

Administrative Calendar 2017-2018

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

- 10 **Class Schedule Preparation *Spring 2018 and Intersession 2018***; 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.
- 14 **Faculty Award Nominations *Fall 2017 and Spring 2018***; Dean transfers AY17-18 funds to Academic Affairs faculty awards account
- 15 **Performance Agreement Reporting for 2017**; Report from Assistant Vice President for Institutional Effectiveness and Quality Improvement to President and Vice-Presidents
- 17 **Class Schedule Preparation *Spring 2018 and Intersession 2018***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar. (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 2017**; Performance Agreement Report from Assist VP for IEQI to KBOR
- 25 **Faculty Award Nominations *Fall 2017***; Notification to Faculty
Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Candidate file to Chair
- 28 **Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Chair to Department Committee
- 29 **Spoken English Language GTA/GA/RA Competency Form**; Chair or Academic Dean to Graduate School Dean

September

- 1 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty)**; Dean first letter to faculty, copy to Provost
Position Reports 3rd Quarter 2017; Dean to Provost
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 8 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); Applicant file to Chair
Promotion Non-Tenure Track Faculty (refer to [MOA](#)); Applicant file to Chair
- 11 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); Chair to Department Committee
Promotion Non-Tenure Track Faculty (refer to [MOA](#)); Chair to Department Committee
- 12 **Chamber of Commerce Annual Teacher Reception**; Smoky Hill Country Club, Hays
Summer Research/Creative Activity Project Reports from *Summer 2017*; Faculty to Chair
Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Department Committee to Chair

- 15 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); Chair and new Faculty review and finalize 2018 Annual Statement of Responsibilities (ASR)
- Special Adjunct Professor Update**; Dean submits updated list to Provost
- 19 **Class Schedule Preparation Spring 2018**; Registrar's Office begins resolving on-campus class schedule room conflicts.
- Summer Research/Creative Activity Project Reports from Summer 2017**; Chair to Dean
- 20 **Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals
- 22 **Faculty Award Nominations Fall 2017**; Nominations to Chair
- 26 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); Department Committee to Chair
- Promotion Non-Tenure Track Faculty** (refer to [MOA](#)); Department Committee to Chair
- 27 **Class Schedule Preparation Spring 2018**; Registrar's Office have on-campus class schedule room conflicts resolved.
- 29 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); Faculty and Chair consult regarding 2018 ASR
- Class Schedule Preparation Fall 2018**; On-Campus and Virtual College class schedule preparation materials 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 2018-2019**; Proposals due from Chair and Dean to Provost

October

- 2 **Class Schedule Preparation Spring 2018 and Intersession 2018**; Registrar 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 2017**; Faculty to Chair
- Sabbatical Reports from 2016-2017 Academic Year and Spring 2017**; Faculty to Chair
- 3 **Summer Research/Creative Activity Project Reports from Summer 2017**; Dean to Office of Scholarship and Sponsored Projects
- Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Chair to College Committee
- 6 **Budget Process** (subject to change); Notification email from Budget Office
- Course Change Approval Forms for Spring 2018**; Chair to Assistant Provost for Academic Programs
- Faculty Award Nominations Fall 2017**; Chair to Dean
- 9 **Class Schedule Preparation Spring 2018 and Intersession 2018**; Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus and VC class schedules in preparation for Pre-enrollment.)
- Reassigned Time Reports (TRACK I AND II) from Spring 2017**; Chair to Dean
- Sabbatical Reports from 2016-2017 Academic Year and Spring 2017**; Chair to Dean
- 13 **Reassigned Time Applications (TRACK II – TRADITIONAL / CIRP) Fall 2018 and Spring 2019**; Faculty to Chair

- 15 **Book Orders for *Spring 2018 Semester***; Faculty to University Bookstore
- 16 **Class Schedule Preparation *Spring 2018 and Intersession 2018***; 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 2017*; Dean to Provost
Sabbatical Reports from *2016-2017 Academic Year and Spring 2017*; Dean to Provost
- 20 **Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2018 and Spring 2019***; Chair to Dean
Reassigned Time Applications (TRACK I) *Fall 2018*; Faculty to Chair
- 25 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 27 **Faculty Award Nominations *Fall 2017***; Dean to Provost's Executive Assistant
- 31 **Class Schedule Preparation *Spring 2018 and Intersession 2018***; First day of Pre-enrollment, All Students

