

Administrative Calendar 2018-2019

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

July

- 9 **Class Schedule Preparation *Spring 2019 and Intersession 2019***; 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.
- 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 Vice President for Institutional Effectiveness and Quality Improvement to President and Vice-Presidents
- 16 **Class Schedule Preparation *Spring 2019 and Intersession 2019***; 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 2018**; Performance Agreement Report from Assist VP for IEQI to KBOR
- 23 **Chamber of Commerce Annual Teacher Reception**; Rose Garden, Hays
- 24 **Faculty Award Nominations *Fall 2018***; Notification to Faculty
Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Candidate file to Chair
- 27 **Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Chair to Department Committee
- 28 **Spoken English Language GTA/GA/RA Competency Form**; Chair or Academic Dean to Graduate School Dean
- 31 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty)**; Dean first letter to faculty, copy to Provost

September

- 1 **Staff Development Funding Quarterly Applications (UPS and USS)**; to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 7 **Position Reports 3rd Quarter 2018**; Dean to Provost
- 10 **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 **Summer Research/Creative Activity Project Reports from *Summer 2018***; Faculty to Chair
Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Department Committee to Chair

14 **Annual Merit Review 2019** (refer to [timeline](#) and [MOA](#)); Chair and new Faculty review and finalize 2019 Annual Statement of Responsibilities (ASR)

Special Adjunct Professor Update; Dean submits updated list to Provost

18 **Class Schedule Preparation Spring 2019**; Registrar's Office begins resolving on-campus class schedule room conflicts.

19 **Summer Research/Creative Activity Project Reports from Summer 2018**; Chair to Dean

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

21 **Faculty Award Nominations Fall 2018**; Nominations to Chair

26 **Class Schedule Preparation Spring 2019**; Registrar's Office have on-campus class schedule room conflicts resolved.

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 Fall 2019**; On-Campus and Virtual College class schedule preparation materials to Dean to Chair. (Develop original draft.)

Special Adjunct Professor Update; Provost notification to Special Adjunct Professor

Terminal Degree Tuition Assistance 2019-2020; Proposals due from Chair and Dean to Provost

October

1 **Annual Merit Review 2019** (refer to [timeline](#) and [MOA](#)); Faculty and Chair consult regarding 2019 ASR

Class Schedule Preparation Spring 2019 and Intersession 2019; Registrar to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)

Phased Retirement Requests; Faculty to Chair

Reassigned Time Reports (TRACK I AND II) from Spring 2018; Faculty to Chair

Retirement, Limited Health Care Bridge Requests; Faculty to Chair

Sabbatical Reports from 2017-2018 Academic Year and Spring 2018; Faculty to Chair

2 **Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Chair to College Committee

3 **Summer Research/Creative Activity Project Reports from Summer 2018**; Dean to Office of Scholarship and Sponsored Projects

5 **Budget Process** (subject to change); Notification email from Budget Office

Course Change Approval Forms for Spring 2019; Chair to Associate Provost for Academic Affairs

Faculty Award Nominations Fall 2018; Chair to Dean

8 **Class Schedule Preparation Spring 2019 and Intersession 2019**; 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 2018; Chair to Dean

Sabbatical Reports from 2017-2018 Academic Year and Spring 2018; Chair to Dean

15 **Class Schedule Preparation Spring 2019 and Intersession 2019**; First day of Pre-enrollment, Virtual College Only

- 15 **Course Material Adoptions for *Spring 2019* Semester;** Faculty to Akademos
Reassigned Time Applications (TRACK II – TRADITIONAL / CIRP) *Fall 2019* and *Spring 2020*; Faculty to Chair
Reassigned Time Reports (TRACK II ONLY) from *Spring 2018*; Dean to Provost
Sabbatical Reports from *2017-2018 Academic Year* and *Spring 2018*; Dean to Provost
- 16 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); Chair to College Committee
Promotion Non-Tenure Track Faculty (refer to [MOA](#)); Chair to Dean and Provost
- 22 **Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2019* and *Spring 2020*;** Chair to Dean
Reassigned Time Applications (TRACK I) *Fall 2019*; Faculty to Chair
- 24 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 26 **Faculty Award Nominations *Fall 2018*;** Dean to Provost's Executive Assistant
- 30 **Class Schedule Preparation *Spring 2019* and *Intersession 2019*;** First day of Pre-enrollment, All Students
- 31 **Tenure** (third and fourth years - refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean

November

- 1 **Faculty Development Funding Quarterly Applications;** to Provost with Chair and Dean approvals
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2019* and *Spring 2020*; Dean to Provost
Reassigned Time Applications (TRACK I) *Fall 2019*; Chair to Dean
Regents Program Review Reports (WSTM) 2017-2018; Completed Program Review Self-Study from Chair to Associate Provost for Academic Affairs
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 2 **Class Schedule Preparation *Summer 2019*;** On-campus and Virtual College class schedule preparation materials to Dean to Chair. (Develop original draft.)
Regents Program Review Reports (WSTM) 2017-2018; Associate Provost for Academic Affairs to Program Review Cmt
- 5 **Class Schedule Preparation *Fall 2019*;** 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.
- 6 **Faculty Award Nominations *Fall 2018*;** Provost's Executive Assistant to Academic Council
- 7 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 12 **Class Schedule Preparation *Fall 2019*;** 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 2018*; Provost to President
- 15 **Phased Retirement Requests;** Chair to Dean
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) 2019-2020; Provost letter to applicant
Reassigned Time Applications (TRACK I) *Fall 2019*; 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**
Tenure (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); **Dean forwards file to Provost's Office**
- 16 **Tenure** (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Chair to Department Committee**
- 27 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); **University Committee convenes**
- 28 **Emeriti Nominations Fall 2018**; **Chair to Dean**
Tenure (third and fourth years - refer to detailed [timeline](#) and [MOA](#)); **Dean final recommendation to Provost**
- 30 **Annual Merit Review 2019** (refer to [timeline](#) and [MOA](#)); **Faculty review 2019 development plans/priorities**
Phased Retirement Requests; **Dean to Provost**
Retirement, Limited Health Care Bridge Requests; **Dean to Provost**
Sabbatical Leave Applications for 2019-2020 Academic Year; **Faculty to Chair**

December

- 3 **Accreditation Chart Update**; **Dean reports status to Associate Provost for Academic Affairs**
Faculty Award Nominations Fall 2018; Awards presented 12-03-18 to 12-07-18
- 5 **Emeriti Nominations Fall 2018**; **Dean to Provost**
- 7 **Position Reports 4th Quarter 2018**; **Dean to Provost**
Professional Travel Funds Report FY18; **Provost provides form to Dean**
- 10 **Class Schedule Preparation Summer 2019**; 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.
Summer 2019 On-Campus Course Application Forms on Lotus Notes; **Chair start submitting forms**
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Department Committee to Chair**
- 12 **Emeriti Nominations Fall 2018**; **Provost to President**
- 13 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); **Dean forwards file to Provost's Office**
- 14 **Annual Merit Review 2019** (refer to [timeline](#) and [MOA](#)); **Chair and continuing Faculty review and finalize 2019 ASR**
Phased Retirement Requests; **Provost to President**
Professional Travel Funds Report FY18; **Dean provides form to Chair**
Retirement, Limited Health Care Bridge Requests; **Provost to President**
Sabbatical Leave Applications for 2019-2020 Academic Year; **Chair to Dean**
- 19 **Emeriti Nominations Fall 2018**; **Notification to Faculty**

January

- 4 **Accreditation Chart Update**; **Associate Provost for Academic Affairs drafts chart to Provost**
Sabbatical Leave Applications for 2019-2020 Academic Year; **Dean to Provost**

- 15 **Class Schedule Preparation *Summer 2019***; 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.)
- 17 **Sabbatical Leave Applications for *2019-2020 Academic Year***; Provost to Committee
- 18 **Budget Process** (subject to change); Prioritized budget requests to Budget Office
- 23 **President's Distinguished Scholar**; Provost memo to Faculty
Promotion (refer to detailed [timeline](#) and [MOA](#)); University Committee convenes
Sabbatical Leave Applications for *2019-2020 Academic Year*; Committee to Provost
- 25 **Faculty Award Nominations *Spring 2019*** Notification to faculty
Professional Travel Funds Report *FY18*; Chair to Dean
Sabbatical Leave Applications for *2019-2020 Academic Year*; Provost to President
- 29 **Spoken English Language GTA/GA/RA Competency Form**; Chair or Academic Dean to Graduate School Dean
- 30 **Tenure** (first and second years – refer to detailed [timeline](#) and [MOA](#)); Chair to Dean
- 31 **Academic Advising Report on Advising Baseline**; Director of Advising to Assistant VP for IEQI
Tenure (fifth and sixth years – refer to detailed [timeline](#) and [MOA](#)); University Committee to Provost

