



# Administrative Calendar 2008-2009

**Color key:** President–gold Provost–blue Assistant Provost–green Deans/Vice Presidents–teal Chair–brown  
Faculty–red Budget and Planning–light green Other committees– pink All–purple

## July

- 1 Performance Agreement Approval for Calendar Year 2009;** Draft Performance Agreement from the Assistant Provost to Strategic Planning Committee for review  
**Program Review Reports;** Provost notification to College, Department, and Budget and Planning  
**Summer Research/Creative Activity Project Funds Applications for Summer 2009;** Dean provides information and forms
- 16 Performance Agreement Approval for Calendar Year 2009;** Signed agreement to KBOR for approval
- 21 Class Schedule Preparation On-Campus Spring 2009;** On-campus schedule copy from Chairs to Deans. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.  
**Class Schedule Preparation Virtual College Spring 2009;** Course approvals from Chairs to Deans. Approval by Dean of Chair's copy.
- 28 Class Schedule Preparation On-Campus Spring 2009;** On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)  
**Class Schedule Preparation Virtual College Spring 2009;** Course approvals from Dean to Virtual College. (Begin data entry of all course approvals among all departments.)

## August

- 1 Department Annual Report (Provost);** Completed College Annual Report (for FY08) to Assistant Provost and Provost  
**Performance Scorecard for Legislature;** Academic Marketing initial team meeting  
**Special Adjunct Professor Update;** Provost sends list to Dean
- 15 Program Review Reports;** data from Assistant Provost and Budget and Planning to Chair
- 25 Allocation/SCH for On-Campus Summer Session 2009;** Budget and Planning to Provost (U07 data)  
**Allocation/SCH for Virtual College Classes for Summer 2009;** Budget and Planning to Provost (U07 data)  
**Notification for Non-Renewal of Faculty Contracts (Temporary Faculty – 0.9 FTE and above);** Dean to faculty  
**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

## September

- 2 Notification for Non-Renewal of Faculty Contracts (Temporary Faculty – 0.9 FTE and above);** Dean to Provost (copy)

- 3 **Class Schedule Preparation On-Campus and Virtual College Spring 2009**; Registrar's Office to Scheduling Officer to resolve on-campus class schedule room conflicts.
- 4 **Course Change Approval Forms for Spring 2009**; Chair to Assistant Provost for Quality Management
- 5 **Allocation/SCH for On-Campus Summer Session 2009**; Provost to Dean  
**Allocation/SCH for Virtual College Classes for Summer 2009**; Provost to Dean
- 10 **Promotion** (refer to detailed timeline and MOA); Applicant file to Chair
- 11 **Promotion** (refer to detailed timeline and MOA); Chair to Department Committee  
**Tenure** (third-sixth years - refer to detailed timeline and MOA); Department Committee to Chair
- 12 **Reassigned Time Applications (Track II) Fall 2009 and Spring 2010**; Faculty to Chair  
**Summer 2008 Salary Research Reports**; Faculty to Chair
- 15 **Class Schedule Preparation On-Campus and Virtual College Spring 2009**; Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.  
**Performance Scorecard for Legislature**; Data for scorecard from Assistant Provost to Academic Marketing  
**Special Adjunct Professor Update**; Dean submits updated list to Provost
- 19 **Reassigned Time Applications (Track II) Fall 2009 and Spring 2010**; Chair to Dean  
**Reassigned Time Applications (Track I) Fall 2009**; Faculty to Chair  
**Summer 2008 Salary Research Reports**; Chair to Dean
- 22 **Faculty and Staff Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals
- 26 **Promotion** (refer to detailed timeline and MOA); Department Committee to Chair
- 29 **Class Schedule Preparation On-Campus and Virtual College Spring 2009**; Promotion materials sent to stakeholders

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## October

- 1 **Book Orders for Spring 2009 Semester**; Faculty to University Bookstore  
**Department Review (President)**; Statistical data to Dean and Chair  
**Phased Retirement Requests**; Faculty to Chair  
**Reassigned Time Applications (Track II) Fall 2009 and Spring 2010**; Dean to Provost and Committee  
**Reassigned Time Applications (Track I) Fall 2009**; Chair to Dean  
**Reassigned Time Reports (Track I and II) from Spring 2008**; Faculty to Chair  
**Sabbatical Reports from 2007-2008 Academic Year and Spring 2008**; Faculty to Chair  
**Special Adjunct Professor Update**; Provost notification to Special Adjunct Professor  
**Tenure** (third-sixth years - refer to detailed timeline and MOA); Chair to College Committee
- 3 **Class Schedule Preparation On-Campus Spring 2009**; Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Early Registration.)