November

- 1 **Faculty Development 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 2018 and Spring 2019*; Dean to Provost
Reassigned Time Applications (TRACK I) *Fall 2018*; Chair to Dean
Regents Program Review Reports *2016-2017*; Completed Program Review Self-Study from Chair to Assistant Provost for Academic Programs
Tenure (third and fourth years - refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 2 **Regents Program Review Reports *2016-2017***; Assistant Provost for Academic Programs to Program Review Cmt
- 3 **Class Schedule Preparation *Summer 2018***; On-campus and Virtual College class schedule preparation materials to Dean to Chair. (Develop original draft.)
- 6 **Class Schedule Preparation *Fall 2018***; 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.
- 7 **Faculty Award Nominations *Fall 2017***; Provost's Executive Assistant to Academic Council
Promotion (refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 13 **Class Schedule Preparation *Fall 2018***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)
Faculty Award Nominations *Fall 2017*; Provost to President
- 15 **Phased Retirement Requests**; Chair to Dean
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *2018-2019*; Provost letter to applicant
Reassigned Time Applications (TRACK I) *Fall 2018*; Dean notification to Provost
Retirement, Limited Health Care Bridge Requests; Chair to Dean

- 15 **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**
- 27 **Emeriti Nominations *Fall 2017***; **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 2018 (refer to [timeline](#) and [MOA](#)); **Faculty review 2018 development plans/priorities**
Phased Retirement Requests; **Dean to Provost**
Position Reports 4th Quarter 2017; **Dean to Provost**
Retirement, Limited Health Care Bridge Requests; **Dean to Provost**
Sabbatical Leave Applications for 2018-2019 Academic Year; **Faculty to Chair**
- 4 **Emeriti Nominations *Fall 2017***; **Dean to Provost**
Faculty Award Nominations *Fall 2017*; Awards presented 12-04-17 to 12-08-17
- 8 **Professional Travel Funds Report *FY17***; **Provost provides form to Dean**
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Department Committee to Chair**
- 11 **Class Schedule Preparation *Summer 2018***; 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 2017*; **Provost to President**
Summer 2018 On-Campus Course Application Forms on Lotus Notes; **Chair start submitting forms**
- 15 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); **Chair and continuing Faculty review and finalize 2018 ASR**
Phased Retirement Requests; **Provost to President**
Professional Travel Funds Report *FY17*; **Dean provides form to Chair**
Retirement, Limited Health Care Bridge Requests; **Provost to President**
Sabbatical Leave Applications for 2018-2019 Academic Year; **Chair to Dean**
- 18 **Emeriti Nominations *Fall 2017***; **Notification to Faculty**

January

- 4 **Sabbatical Leave Applications for 2018-2019 Academic Year**; **Dean to Provost**
- 5 **Accreditation Chart Update**; **Assistant Provost for Academic Programs drafts chart to Provost**
- 12 **Sabbatical Leave Applications for 2018-2019 Academic Year**; **Provost to Committee**
- 16 **Accreditation Chart Update**; **Assistant Provost for Academic Programs to KBOR**

- 16 **Class Schedule Preparation *Summer 2018***; On-campus schedule copy and Virtual College course approvals from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)
- Promotion** (refer to detailed [timeline](#) and [MOA](#)); **Dean to University Committee**
- Sabbatical Leave Applications for 2018-2019 Academic Year**; **Committee to Provost**
- 19 **Budget Process** (subject to change); Prioritized budget requests to Budget Office
- Sabbatical Leave Applications for 2018-2019 Academic Year**; **Provost to President**
- 22 **President's Distinguished Scholar**; **Provost memo to Faculty**
- 23 **Spoken English Language GTA/GA/RA Competency Form**; **Chair or Academic Dean to Graduate School Dean**
- Tenure** (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Chair to Dean**
- 25 **Professional Travel Funds Report *FY17***; **Chair to Dean**
- Tenure** (fifth and sixth years – refer to detailed [timeline](#) and [MOA](#)); **University Committee to Provost**
- 26 **Faculty Award Nominations *Spring 2018*** **Notification to faculty**
- Tenure** (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Dean final recommendation to Provost**

