov 1, Feb 1, May 1)

Summer 2017 On-Campus Course Application Forms on Lotus Notes ([Dec 12](#))

Summer Research/Creative Activity Project Funds Applications for Summer 2017 ([Feb 15](#), [Mar 10](#), [Mar 24](#), [Mar 31](#))

Summer Research/Creative Activity Project Reports from Summer 2016 ([Sep 12](#), [Sep 19](#), [Oct 3](#))

Tenure (fifth & sixth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 26](#), [Sep 13](#), [Oct 3](#), [Oct 25](#), [Nov 28](#), [Jan 24](#), [Feb 17](#))

Tenure (third & fourth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 26](#), [Sep 13](#), [Oct 3](#), [Nov 1](#), [Nov 29](#))

Tenure (first & second – refer to detailed timeline and MOA) ([Nov 15](#), [Nov 16](#), [Dec 8](#), [Jan 23](#), [Jan 26](#))

Terminal Degree Tuition Assistance 2017-2018 (Sep 30, [Mar 1](#), [Mar 15](#), [Mar 31](#), [Apr 14](#), [May 1](#))