**Class Schedule Preparation Virtual College Spring 2009**; Registrar/Virtual College to Dean to Chair. Memo requesting final changes to class schedule prior to Early Registration.)

**Class Schedule Preparation On-Campus Fall 2009**; On-Campus class schedule preparation materials from Registrar to Dean to Chair. (Develop original draft.)

**Class Schedule Preparation Virtual College Fall 2009**; Virtual College class schedule preparation materials from Virtual College to Dean to Chair. (Develop original draft.)

**Strategic Planning Process** (dates subject to change); [Action plans to Dean/Director](#)

**Summer 2008 Salary Research Reports**; [Dean to Dean of the Graduate School](#)

8 **Reassigned Time Reports (Track I and II) from Spring 2008**; [Chair to Dean](#)

**Sabbatical Reports from 2007-2008 Academic Year and Spring 2008**; [Chair to Dean](#)

10 **Summer Research/Creative Activity Project Funds Applications for Summer 2009**; [Faculty to Chair](#)

13 **Class Schedule Preparation On-Campus Spring 2009**; Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Early Registration.)

**Class Schedule Preparation Virtual College Spring 2009**; Chair to Dean to Registrar/Virtual College (Last date for Deans to approve changes to on-campus class schedule in preparation for Early Enrollment.)

14 **Strategic Planning Process** (dates subject to change); [Dean/Director to Provost/appropriate Vice President](#)

15 **Department Review (President)**; [Chair reviews data with Dean](#)

**Reassigned Time Applications (Track II) Fall 2009 and Spring 2010**; [Provost letter to applicant](#)

**Reassigned Time Applications (Track I) Fall 2009**; [Dean notification to Provost](#)

**Reassigned Time Reports (Track II only) from Spring 2008**; [Dean to Provost](#)

**Sabbatical Reports from 2007-2008 Academic Year and Spring 2008**; [Dean to Provost](#)

16 **Promotion** (refer to detailed timeline and MOA); [Chair to College Committee](#)

17 **Program Review Reports**; [Chair to Dean](#)

23 **Tenure** (fifth and sixth years - refer to detailed timeline and MOA); [College Committee to Dean](#)

24 **Department Review (President)**; [Dean submits report to Provost](#)

**Summer Research/Creative Activity Project Funds Applications for Summer 2009**; [Chair to Dean](#)

28 **Class Schedule Preparation On-Campus and Virtual College Spring 2009**; First day of Early Registration

**Strategic Planning Process** (dates subject to change); [Provost/Vice President to Budget and Planning](#)

30 **Tenure** (third and fourth years - refer to detailed timeline and MOA); [College Committee to Dean](#)

31 **Summer Research/Creative Activity Project Funds Applications for Summer 2009**; [Dean to Dean of the Graduate School](#)

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November

3 **Department Review (President)**; [Provost/Dean meet with President](#) 11-01-08 to 11-13-08

**Faculty and Staff Development Funding Quarterly Applications;** to Provost with Chair and Dean approvals

**Program Review Reports;** Dean to Program Review Committee

4 **Strategic Planning Process** (dates subject to change); Budget and Planning to Steering Committee

7 **Class Schedule Preparation On-Campus Summer 2009;** On-Campus class schedule preparation materials from Registrar to Dean to Chair. (Develop original draft.)

**Class Schedule Preparation Virtual College Summer 2009;** Virtual College class schedule preparation materials from Virtual College to Dean to Chair. (Develop original draft.)

**Promotion** (refer to detailed timeline and MOA); College Committee to Dean

10 **Class Schedule Preparation On-Campus Fall 2009;** On-campus schedule copy from Chairs to Deans. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

**Class Schedule Preparation Virtual College Fall 2009;** Course approvals from Chairs to Deans. Approval by Dean of Chair's copy.