February

- 1 **Faculty Development Funding Quarterly Applications**; **to Provost with Chair and Dean approvals**
- Leave without Pay Applications for 2018-2019**; **Faculty to Chair**
- Professional Travel Funds Report *FY17***; **Dean to General Counsel**
- Reassigned Time Reports (TRACK I AND II) from *Fall 2017***; **Faculty to Chair**
- Regents Program Review Reports 2016-2017**; **Program Review Summary from Program Review Committee to Provost and President**
- Sabbatical Reports from *Fall 2017***; **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 2018-2019 Academic Year**; **Funding memo from Provost to Dean**
- 8 **Reassigned Time Reports (TRACK I & II) from *Fall 2017***; **Chair to Dean**
- Sabbatical Leave Applications for 2018-2019 Academic Year**; **Notification to Faculty**
- Sabbatical Reports from *Fall 2017***; **Chair to Dean**
- 9 **Budget Process** (subject to change); **Review by Budget Committee**
- Faculty Award Nominations *Spring 2018***; **Nominations to Chair**
- 12 **Sabbatical Leave Applications for 2018-2019 Academic Year**; **Notification to University Press of KS**
- 13 **Class Schedule Preparation *Fall 2018***; Registrar's Office begins resolving on-campus class schedule room conflicts.
- 14 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); **University Committee to Provost**

- 15 **Annual Merit Review 2017** (refer to [timeline](#) and [MOA](#)); **Faculty 2017 evaluation materials to Chair**
Leave without Pay Applications for 2018-2019; Chair to Dean/Director
Phased Retirement Requests; **Notification to Faculty and Human Resources**
Professional Travel Funds FY17; General Counsel to AAUP
Reassigned Time Reports (TRACK II ONLY) from Fall 2017; Dean to Provost
Regents Program Review Reports 2016-2017; Provost to KBOR
Regents Program Review Reports 2016-2017; **Departments notified of Program Review findings**
Retirement, Limited Health Care Bridge Requests; **Notification to Faculty**
Sabbatical Reports from Fall 2017; Dean to Provost
Summer Research/Creative Activity Project Funds Applications Summer 2018; **Completed applications to the Office of Scholarship and Sponsored Projects**
- 16 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); Provost to President
- 21 **Class Schedule Preparation Fall 2018**; Registrar's Office have on-campus class schedule room conflicts resolved.
- 23 **Faculty Award Nominations Spring 2018**; Chair to Deans

March

- 1 **Leave without Pay Applications for 2018-2019**; Dean/Director to Provost
Post Tenure Review 2017-2018 (refer to detailed [timeline](#) and [MOA](#)); **Faculty file to Dean and Committee**
Post Tenure Review 2017-2018 (refer to detailed [timeline](#) and [MOA](#)); Chair forwards faculty evaluations to Committee
President's Distinguished Scholar; **Faculty nomination to Provost**
Terminal Degree Tuition Assistance 2018-2019; **Candidate submits application/plan of study to Chair**
- 2 **Class Schedule Preparation Summer 2018**; Registrar to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
Course Change Approval Forms for Fall and Summer 2018; Chair to Assistant Provost for Academic Programs
Position Reports 1st Quarter 2018; Dean to Provost
- 8 **Leave without Pay Applications for 2018-2019**; Provost to President
Promotion (refer to detailed [timeline](#) and [MOA](#)); Provost to President
- 9 **Class Schedule Preparation Fall 2018**; Registrar to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
Summer Research/Creative Activity Project Funds Applications Summer 2018; OSSP to Chairs and Deans
- 12 **Class Schedule Preparation Summer 2018**; Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus and VC class schedule in preparation for Pre-enrollment.)
- 14 **Post Tenure Review 2017-2018** (refer to detailed [timeline](#) and [MOA](#)); **Committee completes written statement**
- 15 **Book Orders for Summer 2018**; Faculty to University Bookstore

- 15 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty);** Dean second letter to faculty, copy to Provost
Terminal Degree Tuition Assistance 2018-2019; Chair to Dean
- 19 **Class Schedule Preparation Fall 2018;** Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus and VC class schedule in preparation for Pre-enrollment.)
- 22 **Post Tenure Review 2017-2018** (refer to detailed [timeline](#) and [MOA](#)); Committee forwards file to Dean
- 23 **Faculty Award Nominations Spring 2018;** Dean to Provost's Executive Assistant
Summer Research/Creative Activity Project Funds Applications Summer 2018; Academic Dean sends letter to applicant
- 26 **Class Schedule Preparation Fall 2018;** First day of Pre-enrollment, Virtual College Only
Class Schedule Preparation Summer 2018; First day of Pre-enrollment, All Students
- 30 **Annual Merit Review 2017** (refer to [timeline](#) and [MOA](#)); Chair reviews final evaluation with faculty
Regents Program Review Reports 2017-2018; Assistant Provost for Academic Programs notification to College, Department, and Budget and Planning
Summer Research/Creative Activity Project Funds Applications Summer 2018; Academic Dean submits summer contract form
Terminal Degree Tuition Assistance 2018-2019; Dean to Provost