February

- 1 **Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals
Leave without Pay Applications for *2019-2020*; Faculty to Chair
Professional Travel Funds Report *FY18*; Dean to General Counsel
Reassigned Time Reports (TRACK I AND II) from *Fall 2018*; Faculty to Chair
Regents Program Review Reports (WSTM) *2017-2018*; Program Review Summary from Program Review Committee to Provost and President
Sabbatical Reports from *Fall 2018*; 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
- 4 **Sabbatical Leave Applications for *2019-2020 Academic Year***; Funding memo from Provost to Dean
- 8 **Reassigned Time Reports (TRACK I & II) from *Fall 2018***; Chair to Dean
Sabbatical Leave Applications for *2019-2020 Academic Year*; Notification to Faculty
Sabbatical Reports from *Fall 2018*; Chair to Dean
- 12 **Class Schedule Preparation *Fall 2019***; Registrar's Office begins resolving on-campus class schedule room conflicts.
Sabbatical Leave Applications for *2019-2020 Academic Year*; Notification to University Press of KS
- 15 **Academic Advising Report on Advising Baseline**; Assistant VP of IEQI and Director of Advising to KBOR
Annual Merit Review *2018* (refer to [timeline](#) and [MOA](#)); Faculty *2018* evaluation materials to Chair
Budget Process (subject to change); Review by Budget Committee

- 15 **Faculty Award Nominations *Spring 2019***; **Nominations to Chair**
Leave without Pay Applications for 2019-2020; Chair to Dean/Director
Phased Retirement Requests; **Notification to Faculty and Human Resources**
Professional Travel Funds *FY18*; General Counsel to AAUP
Reassigned Time Reports (TRACK II ONLY) from *Fall 2018*; Dean to Provost
Regents Program Review Reports (WSTM) 2017-2018; Provost to KBOR
Regents Program Review Reports (WSTM) 2017-2018; **Departments notified of Program Review findings**
Retirement, Limited Health Care Bridge Requests; **Notification to Faculty**
Sabbatical Reports from *Fall 2018*; Dean to Provost
Summer Research/Creative Activity Project Funds Applications *Summer 2019*; **Completed applications to the Office of Scholarship and Sponsored Projects**
- 20 **Class Schedule Preparation *Fall 2019***; Registrar's Office have on-campus class schedule room conflicts resolved.
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Dean final recommendation to Provost**
- 21 **Promotion** (refer to detailed [timeline](#) and [MOA](#)); **University Committee to Provost**
- 22 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); **Provost to President**
- 28 **Faculty Award Nominations *Spring 2019***; Chair to Deans

March

- 1 **Class Schedule Preparation *Summer 2019***; 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 2019*; Chair to Associate Provost for Academic Affairs
Leave without Pay Applications for 2019-2020; Dean/Director to Provost
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); **Faculty file to Dean and Committee**
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); Chair forwards faculty evaluations to Committee
Post Tenure Review 2019-2020 (refer to detailed [timeline](#) and [MOA](#)); **Provost notifies Dean of 2019-2020 review group**
President's Distinguished Scholar; **Faculty nomination to Provost**
Terminal Degree Tuition Assistance 2019-2020; **Candidate submits application/plan of study to Chair**
- 8 **Class Schedule Preparation *Fall 2019***; Registrar to Dean. (Memo requesting changes to on-campus and VC class schedule prior to Pre-enrollment.)
Leave without Pay Applications for 2019-2020; Provost to President
Position Reports 1st Quarter 2019; Dean to Provost
- 8 **Summer Research/Creative Activity Project Funds Applications *Summer 2019***; OSSP to Chairs and Deans
- 11 **Class Schedule Preparation *Summer 2019***; 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 2018-2019** (refer to detailed [timeline](#) and [MOA](#)); **Committee completes written statement**

- 15 **Course Material Adoptions for *Summer 2019***; Faculty to Akademos
Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty); Dean second letter to faculty, copy to Provost
Terminal Degree Tuition Assistance 2019-2020; Chair to Dean
- 18 **Class Schedule Preparation *Fall 2019***; 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 **Faculty Award Nominations *Spring 2019***; Dean to Provost's Executive Assistant
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); Committee forwards file to Dean
Promotion (refer to detailed [timeline](#) and [MOA](#)); Provost to President
Summer Research/Creative Activity Project Funds Applications *Summer 2019*; Academic Dean sends letter to applicant
- 25 **Class Schedule Preparation *Fall 2019***; First day of Pre-enrollment, Virtual College Only
Class Schedule Preparation *Summer 2019*; First day of Pre-enrollment, All Students