**Summer Session 2009 Payroll Forms;** Provost sends new payroll form to Dean

11 **Summer Session 2009 Payroll Forms;** Dean to Chair

14 **Academic Advising Report on Advising Baseline;** Academic Advisor to Assistant Provost

**Performance Scorecard for Legislature;** Scorecard to Printer

**Phased Retirement Requests;** Chair to Dean

**Summer Research/Creative Activity Project Funds Applications for Summer 2009;** Review by Deans

**Tenure** (first and second years – refer to detailed timeline and MOA); Candidate file to Chair

17 **Tenure** (first and second years – refer to detailed timeline and MOA); Chair to Department Committee

19 **Tenure** (fifth and sixth years - refer to detailed timeline and MOA); Dean to University Committee

20 **Tenure** (third-fourth years - refer to detailed timeline and MOA); Dean final recommendation to Provost

21 **Summer Research/Creative Activity Project Funds Applications for Summer 2009;** Dean notification to faculty

28 **Emeriti Nominations Fall 2008;** Chair to Dean

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## December

1 **Academic Advising Report on Advising Baseline;** Assistant Provost to Provost

**Accreditation Chart Update;** Dean reports status to Assistant Provost

**Class Schedule Preparation On-Campus Fall 2009;** On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)

**Class Schedule Preparation Virtual College Fall 2009;** Course approvals from Dean to Virtual College. (Begin data entry of all course approvals among all departments.)

**Phased Retirement Requests;** Dean to Provost

3 **Program Review Reports;** Program Review Committee to Provost

- 5 **Emeriti Nominations Fall 2008**; [Dean to Provost](#)  
**Strategic Planning Process** (dates subject to change); [University Open Forum](#)
- 9 **Tenure** (first and second years – refer to detailed timeline and MOA); [Department Committee to Chair](#)
- 10 **Summer Session 2009 Payroll Forms**; [Completed forms from Chair to Dean](#)
- 12 **Emeriti Nominations Fall 2008**; [Provost to President](#)  
**Strategic Planning Process** (dates subject to change); [President finalizes University plan](#)
- 15 **Class Schedule Preparation On-Campus Summer 2009**; On-campus schedule copy from Chairs to Deans. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair’s copy.  
**Class Schedule Preparation Virtual College Summer 2009**; Course approvals from Chairs to Deans. Approval by Dean of Chair’s copy.  
**Phased Retirement Requests**; [Provost to President](#)
- 19 **Emeriti Nominations Fall 2008**; [Notification to Faculty](#)

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January

- Strategic Planning Process**; [President’s public release of 2009 strategic plan – January 2009](#)
- 7 **Performance Scorecard for Legislature**; [President to Legislature](#)
- 9 **Performance Agreement Reporting for 2009**; Key Performance Indicator (KPI) reports to Assistant Provost
- 12 **Accreditation Chart Update**; Assistant Provost drafts chart to Provost
- 14 **President’s Distinguished Scholar**; [Provost memo to Faculty](#)  
**Promotion** (refer to detailed timeline and MOA); [Dean to University Committee](#)
- 16 **Class Schedule Preparation On-Campus Summer 2009**; On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)  
**Class Schedule Preparation Virtual College Summer 2009**; Course approvals from Dean to Virtual College. (Begin data entry of all course approvals among all departments.)
- 19 **Summer Session 2009 Payroll Forms**; [Dean to Provost](#)
- 20 **Tenure** (fifth and sixth years – refer to detailed timeline and MOA); [University Committee to Provost](#)  
**Tenure** (first and second years – refer to detailed timeline and MOA); [Chair to Dean](#)
- 26 **Tenure** (first and second years – refer to detailed timeline and MOA); [Dean final recommendation to Provost](#)
- 27 **Class Schedule Preparation On-Campus and Virtual College Fall 2009**; Registrar’s Office to Scheduling Officer to resolve on-campus class schedule room conflicts.
- 30 **Sabbatical Leave Applications for 2009-2010 Academic Year**; [Faculty to Chair](#)