April

- 2 **Faculty Development Funding Quarterly Applications;** to Provost with Chair and Dean approvals
- 3 **Faculty Award Nominations Spring 2018;** Provost's Executive Assistant to Academic Council
- 9 **Class Schedule Preparation Fall 2018;** First day of Pre-enrollment, All Students
Faculty Award Nominations Spring 2018; Provost to President
- 10 **Annual Merit Review 2017** (refer to [timeline](#) and [MOA](#)); Chair to Dean
Post Tenure Review 2017-2018 (refer to detailed [timeline](#) and [MOA](#)); Dean completes review
- 13 **Reassigned Time Applications (TRACK I) Spring 2019;** Faculty to Chair
Terminal Degree Tuition Assistance 2018-2019; Notification to faculty
- 15 **Book Orders for Fall 2018;** Faculty to University Bookstore
- 16 **President's Distinguished Scholar;** Faculty application file to Provost
- 20 **Budget Process** (subject to change); Notification of approval
- 24 **Emeriti Nominations Spring 2018;** Chair to Dean
- 27 **Reassigned Time Applications (TRACK I) Spring 2019;** Chair to Dean
- 30 **Faculty Award Nominations Spring 2018;** Awards presented 04-30-18 to 05-04-18

May

- 1 **Annual Merit Review 2017** (refer to [timeline](#) and [MOA](#)); **Dean to Provost**
Emeriti Nominations Spring 2018; **Dean to Provost**
President's Distinguished Scholar; **Provost to Committee**
Regents Program Review Reports 2017-2018; **Data from Assistant Provost for Academic Programs to Chair**
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 2018-2019; **Signed loan agreement from Dean to Provost with copies to Candidate, Chair, Budget and Planning**
- 8 **Emeriti Nominations Spring 2018**; **Provost to President**
- 15 **Emeriti Nominations Spring 2018**; **Notification to Faculty**
Performance Agreement Reporting for 2018; **Key Performance Indicator (KPI) reports to Assistant VP for IEQI**
Post Tenure Review 2017-2018 (refer to detailed [timeline](#) and [MOA](#)); **Dean summary to Provost**
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); **Dean notifies Faculty of 2018-2019 review**
Reassigned Time Applications (TRACK I) Spring 2019; **Dean notification to Provost**

June

- 1 **Position Reports 2nd Quarter 2018**; **Dean to Provost**
- 12 **Spoken English Language GTA/GA/RA Competency Form**; **Chair or Academic Dean to Graduate School Dean**

July 2018

- 13 **Faculty Award Nominations Fall 2018 and Spring 2019**; **Dean transfers AY18-19 funds to Academic Affairs faculty awards account**
- 15 **Performance Agreement Reporting for 2018**; **Report from Assistant VP for IEQI to President and Vice-Presidents**

August 2018

- 13 **President's Distinguished Scholar**; **Provost notification to President**
- 15 **Performance Agreement Reporting for 2018**; **Performance Agreement Report from Assistant VP for IEQI to KBOR**
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 16](#))

Annual Merit Review 2017 (refer to detailed timeline and MOA) ([Feb 15](#), [Mar 30](#), [Apr 10](#), [May 1](#))

Annual Merit Review 2018 (refer to detailed timeline and MOA) ([Sep 15](#), [Sep 29](#), [Dec 1](#), [Dec 15](#))

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

Budget Process (subject to change) ([Oct 6](#), [Jan 19](#), [Feb 9](#), [Apr 20](#))

Chamber of Commerce Annual Teacher Reception (Sep 12)

Class Schedule Preparation Spring 2018 and Intersession 2018 (Jul 10, Jul 17, Sep 19, Sep 27, Oct 2, Oct 9, Oct 16, Oct 31)

Class Schedule Preparation Fall 2018 (Sep 29, Nov 6, Nov 13, Feb 13, Feb 21, Mar 9, Mar 19, Mar 26, Apr 9)

Class Schedule Preparation Summer 2018 (Nov 3, Dec 11, Jan 16, Mar 2, Mar 12, Mar 26)

