



ACADEMIC AFFAIRS

**Important Dates and Deadlines – AY 2022-2023**

JULY	
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
	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>

SEPTEMBER	
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	
29	Announcement of Provost’s Faculty Awards (due February)
	Finalize date and venue for Spring Provost Faculty Celebration (May)

NOVEMBER	
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 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**

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> )
11	Faculty and Librarian tenure and promotion files to Faculty Services
	Faculty tenure and promotion files to Office of the Provost for upload to URTC review folder

**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**

17	New phased-retirement requests to Provost
	New department Chair appointment changes to Provost
	Spring Affiliate spreadsheets to Faculty Services
28	Provost' Awards Nominations Due; Convene selection committee

**MARCH**

1	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
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 Phase I worksheets to Faculty Services
	Tenure decision notifications to Deans
	McGoldrick Nominations to Special Assistant to the Provost for Faculty Development



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April	
5	LAW – Schools submits Summer spreadsheets and course forms to Faculty Services
	Finalize Provost’s Faculty Awards selections

15	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
	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	
1	Catholic Thought and Culture Faculty Course Development Applications due for new fellows to Director of ICTC
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
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	Tenured, tenure-track, and non-tenure-track contracts delivered to schools/colleges <i>(subject to revision)</i>
	LAW – Schools submits Fall/AY spreadsheet and course forms to Faculty Services
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