## February

- 2 **Faculty and Staff Development Funding Quarterly Applications;** to Provost with Chair and Dean approvals  
**Leave without Pay Applications;** Faculty to Chair  
**Reassigned Time Reports (Track I and II) from Fall 2008;** Faculty to Chair  
**Sabbatical Reports from Fall 2008;** Faculty to Chair  
**Summer Session 2009 Payroll Forms;** Provost to Budget and Planning
- 6 **Class Schedule Preparation On-Campus and Virtual College Fall 2009;** Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.  
**Performance Agreement Reporting for 2009;** Compliance Report from Assistant Provost to President and Vice-Presidents
- 9 **Reassigned Time Reports (Track I & II) from Fall 2008;** Chair to Dean  
**Sabbatical Reports from Fall 2008;** Chair to Dean
- 11 **Tenure (fifth and sixth years - refer to detailed timeline and MOA);** Provost to President
- 13 **Academic Advising Report on Advising Baseline;** Provost to KBOR  
**Accreditation Chart Update;** Provost to KBOR  
**Phased Retirement Requests;** Notification to Faculty  
**Program Review Reports;** Provost to KBOR  
**Promotion (refer to detailed timeline and MOA);** University Committee to Provost  
**Sabbatical Leave Applications for 2009-2010 Academic Year;** Chair to Dean
- 16 **Class Schedule Preparation On-Campus and Virtual College Summer 2009;** Registrar's Office to Scheduling Officer to resolve on-campus class schedule room conflicts.  
**Leave without Pay Applications;** Chair to Dean/Director  
**Reassigned Time Reports (Track II only) from Fall 2008;** Dean to Provost  
**Sabbatical Reports from Fall 2008;** Dean to Provost
- 20 **Class Schedule Preparation On-Campus Fall 2009;** Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Early Registration.)  
**Class Schedule Preparation Virtual College Fall 2009;** Registrar/Virtual College to Dean to Chair. Memo requesting final changes to class schedule prior to Early Registration.)
- 23 **Class Schedule Preparation On-Campus and Virtual College Summer 2009;** Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.
- 25 **Course Change Approval Forms for Fall and Summer 2009;** Chair to Assistant Provost for Quality Management
- 27 **Class Schedule Preparation On-Campus Summer 2009;** Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Early Registration.)  
**Class Schedule Preparation Virtual College Summer 2009;** Registrar/Virtual College to Dean to Chair. (Memo requesting final changes to class schedule prior to Early Registration.)

**Performance Agreement Reporting for 2009**; Performance Agreement Compliance Report from Assistant Provost to KBOR

**Sabbatical Leave Applications for 2009-2010 Academic Year**; [Dean to Provost](#)

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March

- 1 **Book Orders for Fall and Summer 2009**; [Faculty to University Bookstore](#)
- 2 **Class Schedule Preparation On-Campus Fall 2009**; Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Early Registration.)  
**Class Schedule Preparation Virtual College Fall 2009**; Chair to Dean to Registrar/Virtual College. (Last date for Dean to approve changes to class schedule in preparation for Early Registration.)  
**Class Schedule Preparation On-Campus and Virtual College Fall and Summer 2009**; Promotion materials sent to stakeholders  
**Department Annual Report (Provost)**: [Final Template and Directions distributed to Chairs](#)  
**Leave without Pay Applications**; [Dean/Director to Provost](#)  
**President's Distinguished Scholar**; [Faculty nomination to Provost](#)
- 3 **Sabbatical Leave Applications for 2009-2010 Academic Year**; [Provost to Committee](#)
- 6 **Sabbatical Leave Applications for 2009-2010 Academic Year**; [Committee to Provost](#)
- 9 **Class Schedule Preparation On-Campus Summer 2009**; Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Early Registration.)  
**Class Schedule Preparation Virtual College Summer 2009**; Chair to Dean to Registrar/Virtual College. (Last date for Dean to approve changes to class schedule in preparation for Early Registration.)  
**Leave without Pay Applications**; [Provost to President](#)
- 12 **Promotion** (refer to detailed timeline and MOA); [Provost to President](#)
- 10 **Allocation/SCH for Virtual College Classes for Spring 2010**; [Budget and Planning to Provost \(S08 data\)](#)  
**Allocations/SCH for Virtual College Classes for Fall 2010**; [Budget and Planning to Provost \(F08 data\)](#)
- 20 **Sabbatical Leave Applications for 2009-2010 Academic Year**; [Provost to President](#)
- 31 **Class Schedule Preparation On-Campus and Virtual College Fall and Summer 2009**; First day of Early Registration

