



ACADEMIC AFFAIRS

Important Dates and Deadlines – AY 2021-2022

| JULY | |
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| 1 | Fall and AY part-time LOA spreadsheets and forms to Faculty Services |
| 6 | LAW – payroll deadline for Fall/AY contracts |
| 15 | Sabbatical reports for Winter quarter to Assistant Provost for Business & Faculty Administration |
| 31 | Fall and AY part-time LOA spreadsheets and forms to Faculty Services |

| AUGUST | |
|--------|--|
| 3 | LAW – payroll deadline for Fall/AY contracts |

| SEPTEMBER | |
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| 11 | Winter LOA spreadsheets and forms to Faculty Services |
| 25 | Finalized tenure/promotion list from Deans/CLEP to Office of the Provost Junior Faculty Program Development Grant reports for prior AY to Assistant Provost |

| OCTOBER | |
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| 29 | Nominations for the McGoldrick Chair to Assistant Provost |

| NOVEMBER | |
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| 1 | Summer Faculty Fellowship Applications to Office of Sponsored Projects (OSP) Summer Faculty Fellowship Reports to Office of Sponsored Projects (OSP) |
| 2 | Curriculum forms [Create a new degree program or major, minor, specialization, or certificate, Revise an existing program, Suspend/terminate program, Create a new course (with fee), Revise a course (with fee change)] due to Office of the Provost (<i>subject to revision</i>) Summer 2021 schedule of courses to Office of the Registrar LAW – Spring LOA spreadsheets and course forms to Faculty Services |
| 15 | Catholic Thought and Culture Faculty Course Development/Research Grant Applications due for new fellows to Director of ICTC Curriculum forms [Create a new course (without fee)] due to Office of the Provost (<i>subject to revision</i>) |
| 20 | Winter Affiliate spreadsheets to Faculty Services |



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| DECEMBER | |
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| 1 | Sabbatical applications to Assistant Provost |
| | Payroll deadline for returning and new faculty winter contracts |
| | LAW – payroll deadline for returning and new spring contracts |
| 2 | Curriculum forms [Revise a course (without fee change), Delete a course, Miscellaneous change] due to Office of the Provost (<i>subject to revision</i>) |
| 10 | Faculty and Librarian tenure and promotion files to Faculty Services (open T-drive to Provost’s Assistant for retrieval) |

| JANUARY | |
|---------|--|
| 5 | Spring LOA spreadsheets and forms to Faculty Services |
| 10 | Catholic Thought and Culture Faculty Research presentation schedule finalized for current Research Fellows |
| 25 | Sabbatical approval/denial letters from Provost to Faculty/Deans |
| | Sabbatical reports for prior AY or Spring quarter/semester to Assistant Provost |
| | Faculty/Librarian Emeriti nominations from Deans/University Librarian to the Provost |

| FEBRUARY | |
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| 18 | New phased-retirement requests to Provost |
| | New department Chair appointment changes to Provost |
| | Spring Affiliate spreadsheets to Faculty Services |
| 25 | Tenured, tenure-track, and non-tenure-track worksheets distributed to schools/colleges |
| | Sabbatical approval/denial letters from Provost to Faculty/Deans |
| | Sabbatical reports for prior AY or Spring quarter/semester to Assistant Provost |
| | Faculty/Librarian Emeriti nominations from Deans/University Librarian to the Provost |

| MARCH | |
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| 4 | Payroll deadline for returning and new faculty spring contracts |
| | Fall 2021 and Winter and Spring 2022 schedule of courses due to Office of the Registrar |
| 25 | Tenured, tenure-track, and non-tenure-track worksheets to Faculty Services |
| | Tenure decision notifications to Deans |



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| April | |
|-------|--|
| 5 | LAW – Schools submits Summer spreadsheets and course forms to Faculty Services |
| 11 | Mid-year Probationary Review - tenure-track faculty review files and letters from Deans, schools/colleges R&T committees, and department/program R&T committees to Assistant Provost. Promotions recommendations for non-tenure-track faculty. Multi-year renewal recommendations from Deans to Faculty Services for Provost's approval |
| 15 | Affiliate appointments for summer and new AY submitted to Faculty Services Junior Faculty Program Development Grant applications to Assistant Provost Sabbatical reports for Fall quarter to Assistant Provost for Bus. & Fac. Admin. |

| MAY | |
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| 5 | LAW – payroll deadline for returning and new summer contracts |
| 10 | Faculty Services distributes list of potential faculty eligible for sabbatical in the next academic year to colleges. Faculty Services distributes list of potential faculty eligible for mid-year probationary review in the next academic year to the colleges |
| 18 | Tenured, tenure-track, and non-tenure-track contracts delivered to schools/colleges <i>(subject to revision)</i> |
| 20 | Payroll deadline for returning and new summer contracts |
| 25 | Junior Faculty Program Development Grant approval/denial letters to Faculty/Chairs/Deans |

| JUNE | |
|------|---|
| 1 | Colleges confirm faculty sabbatical eligibility in the next academic year with Faculty Services Colleges confirm faculty mid-year probationary review eligibility in the next academic year with Faculty Services Deans/Committee for Librarian Evaluation and Promotion (CLEP) candidate list of faculty for rank and tenure review in next academic year to Office of the Provost |
| 15 | Notification letters to tenure candidates for following academic year review LAW – Schools submits Fall/AY spreadsheet and course forms to Faculty Services Tenured, tenure-track, and non-tenure-track faculty provide written objections to terms of contract to Faculty Services <i>(subject to revision)</i> |
| 21 | Catholic Thought and Culture Faculty Research Fellowship final report to Dir., Inst. For Catholic Thought and Culture Catholic Thought and Culture Course Development Grant syllabus to Director of ICTC |