

# Administrative Calendar 2009-2010

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

## July

- 1 **Program Review Reports;** Provost notification to College, Department, and Budget and Planning  
**Summer Research/Creative Activity Project Funds Applications for Summer 2010;** Dean provides information and forms
- 16 **Performance Agreement Approval for Calendar Year 2010;** Signed agreement to KBOR for approval
- 20 **Class Schedule Preparation On-Campus and Virtual College Spring 2010;** On-campus schedule copy from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.
- 27 **Class Schedule Preparation On-Campus and Virtual College Spring 2010;** On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)

## August

- 3 **Department Annual Report (Provost);** Completed College Annual Report (for FY09) to Assistant Provost and Provost  
**Performance Scorecard for Legislature;** Academic Marketing initial team meeting  
**Special Adjunct Professor Update;** Provost sends list to Dean
- 17 **Program Review Reports;** Data from Assistant Provost and Budget and Planning to Chair
- 21 **Faculty Award Nominations Fall 2009;** Notification to Faculty
- 24 **Allocation/SCH for On-Campus Summer Session 2010;** Budget and Planning to Provost (U08 data)  
**Allocation/SCH for Virtual College Classes for Summer 2010;** Budget and Planning to Provost (U08 data)
- 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
- 28 **Notification for Non-Renewal of Faculty Contracts (Temporary Faculty – 0.9 FTE and above);** Dean to faculty

## September

- 2 **Class Schedule Preparation On-Campus and Virtual College Spring 2010;** Registrar's Office to Scheduling Officer to resolve on-campus class schedule room conflicts.
- 4 **Allocation/SCH for On-Campus Summer Session 2010;** Provost to Dean  
**Allocation/SCH for Virtual College Classes for Summer 2010;** Provost to Dean  
**Course Change Approval Forms for Spring 2010;** Chair to Assistant Provost for Quality Management  
**Notification for Non-Renewal of Faculty Contracts (Temporary Faculty – 0.9 FTE and above);** Dean to Provost (copy)

- 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**
- 14 **Class Schedule Preparation On-Campus and Virtual College Spring 2010**; Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.
- 15 **Performance Scorecard for Legislature**; Data for scorecard from Assistant Provost to Academic Marketing  
**Special Adjunct Professor Update**; **Dean submits updated list to Provost**
- 18 **Faculty Award Nominations Fall 2009**; **Nominations to Chair**
- 21 **Faculty Development Funding Quarterly Applications**; **to Provost with Chair and Dean approvals**  
**Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 28 **Promotion** (refer to detailed timeline and MOA); **Department Committee to Chair**

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October

- 1 **Class Schedule Preparation On-Campus and Virtual College Spring 2010**; Promotion materials sent to stakeholders  
**Department Review (President)**; **Statistical data to Dean and Chair**  
**Phased Retirement Requests**; **Faculty to Chair**  
**Reassigned Time Reports (Track I and II) from Spring 2009**; **Faculty to Chair**  
**Sabbatical Reports from 2008-2009 Academic Year and Spring 2009**; **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**
- 2 **Class Schedule Preparation On-Campus and Virtual College Spring 2010**; Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Pre-enrollment.)  
**Class Schedule Preparation On-Campus and Virtual College Fall 2010**; On-Campus class schedule preparation materials from Registrar to Dean to Chair. (Develop original draft.)
- 3 **Strategic Planning Process** (dates subject to change); **Action plans to Dean/Director**
- 8 **Reassigned Time Reports (Track I and II) from Spring 2009**; **Chair to Dean**  
**Sabbatical Reports from 2008-2009 Academic Year and Spring 2009**; **Chair to Dean**
- 9 **Faculty Award Nominations Fall 2009**; **Chair to Dean**  
~~**Summer Research/Creative Activity Project Funds Applications for Summer 2010**~~; **Faculty to Chair** See Feb 15
- 12 **Class Schedule Preparation On-Campus and Virtual College Spring 2010**; Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Pre-enrollment.)
- 14 **Strategic Planning Process** (dates subject to change); **Dean/Director to Provost/appropriate Vice President**