April

- 1 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); Chair reviews final evaluation with faculty
Faculty Development Funding Quarterly Applications; to Provost with Chair and Dean approvals
Regents Program Review Reports (AHSS: AGS, BGS, Art, CS, CJ, Eng, ML) 2018-2019; Associate Provost for Academic Affairs notification to College, Department, and Budget and Planning
Summer Research/Creative Activity Project Funds Applications *Summer 2019*; Academic Dean submits summer contract form
Terminal Degree Tuition Assistance 2019-2020; Dean to Provost
- 2 **Faculty Award Nominations *Spring 2019***; Provost's Executive Assistant to Academic Council
- 8 **Class Schedule Preparation *Fall 2019***; First day of Pre-enrollment, All Students
Faculty Award Nominations *Spring 2019*; Provost to President
- 10 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); Chair to Dean
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); Dean completes review
- 15 **President's Distinguished Scholar**; Faculty application file to Provost
Reassigned Time Applications (TRACK I) *Spring 2020*; Faculty to Chair
Terminal Degree Tuition Assistance 2019-2020; Notification to faculty
- 19 **Budget Process** (subject to change); Notification of approval
Course Material Adoptions for *Fall 2019* Semester; Faculty to Akademos
- 24 **Emeriti Nominations *Spring 2019***; Chair to Dean
- 29 **Faculty Award Nominations *Spring 2019***; Awards presented 04-29-19 to 05-03-19
- 30 **Reassigned Time Applications (TRACK I) *Spring 2020***; Chair to Dean

May

- 1 **Annual Merit Review 2018** (refer to [timeline](#) and [MOA](#)); **Dean to Provost**
Emeriti Nominations Spring 2019; **Dean to Provost**
Post Tenure Review 2018-2019 (refer to detailed [timeline](#) and [MOA](#)); **Dean summary to Provost**
Post Tenure Review 2019-2020 (refer to detailed [timeline](#) and [MOA](#)); **Dean notifies Faculty of 2019-2020 review**
President's Distinguished Scholar; **Provost to Committee**
Regents Program Review Reports (AHSS: AGS, BGS, Art, CS, CJ, Eng, ML) 2018-2019; **Data from Associate Provost for Academic Affairs 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 2019-2020; **Signed loan agreement from Dean to Provost with copies to Candidate, Chair, Budget and Planning**
- 8 **Emeriti Nominations Spring 2019**; **Provost to President**
- 15 **Emeriti Nominations Spring 2019**; **Notification to Faculty**
Performance Agreement Reporting for 2019; **Key Performance Indicator (KPI) reports to Assistant VP for IEQI**
Reassigned Time Applications (TRACK I) Spring 2020; **Dean notification to Provost**

June

- 7 **Position Reports 2nd Quarter 2019**; **Dean to Provost**
- 11 **Spoken English Language GTA/GA/RA Competency Form**; **Chair or Academic Dean to Graduate School Dean**

July 2019

- 15 **Faculty Award Nominations Fall 2019 and Spring 2020**; **Dean transfers AY19-20 funds to Academic Affairs faculty awards account**
Performance Agreement Reporting for 2019; **Report from Assistant VP for IEQI to President and Vice-Presidents**

August 2019

- 7 **President's Distinguished Scholar**; **Provost notification to President**
- 14 **President's Distinguished Scholar**; **Presentation of award (Fall Convocation)**
- 15 **Performance Agreement Reporting for 2019**; **Performance Agreement Report from Assistant VP for IEQI to KBOR**

Other

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

Glossary of Processes

Academic Advising Report on Baseline (Jan 31, Feb 15)

Accreditation Chart Update (Dec 3, Jan 4)

Annual Merit Review 2018 (refer to detailed timeline and MOA) (Feb 15, Apr 1, Apr 10, May 1)

Annual Merit Review 2019 (refer to detailed timeline and MOA) (Sep 14, Oct 1, Nov 30, Dec 14)

Budget Process (subject to change) (Oct 5, Jan 18, Feb 15, Apr 19)

Chamber of Commerce Annual Teacher Reception (Aug 23)

Class Schedule Preparation Spring 2019 and Intersession 2019 (Jul 9, Jul 16, Sep 18, Sep 26, Oct 1, Oct 8, Oct 15, Oct 30)

Class Schedule Preparation Fall 2019 (Sep 28, Nov 5, Nov 12, Feb 12, Feb 20, Mar 8, Mar 18, Mar 25, Apr 8)

Class Schedule Preparation Summer 2019 (Nov 2, Dec 10, Jan 15, Mar 1, Mar 11, Mar 25)

Course Change Approval Forms Spring, Fall and Summer 2019 (Oct 5, Mar 1)