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April

- 1 **Faculty and Staff Development Funding Quarterly Applications**; [to Provost with Chair and Dean approvals](#)  
**President's Distinguished Scholar**; [Faculty application file to Provost](#)
- 3 **Sabbatical Leave Applications for 2009-2010 Academic Year**; [Notification to Faculty](#)
- 6 **Allocation/SCH for Virtual College Classes for Spring 2010**; [Provost to Dean](#)  
**Allocation/SCH for Virtual College Classes for Fall 2010**; [Provost to Dean](#)  
**Sabbatical Leave Applications for 2009-2010 Academic Year**; [Notification to University Press of KS](#)

- 10 **President's Distinguished Scholar**; [Provost to Committee](#)
- 15 **Reassigned Time Applications (Track I) Spring 2010**; [Faculty to Chair](#)
- 24 **Emeriti Nominations Spring 2009**; [Chair to Dean](#)
- 30 **Reassigned Time Applications (Track I) Spring 2010**; [Chair to Dean](#)

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## May

- 1 **Department Annual Report (Provost)**; [Assistant Provost receives data from CTC for Departments and Colleges](#)  
**Emeriti Nominations Spring 2009**; [Dean to Provost](#)
- 8 **Emeriti Nominations Spring 2009**; [Provost to President](#)
- 15 **Emeriti Nominations Spring 2009**; [Notification to Faculty](#)  
**Reassigned Time Applications (Track I) Spring 2010**; [Dean notification to Provost](#)

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## June

- 1 **Department Annual Report (Provost)**; [Student system data to Chairs](#)  
**Department Annual Report (Provost)**; [Final cutoff date for elements to be considered in Department Annual Report](#)
- 30 **Department Annual Report (Provost)**; [Completed Department Annual Report to Deans, Assistant Provost and Provost](#)

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## July 09

- 1 **Performance Agreement Approval for Calendar Year 2010**; [Draft Performance Agreement proposal from Assistant Provost to Strategic Planning Committee](#)
- 16 **Performance Agreement Approval for Calendar Year 2010**; [Signed agreement to KBOR for approval](#)

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## August 09

- 3 **Department Annual Report (Provost)**; [Completed College Annual Report \(for F09\) to Assistant Provost and Provost](#)
- 18 **President's Distinguished Scholar**; [Provost notification to President](#)
- 20 **President's Distinguished Scholar**; [Presentation of award](#)

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## Other

**Monthly Status of Searches/Positions Report**; [Dean to Provost](#)  
First Friday of each month

**Spoken English Language GTA/GA/RA Competency Form**; [Dean to Dean of the Graduate School](#)  
Tuesday of second week of each semester or session

**Spoken English Language Faculty Competency Form**; [to Provost](#)  
As hired

## Glossary of Processes

Academic Advising Report on Advising Baseline (Nov 14, Dec 1, [Feb 13](#))

Accreditation Chart Update ([Dec 1](#), Jan 12, [Feb 13](#))

Allocations/SCH for On-Campus Summer Session 2009 ([Aug 25](#), [Sep 5](#))

Allocations/SCH for Virtual College Classes for Summer 2009 ([Aug 25](#), [Sep 5](#))

Allocations/SCH for Virtual College Classes for Spring 2010 ([Mar 10](#), [Apr 6](#))

Allocations/SCH for Virtual College Classes for Fall 2010 ([Mar 10](#), [Apr 6](#))

Book Orders to University Bookstore ([Oct 1](#), [Mar 1](#))

Class Schedule Preparation Spring 2009 (Jun 13, Jul 21, Jul 28, Sep 3, Sep 15, Sep 29, Oct 3, Oct 13, Oct 28)

Class Schedule Preparation Fall 2009 (Oct 3, Nov 10, Dec 1, Jan 27, Feb 6, Mar 2, Feb 20, Mar 2, Mar 31)

Class Schedule Preparation Summer 2009 (Nov 7, Dec 15, Jan 16, Feb 16, Feb 23, Mar 2, Feb 27, Mar 9, Mar 31)

Course Change Approval Forms Spring, Fall and Summer 2009 ([Sep 4](#), [Feb 25](#))

Department Annual Report (Provost) ([Aug 1](#), [Mar 2](#), [May 1](#), [Jun 1](#), [Jun 30](#), [Aug 3](#))

Department Review (President) ([Oct 1](#), [Oct 15](#), [Oct 24](#), [Nov 3-13](#))