- 15 **Book Orders for Spring 2010 Semester**; Faculty to University Bookstore  
**Department Review (President)**; Chair reviews data with Dean  
**Reassigned Time Applications (Track II) Fall 2010 and Spring 2011**; Faculty to Chair  
**Reassigned Time Reports (Track II only) from Spring 2009**; Dean to Provost  
**Sabbatical Reports from 2008-2009 Academic Year and Spring 2009**; Dean to Provost
- 16 **Promotion** (refer to detailed timeline and MOA); Chair to College Committee
- 19 **Class Schedule Preparation Virtual College Spring 2010**; First day of Pre-enrollment  
**Program Review Reports**; Chair to Dean
- 22 **Reassigned Time Applications (Track II) Fall 2010 and Spring 2011**; Chair to Dean  
**Reassigned Time Applications (Track I) Fall 2010**; Faculty to Chair
- 23 ~~Summer Research/Creative Activity Project Funds Applications for Summer 2010~~; ~~Chair to Dean~~ See Feb 15  
**Tenure** (fifth and sixth years - refer to detailed timeline and MOA); College Committee to Dean
- 26 **Department Review (President)**; Dean submits report to Provost
- 27 **Class Schedule Preparation All Students Spring 2010**; First day of Pre-enrollment
- 28 **Strategic Planning Process** (dates subject to change); Provost/Vice President to Budget and Planning
- 30 **Faculty Award Nominations Fall 2009**; Dean to Assistant Provost  
~~Summer Research/Creative Activity Project Funds Applications for Summer 2010~~; ~~Dean to Dean of the Graduate School~~ See Feb 15  
**Tenure** (third and fourth years - refer to detailed timeline and MOA); College Committee to Dean

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## November

- 2 **Department Review (President)**; Provost/Dean meet with President 11-02-09 to 11-13-09  
**Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals  
**Program Review Reports**; Dean to Program Review Committee  
**Reassigned Time Applications (Track II) Fall 2010 and Spring 2011**; Dean to Provost and Committee  
**Reassigned Time Applications (Track I) Fall 2010**; Chair to Dean  
**Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 4 **Strategic Planning Process** (dates subject to change); Budget and Planning to Steering Committee
- 6 **Class Schedule Preparation On-Campus and Virtual College Summer 2010**; On-Campus class schedule preparation materials from Registrar to Dean to Chair. (Develop original draft.)  
**Summer Session 2010 Payroll Forms**; Provost sends new payroll form to Dean
- 9 **Class Schedule Preparation On-Campus and Virtual College Fall 2010**; On-campus schedule copy from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

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

**Summer Session 2010 Payroll Forms**; **Dean to Chair**

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

13 **Phased Retirement Requests**; **Chair to Dean**

~~Summer Research/Creative Activity Project Funds Applications Summer 2010~~; **Review by Deans** See Feb 15

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

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

**Reassigned Time Applications (Track II) Fall 2010 and Spring 2011**; **Provost letter to applicant**

**Reassigned Time Applications (Track I) Fall 2010**; **Dean notification to Provost**

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

17 **Faculty Award Nominations Fall 2009**; Assistant Provost to Provost's Council

19 **Faculty Award Nominations Fall 2009**; **Provost to President**

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

20 ~~Summer Research/Creative Activity Project Funds Applications for Summer 2010~~; **Dean notification to faculty**  
see Feb 15

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

30 **Class Schedule Preparation On-Campus and Virtual College Fall 2010**; On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)

**Emeriti Nominations Fall 2009**; **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**

**Phased Retirement Requests**; **Dean to Provost**

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

2 **Strategic Planning Process** (dates subject to change); **University Open Forum**

4 **Emeriti Nominations Fall 2009**; **Dean to Provost**

7 **Faculty Award Nominations Fall 2009**; **Awards presented** 12-7-09 to 12-11-09

8 **Professional Travel Funds Report FY09**; **Provost provides form to Dean**

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

9 **Strategic Planning Process** (dates subject to change); **President finalizes University plan**

10 **Summer Session 2010 Payroll Forms**; **Completed forms from Chair to Dean**

- 11 **Emeriti Nominations Fall 2009**; [Provost to President](#)
- 14 **Class Schedule Preparation On-Campus and Virtual College Summer 2010**; On-campus schedule copy from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.
- 15 **Phased Retirement Requests**; [Provost to President](#)  
**Professional Travel Funds Report FY09**; [Dean provides form to Chair](#)
- 18 **Emeriti Nominations Fall 2009**; [Notification to Faculty](#)