Course Material Adoptions to Akademos (Oct 15, Mar 15, Apr 19)

Emeriti Nominations Fall 2018 (Nov 28, Dec 5, Dec 12, Dec 19)

Emeriti Nominations Spring 2019 (Apr 24, May 1, May 8, May 15)

Faculty Award Nominations Fall 2018 (Jul 13, Aug 24, Sep 21, Oct 5, Oct 26, Nov 6, Nov 12, Dec 3 - Dec 7)

Faculty Award Nominations Spring 2019 (Jan 25, Feb 15, Feb 28, Mar 22, Apr 2, Apr 8, Apr 29 - May 3)

Faculty Development Funding Quarterly Applications (Sep 20, Nov 1, Feb 1, Apr 1)

Leave without Pay Applications 2019-2020 (Feb 1, Feb 15, Mar 1, Mar 8)

Notification for Non-Renewal of Faculty Contracts (temporary full time faculty) (Aug 31, Mar 15)

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

Performance Agreement Reporting for 2019 (May 15, Jul 15-2019, Aug 15-2019)

Phased Retirement Requests (Oct 1, Nov 15, Nov 30, Dec 14, Feb 15)

~~Position Reports (Sep 7, Dec 7, Mar 8, Jun 7) no longer required~~

Post Tenure Review 2018-2019 (Mar 1, Mar 1, Mar 14, Mar 22, Apr 10, May 1)

Post Tenure Review 2019-2020 (Mar 1, May 1)

President's Distinguished Scholar (Jan 23, Mar 1, Apr 15, May 1, Aug 7-2019, Aug 14-2019)

Professional Travel Funds Report FY18 (Dec 7, Dec 14, Jan 25, Feb 1, Feb 15)

Promotion (refer to detailed timeline and MOA) (Sep 10, Sep 11, Sep 26, Oct 16, Nov 7, Dec 13, Jan 23, Feb 21, Mar 22)

Promotion Non-Tenure Track Faculty (Sep 10, Sep 11, Sep 26, Oct 16)

Reassigned Time Applications (Track II - traditional and CIRP) Fall 2019 and Spring 2020 (Oct 15, Oct 22, Nov 1, Nov 15)

Reassigned Time Applications (Track I) Fall 2019 (Oct 22, Nov 1, Nov 15)

Reassigned Time Applications (Track I) Spring 2020 (Apr 15, Apr 30, May 15)

Reassigned Time Reports (Track I and II) from Spring 2018 (Oct 1, Oct 8, Oct 15)

Reassigned Time Reports (Track I and II) from Fall 2018 (Feb 1, Feb 8, Feb 15)

Regents Program Review Reports (WSTM) 2017-2018 (Nov 1, Nov 2, Feb 1, Feb 15, Feb 15)

Regents Program Review Reports (AHSS) 2018-2019 (Apr 1, May 1)

Retirement, Limited Health Care Bridge Requests (Oct 1, Nov 15, Nov 30, Dec 14, Feb 15)

Sabbatical Leave Applications for 2019-2020 Academic year (Nov 30, Dec 14, Jan 4, Jan 17, Jan 23, Jan 25, Feb 4, Feb 8, Feb 12)

Sabbatical Reports from 2017-2018 Academic Year and Spring 2018 (Oct 1, Oct 8, Oct 15)

Sabbatical Reports from Fall 2018 (Feb 1, Feb 8, Feb 15)

Special Adjunct Professor Update (Aug 1, Sep 14, Sep 28)

Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session) (Aug 28, Jan 29, Jun 11)

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 2019 On-Campus Course Application Forms on Lotus Notes (Dec 10)

Summer Research/Creative Activity Project Funds Applications for Summer 2019 (Feb 15, Mar 8, Mar 22, Apr 1)

Summer Research/Creative Activity Project Reports from Summer 2018 (Sep 12, Sep 19, Oct 3)

Tenure (fifth & sixth – refer to detailed timeline and MOA) (Aug 24, Aug 27, Sep 12, Oct 2, Oct 24, Nov 15, Nov 27, Jan 31, Feb 22)

Tenure (third & fourth – refer to detailed timeline and MOA) (Aug 24, Aug 27, Sep 12, Oct 2, Oct 31, Nov 28)

Tenure (first & second – refer to detailed timeline and MOA) (Nov 15, Nov 16, Dec 10, Jan 30, Feb 20)

Terminal Degree Tuition Assistance 2019-2020 (Sep 28, Mar 1, Mar 15, Apr 1, Apr 15, May 1)