Emeriti Nominations Fall 2008 ([Nov 28](#), [Dec 5](#), [Dec 12](#), [Dec 19](#))

Emeriti Nominations Spring 2009 ([Apr 24](#), [May 1](#), [May 8](#), [May 15](#))

Faculty and Staff Development Funding Quarterly Applications ([Sep 22](#), [Nov 3](#), [Feb 2](#), [Apr 1](#))

Leave without Pay Applications ([Feb 2](#), [Feb 16](#), [Mar 2](#), [Mar 09](#))

Monthly Status of Searches/Positions Report (first Friday monthly)

Notification for Non-Renewal of Faculty Contracts (temporary faculty – 0.9 FTE and above) ([Aug 25](#), [Sep 2](#))

Performance Agreement Approval for Calendar Year 2009 (Jul 1, Jul 16)

Performance Agreement Approval for Calendar Year 2010 (Jul 1, Jul 16)

Performance Agreement Reporting for 2009 (Jan 9, Feb 6, Feb 27)

Performance Scorecard for Legislature ([Aug 1](#), Sep 15, Nov 14, [Jan 7](#))

Phased Retirement Requests ([Oct 1](#), [Nov 14](#), [Dec 1](#), [Dec 15](#), [Feb 13](#))

President's Distinguished Scholar ([Jan 14](#), [Mar 2](#), [Apr 1](#), [Apr 10](#), [Aug 18](#), [Aug 20](#))

Program Review Reports ([Jul 1](#), [Aug 15](#), [Oct 17](#), [Nov 3](#), [Dec 3](#), [Feb 13](#))

Promotion ([Sep 10](#), [Sep 11](#), [Sep 26](#), [Oct 16](#), [Nov 7](#), [Jan 14](#), [Feb 13](#), [Mar 12](#))

Reassigned Time Applications (Track II) Fall 2009 and Spring 2010 ([Sep 12](#), [Sep 19](#), [Oct 1](#), [Oct 15](#))

Reassigned Time Applications (Track I) Fall 2009 ([Sep 19](#), [Oct 1](#), [Oct 15](#))

Reassigned Time Applications (Track I) Spring 2010 ([Apr 15](#), [Apr 30](#), [May 15](#))

Reassigned Time Reports (Track I and II) from Spring 2008 ([Oct 1](#), [Oct 8](#), [Oct 15](#))

Reassigned Time Reports (Track I and II) from Fall 2008 ([Feb 2](#), [Feb 9](#), [Feb 16](#))

Sabbatical Leave Applications for 2009-2010 Academic year ([Jan 30](#), [Feb 13](#), [Feb 27](#), [Mar 3](#), [Mar 6](#), [Mar 20](#), [Apr 3](#), [Apr 6](#))

Sabbatical Reports from 2007-2008 Academic Year and Spring 2008 ([Oct 1](#), [Oct 8](#), [Oct 15](#))

Sabbatical Reports from Fall 2008 ([Feb 2](#), [Feb 9](#), [Feb 16](#))

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

Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session)

Spoken English Language Faculty Competency Form (as hired)

Strategic Planning Process ([Oct 3](#), [Oct 14](#), [Oct 28](#), [Nov 4](#), [Dec 5](#), [Dec 12](#), [Jan](#))

Summer Research/Creative Activity Project Funds Applications for Summer 2009 ([Jul 1](#), [Oct 10](#), [Oct 24](#), [Oct 31](#), [Nov 14](#), [Nov 21](#))

Summer 2008 Salary Research Reports ([Sep 12](#), [Sep 19](#), [Oct 3](#))

Summer Session 2009 Payroll Forms ([Nov 10](#), [Nov 11](#), [Dec 10](#), [Jan 19](#), [Feb 2](#))

Tenure (fifth & sixth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 26](#), [Sep 11](#), [Oct 1](#), [Oct 23](#), [Nov 19](#), [Jan 20](#), [Feb 11](#))

Tenure (third & fourth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 26](#), [Sep 11](#), [Oct 1](#), [Oct 30](#), [Nov 20](#))

Tenure (first & second – refer to detailed timeline and MOA) ([Nov 14](#), [Nov 17](#), [Dec 9](#), [Jan 20](#), [Jan 26](#))