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## January

**Strategic Planning Process**; [President's public release of 2010 strategic plan – January 2010](#)

- 11 **Accreditation Chart Update**; Assistant Provost drafts chart to Provost  
**Performance Agreement Reporting for 2010**; Key Performance Indicator (KPI) reports to Assistant Provost  
**Performance Scorecard for Legislature**; [President to Legislature](#)
- 13 **President's Distinguished Scholar**; [Provost memo to Faculty](#)  
**Promotion** (refer to detailed timeline and MOA); [Dean to University Committee](#)
- 15 **Class Schedule Preparation On-Campus and Virtual College Summer 2010**; On-campus schedule copy from Dean to Registrar. (Begin data entry of line items and check room conflicts among all departments.)
- 19 **Summer Session 2010 Payroll Forms**; [Dean to Provost](#)  
**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](#)
- 25 **Faculty Award Nominations Spring 2010**; [Notification to faculty](#)  
**Professional Travel Funds Report FY09**; [Chair to Dean](#)  
**Tenure** (first and second years – refer to detailed timeline and MOA); [Dean final recommendation to Provost](#)
- 26 **Class Schedule Preparation On-Campus and Virtual College Fall 2010**; Registrar's Office to Scheduling Officer to resolve on-campus class schedule room conflicts.
- 29 **Sabbatical Leave Applications for 2010-2011 Academic Year**; [Faculty to Chair](#)

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## February

- 1 **Faculty Development Funding Quarterly Applications**; [to Provost with Chair and Dean approvals](#)  
**Leave without Pay Applications**; [Faculty to Chair](#)  
**Professional Travel Funds Report FY09**; [Dean to General Counsel](#)  
**Program Review Reports**; [Provost to KBOR](#)  
**Reassigned Time Reports (Track I and II) from Fall 2009**; [Faculty to Chair](#)  
**Sabbatical Reports from Fall 2009**; [Faculty to Chair](#)  
**Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

**Summer Session 2010 Payroll Forms; Provost to Budget and Planning**

- 5 **Class Schedule Preparation On-Campus and Virtual College Fall 2010;** Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.
- 8 **Performance Agreement Reporting for 2010;** Report from Assistant Provost to President and Vice-Presidents  
**Reassigned Time Reports (Track I & II) from Fall 2009;** Chair to Dean  
**Sabbatical Reports from Fall 2009;** Chair to Dean
- 10 **Tenure** (fifth and sixth years - refer to detailed timeline and MOA); Provost to President
- 12 **Faculty Award Nominations Spring 2010;** Nominations to Chair  
**Promotion** (refer to detailed timeline and MOA); University Committee to Provost  
**Sabbatical Leave Applications for 2010-2011 Academic Year;** Chair to Dean
- 15 **Academic Advising Report on Advising Baseline;** Provost to KBOR  
**Accreditation Chart Update;** Provost to KBOR  
**Class Schedule Preparation On-Campus and Virtual College Summer 2010;** Registrar's Office to Scheduling Officer to resolve on-campus class schedule room conflicts.  
**Leave without Pay Applications;** Chair to Dean/Director  
**Phased Retirement Requests;** Notification to Faculty  
**Professional Travel Funds FY09;** General Counsel to AAUP  
**Reassigned Time Reports (Track II only) from Fall 2009;** Dean to Provost  
**Sabbatical Reports from Fall 2009;** Dean to Provost  
**Summer Research/Creative Activity Project Funds Applications Summer 2010;** Completed applications to the Office of Scholarship and Sponsored Projects
- 19 **Class Schedule Preparation On-Campus and Virtual College Fall 2010;** Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Pre-enrollment.)
- 22 **Class Schedule Preparation On-Campus and Virtual College Summer 2010;** Scheduling Officer to Registrar's Office with on-campus class schedule room conflicts resolved.
- 25 **Course Change Approval Forms for Fall and Summer 2010;** Chair to Assistant Provost for Quality Management
- 26 **Class Schedule Preparation On-Campus and Virtual College Summer 2010;** Registrar to Dean. (Memo requesting changes to on-campus class schedule prior to Pre-enrollment.)  
**Faculty Award Nominations Spring 2010;** Chair to Deans  
**Sabbatical Leave Applications for 2010-2011 Academic Year;** Dean to Provost

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March

- 1 **Book Orders for Fall and Summer 2010;** Faculty to University Bookstore  
**Class Schedule Preparation On-Campus and Virtual College Fall 2010;** Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Pre-enrollment.)

**Class Schedule Preparation On-Campus and Virtual College Fall and Summer 2010**; Promotion materials sent to stakeholders

**Leave without Pay Applications**; [Dean/Director to Provost](#)

**Performance Agreement Reporting for 2010**; Performance Agreement Report from Assistant Provost to KBOR  
**President's Distinguished Scholar**; [Faculty nomination to Provost](#)

2 **Sabbatical Leave Applications for 2010-2011 Academic Year**; [Provost to Committee](#)

5 **Sabbatical Leave Applications for 2010-2011 Academic Year**; [Committee to Provost](#)

8 **Class Schedule Preparation On-Campus and Virtual College Summer 2010**; Chair to Dean to Registrar. (Last date for Dean to approve changes to on-campus class schedule in preparation for Pre-enrollment.)