Course Change Approval Forms Spring, Fall and Summer 2018 ([Oct 6](#), [Mar 2](#))

Emeriti Nominations Fall 2017 ([Nov 27](#), [Dec 4](#), [Dec 11](#), [Dec 18](#))

Emeriti Nominations Spring 2018 ([Apr 24](#), [May 1](#), [May 8](#), [May 15](#))

Faculty Award Nominations Fall 2017 ([Jul 14](#), [Aug 25](#), [Sep 22](#), [Oct 6](#), [Oct 27](#), [Nov 7](#), [Nov 13](#), Dec 4 - Dec 8)

Faculty Award Nominations Spring 2018 ([Jan 26](#), [Feb 9](#), [Feb 23](#), [Mar 23](#), [Apr 3](#), [Apr 9](#), Apr 30 - May 4)

Faculty Development Funding Quarterly Applications ([Sep 20](#), [Nov 1](#), [Feb 1](#), [Apr 2](#))

Leave without Pay Applications 2018-2019 ([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 2017 (Jul 15, Aug 15)

Performance Agreement Reporting for 2018 (May 15, Jul 15-2018, Aug 15-2018)

Phased Retirement Requests ([Sep 29](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Position Reports ([Sep 1](#), [Dec 1](#), [Mar 2](#), [Jun 1](#))

Post Tenure Review 2017-2018 ([Mar 1](#), [Mar 1](#), [Mar 14](#), [Mar 22](#), [Apr 10](#), [May 15](#))

Post Tenure Review 2018-2019 ([May 15](#))

President's Distinguished Scholar ([Jan 22](#), [Mar 1](#), [Apr 16](#), [May 1](#), [Aug 13-2018](#), [Aug 15-2018](#))

Professional Travel Funds Report FY17 ([Dec 8](#), [Dec 15](#), [Jan 25](#), [Feb 1](#), [Feb 15](#))

Promotion (refer to detailed timeline and MOA) ([Sep 8](#), [Sep 11](#), [Sep 26](#), [Oct 16](#), [Nov 7](#), [Jan 16](#), [Feb 14](#), [Mar 8](#))

Promotion Non-Tenure Track Faculty ([Sep 8](#), [Sep 11](#), [Sep 26](#), [Oct 16](#))

Reassigned Time Applications (Track II - traditional and CIRP) Fall 2018 and Spring 2019 ([Oct 13](#), [Oct 20](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Fall 2018 ([Oct 20](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Spring 2019 ([Apr 13](#), [Apr 27](#), [May 15](#))

Reassigned Time Reports (Track I and II) from Spring 2017 ([Oct 2](#), [Oct 9](#), [Oct 16](#))

Reassigned Time Reports (Track I and II) from Fall 2017 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Regents Program Review Reports 2016-2017 ([Nov 1](#), [Nov 2](#), [Feb 1](#), [Feb 15](#), [Feb 15](#))

Regents Program Review Reports 2017-2018 ([Mar 30](#), [May 1](#))

Retirement, Limited Health Care Bridge Requests ([Sep 29](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Sabbatical Leave Applications for 2018-2019 Academic year ([Dec 1](#), [Dec 15](#), [Jan 4](#), [Jan 12](#), [Jan 16](#), [Jan 19](#), [Feb 2](#), [Feb 8](#), [Feb 12](#))

Sabbatical Reports from 2016-2017 Academic Year and Spring 2017 ([Oct 2](#), [Oct 9](#), [Oct 16](#))

Sabbatical Reports from Fall 2017 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Special Adjunct Professor Update ([Aug 1](#), [Sep 15](#), [Sep 29](#))

Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session) ([Aug 29](#), [Jan 23](#), [Jun 12](#))

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 2018 On-Campus Course Application Forms on Lotus Notes ([Dec 11](#))

Summer Research/Creative Activity Project Funds Applications for Summer 2018 ([Feb 15](#), [Mar 9](#), [Mar 23](#), [Mar 30](#))

Summer Research/Creative Activity Project Reports from Summer 2017 ([Sep 12](#), [Sep 19](#), [Oct 3](#))

Tenure (fifth & sixth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 28](#), [Sep 13](#), [Oct 3](#), [Oct 25](#), [Nov 28](#), [Jan 25](#), [Feb 16](#))

Tenure (third & fourth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 28](#), [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 2018-2019 (Sep 29, [Mar 1](#), [Mar 15](#), [Mar 30](#), [Apr 13](#), [May 1](#))