**Leave without Pay Applications**; [Provost to President](#)

10 **Allocation/SCH for Virtual College Classes for Spring 2011**; [Budget and Planning to Provost \(S09 data\)](#)

**Allocations/SCH for Virtual College Classes for Fall 2011**; [Budget and Planning to Provost \(F09 data\)](#)

**Promotion** (refer to detailed timeline and MOA); [Provost to President](#)

19 **Sabbatical Leave Applications for 2010-2011 Academic Year**; [Provost to President](#)

22 **Class Schedule Preparation All Students Summer 2010**; First day of Pre-enrollment

26 **Faculty Award Nominations Spring 2010**; [Dean to Assistant Provost](#)

29 **Class Schedule Preparation Virtual College Fall 2010**; First day of Pre-enrollment

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## April

1 **Annual Merit Review** (refer to detailed timeline); [Faculty to Chair](#)

**Department Annual Report (Provost)**; [Final Template and Directions distributed to Chairs](#)

**Faculty Development Funding Quarterly Applications**; [to Provost with Chair and Dean approvals](#)

**Staff Development Funding Quarterly Applications**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

5 **Allocation/SCH for Virtual College Classes for Spring 2011**; Provost [to Dean](#)

**Allocation/SCH for Virtual College Classes for Fall 2011**; [Provost to Dean](#)

**Class Schedule Preparation All Students Fall 2010**; First day of Pre-enrollment

**Sabbatical Leave Applications for 2010-2011 Academic Year**; [Notification to Faculty](#)

6 **Faculty Award Nominations Spring 2010**; [Assistant Provost to Provost's Council](#)

8 **Sabbatical Leave Applications for 2010-2011 Academic Year**; [Notification to University Press of KS](#)

12 **Faculty Award Nominations Spring 2010**; [Provost to President](#)

15 **President's Distinguished Scholar**; [Faculty application file to Provost](#)

**Reassigned Time Applications (Track I) Spring 2011**; [Faculty to Chair](#)

- 23 **Emeriti Nominations Spring 2010**; Chair to Dean
- 26 **President's Distinguished Scholar**; Provost to Committee
- 30 **Annual Merit Review** (refer to detailed timeline); Chair to Dean
- Emeriti Nominations Spring 2010**; Dean to Provost
- Reassigned Time Applications (Track I) Spring 2011**; Chair to Dean

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#### May

- 3 **Department Annual Report (Provost)**; Assistant Provost receives data from CTC for Departments and Colleges
- Faculty Award Nominations Spring 2010**; Awards presented 05-03-10 to 05-07-10
- 7 **Emeriti Nominations Spring 2010**; Provost to President
- 14 **Annual Merit Review** (refer to detailed timeline); Dean to Provost
- Emeriti Nominations Spring 2010**; Notification to Faculty
- Reassigned Time Applications (Track I) Spring 2011**; Dean notification to Provost

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#### June

- 1 **Department Annual Report (Provost)**; Final student system data and template 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 2010

- 16 **Performance Agreement Approval for Calendar Year 2011**; Signed agreement to KBOR for approval

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#### August 2010

- 2 **Department Annual Report (Provost)**; Completed College Annual Report (for F10) to Assistant Provost and Provost
- 16 **President's Distinguished Scholar**; Provost notification to President
- 18 **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 12, Dec 1, [Feb 15](#))

Accreditation Chart Update ([Dec 1](#), Jan 11, [Feb 15](#))

Allocations/SCH for On-Campus Summer Session 2010 ([Aug 24](#), [Sep 4](#))

Allocations/SCH for Virtual College Classes for Summer 2010 ([Aug 24](#), [Sep 4](#))

Allocations/SCH for Virtual College Classes for Spring 2011 ([Mar 10](#), [Apr 5](#))

Allocations/SCH for Virtual College Classes for Fall 2011 ([Mar 10](#), [Apr 5](#))

Annual Merit Review (refer to detailed timeline) ([Apr 1](#), [Apr 30](#), [May 14](#))

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

Class Schedule Preparation Spring 2010 (Jun 12, Jul 20, Jul 27, Sep 2, Sep 14, Oct 1, Oct 2, Oct 12, Oct 19, Oct 27)

Class Schedule Preparation Fall 2010 (Oct 2, Nov 9, Nov 30, Jan 26, Feb 5, Mar 1, Feb 19, Mar 1, Mar 29, Apr 5)

Class Schedule Preparation Summer 2010 (Nov 6, Dec 14, Jan 15, Feb 15, Feb 22, Mar 1, Feb 26, Mar 8, Mar 22)

Course Change Approval Forms Spring, Fall and Summer 2010 ([Sep 4](#), [Feb 25](#))

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

Department Review (President) ([Oct 1](#), [Oct 15](#), [Oct 26](#), [Nov 2-13](#))

Emeriti Nominations Fall 2009 ([Nov 30](#), [Dec 4](#), [Dec 11](#), [Dec 18](#))

Emeriti Nominations Spring 2010 ([Apr 23](#), [Apr 30](#), [May 7](#), [May 14](#))

Faculty Award Nominations Fall 2009 ([Aug 21](#), [Sep 18](#), [Oct 9](#), [Oct 30](#), Nov 17, [Nov 19](#), [Dec 7-11](#))

Faculty Award Nominations Spring 2010 ([Jan 25](#), [Feb 12](#), [Feb 26](#), [Mar 26](#), Apr 6, [Apr 12](#), [May 3-7](#))

Faculty Development Funding Quarterly Applications ([Sep 21](#), [Nov 2](#), [Feb 1](#), [Apr 1](#))

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

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

Notification for Non-Renewal of Faculty Contracts (temporary faculty – 0.9 FTE and above) ([Aug 28](#), [Sep 4](#))

Performance Agreement Approval for Calendar Year 2010 (Jul 16)

Performance Agreement Approval for Calendar Year 2011 (Jul 16)

Performance Agreement Reporting for 2010 (Jan 11, Feb 8, Mar 1)

Performance Scorecard for Legislature ([Aug 3](#), [Sep 15](#), [Nov 16](#), [Jan 11](#))

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

President's Distinguished Scholar ([Jan 13](#), [Mar 1](#), [Apr 15](#), [Apr 26](#), [Aug 16](#), [Aug 18](#))

Professional Travel Funds Report FY09 ([Dec 8](#), [Dec 15](#), [Jan 25](#), [Feb 1](#), Feb 15)

Program Review Reports ([Jul 1](#), [Aug 17](#), [Oct 19](#), [Nov 2](#), [Dec 1](#), [Feb 1](#))

Promotion (refer to detailed timeline and MOA) ([Sep 10](#), [Sep 11](#), [Sep 28](#), [Oct 16](#), [Nov 9](#), [Jan 13](#), [Feb 12](#), [Mar 10](#))

Reassigned Time Applications (Track II) Fall 2010 and Spring 2011 ([Oct 15](#), [Oct 22](#), [Nov 2](#), [Nov 16](#))

Reassigned Time Applications (Track I) Fall 2010 ([Oct 22](#), [Nov 2](#), [Nov 16](#))

Reassigned Time Applications (Track I) Spring 2011 ([Apr 15](#), [Apr 30](#), [May 14](#))

Reassigned Time Reports (Track I and II) from Spring 2009 ([Oct 1](#), [Oct 8](#), [Oct 15](#))

Reassigned Time Reports (Track I and II) from Fall 2009 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Sabbatical Leave Applications for 2010-2011 Academic year ([Jan 29](#), [Feb 12](#), [Feb 26](#), [Mar 2](#), [Mar 5](#), [Mar 19](#), [Apr 5](#), [Apr 8](#))

Sabbatical Reports from 2008-2009 Academic Year and Spring 2009 ([Oct 1](#), [Oct 8](#), [Oct 15](#))

Sabbatical Reports from Fall 2009 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Special Adjunct Professor Update ([Aug 3](#), [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)

Staff Development Funding Quarterly Applications (Sep 21, Nov 2, Feb 1, Apr 1)

Strategic Planning Process ([Oct 3](#), [Oct 14](#), [Oct 28](#), [Nov 4](#), [Dec 2](#), [Dec 9](#), [Jan](#))

Summer Research/Creative Activity Project Funds Applications for Summer 2010 ([Jul 1](#), ~~[Oct 9](#)~~, ~~[Oct 23](#)~~, ~~[Oct 30](#)~~, ~~[Nov 13](#)~~, ~~[Nov 20](#)~~, Feb 15)

Summer Session 2010 Payroll Forms ([Nov 6](#), [Nov 9](#), [Dec 10](#), [Jan 19](#), [Feb 1](#))

Tenure (fifth & sixth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 26](#), [Sep 11](#), [Oct 1](#), [Oct 23](#), [Nov 19](#), [Jan 19](#), [Feb 10](#))

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 13](#), [Nov 16](#), [Dec 8](#), [Jan 19](#), [Jan 25](#))