

Calendar of Dates for Submissions to Provost's Office
and for *Other Academic Activities*
July 1, 2014 – June 30, 2015

Submissions are due on the indicated date or on the last working day before that date. Individuals or offices from whom a report is due are asked to respond (i.e., even if it is Nothing To Report).

July 10 List of new faculty appointments, resignations, retirement, and terminations due from deans to provost. See Academic Policy 1405.16. Use form 1405.16E.

July 31 Off-Campus Duty Assignment reports from recipients due to provost from deans for OCDA taken in previous fall or academic or fiscal year. See Academic Policy 1435.40.

August 1 Faculty Hiring Request due from deans to provost. See Academic Policy 1405.16.

List of chairs, professorships, distinguished professorships and lectureships and faculty awards given by the college/school due from deans to provost for updating on the Web. See Academic Policy 1440.15.

The program/department review process should be initiated by departments and programs scheduled for review during the current year. See Academic Policy 1620.10.

Last Weeks of Summer I and II Classes

Teacher and Course Evaluations are conducted with the evaluation scheduled for the last week of classes and scores and comments returned to faculty members 72 hours after final grades have been turned in. This cycle begins with faculty having an opportunity to add questions to the survey and this follows a schedule consistent with Faculty Senate recommendations. See Academic Policy 1405.15.

August 10 Last day for faculty candidate for tenure and/or promotion to submit complete dossier for on-line review system—dossiers for review can be emailed (or jump drives/CDs shipped) to external peer reviewers and internal (departmental and college) committees will use university on-line system.

August 15 Program and Department Review Report due. See Academic Policy 1620.10.

Annual Reports from deans, vice chancellors, and directors due to provost. See Academic Policy 1440.15.

Deans remind chairpersons to notify or remind all faculty members of policies and reporting forms related to Financial Benefit to Instructor

from Student Materials (Academic Policy Series 1550.30); Outside Employment, Prior Approval of Outside Employment, Disclosure of Potential Conflict of Interest and Commitment (see Academic Policy 1450.10, which summarizes policy and provides web addresses to policy statements and report forms.

Last week of classes Teacher and Course Evaluations are conducted with the evaluation scheduled for the last week of classes and scores and comments returned to faculty members 72 hours after final grades have been turned in. This cycle begins with faculty having an opportunity to add questions to the survey and this follows a schedule consistent with Faculty Senate recommendations. See Academic Policy 1405.15.

September 1 Supplemental list (if any) of new faculty appointments due from deans to provost. See Academic Policy 1405.16 and 1405.16E (form).

September 15* Last day for chairpersons (or directors) to inform each new nine-month faculty member in writing of the criteria, workload assignment, procedures, and instruments that are to be used in assessing his or her work for the current year, including a copy of this schedule **OR** no later than 30 days after beginning employment in connection with a first appointment whenever employment begins.

September 15 Report on Outside Employment of Faculty and Administrative Staff Members for Compensation due from deans to provost. See policies listed under August 15 (immediately above) for additional information. Use the form in Fayetteville Policies and Procedures 404.0 .

Office of the Registrar prepares a list of courses appearing in the Catalog of Studies that have not been offered for five years, by college and department, and distributes the list for review to departments, schools, colleges, and provost's office. See Academic Policy 1622.11.

October 1 Distance Education report for previous academic year and summer due to provost from the vice provost for distance education. See Policy 1650.10.

October 1 Last day for candidate to be provided with a redacted copy of external review letters prior to unit committee review.

October 8 Deadline for candidate to respond in writing to any substantive issues raised in external review letters.

Between October 22** and November 20** Unit committee sends to candidates for promotion and/or tenure a copy of its recommendation and statement of rationale.

Unit tenured faculty sends to candidates for promotion and/or tenure a copy of its recommendation and numerically recorded vote.

	Chairperson of unit informs the faculty member in writing of his or her recommendation and the rationale.
	Chairpersons of units provide deans with nominations for promotion and/or tenure and appointment to university or distinguished professor.
November 15	List of facilities management responsibilities for Saturday of final examinations due from deans to provost. See Academic Policy 1710.10. Off-Campus Duty Assignment Proposals due from deans to provost. See Academic Policy Series 1435.40.
	Last day for notice of non-reappointment to 9-month faculty in the second year of service [180 days before appointment ceases on May 15 or six months in advance of scheduled date of terminal appointment].***
December 10*	Last day for deans (or directors) to forward to provost nominations for promotion and/or tenure and appointment to university and distinguished professor. (The dean will have reported his or her recommendations and statements of rationale to the candidates for promotion and their chairpersons prior to forwarding them to the provost).
December 15	Deadline for submission to provost and director of program review and assessment coordinator the Statement of Strategies for Progress/Maintenance from each review in previous academic year. See Academic Policy Series 1620.10.
December 30	Off-Campus Duty Assignment reports due to provost for OCDAs taken in previous Spring. See Academic Policy 1435.40.
January 15	Annual Report on Income from Public Agencies due from deans to Human Resources (for all employees with such income). See Universitywide Administrative Memorandum 440.10 and Academic Policies 1440.10 for full information. Annual Report of Corporate Positions Held due from deans to provost. See Board Policy 215.1, Universitywide Administrative Memorandum 280.1, and Academic Policies 1440.11 and 1440.11A for information and the form for reporting. Department/Program Review Schedule updates and revisions due from deans to the provost. See Academic Policy 1620.11.
January 28*	Last day for provost to communicate recommendations (and rationale for negative recommendations) regarding promotion and/or tenure to candidates, chairpersons, and deans and to communicate recommendations regarding appointment to university or distinguished professor.
January 31	A self-evaluation shall be conducted and self-study report draft prepared

for a department and program review by this date. See Academic Policy 1620.11.

Statement of Financial Interest due to Secretary of State.

February 1

Supplemental list of new faculty appointments due from deans to provost. See Academic Policy 1405.16. Use form 1405.16E

February 14*

Last day for candidate with negative promotion and/or tenure recommendation from provost to submit in writing to the provost a request for review by the Appointment, Promotion and Tenure Committee.

Presidential Scholar nominations due from deans to provost. See Academic Policy 1540.10.

Last day for notice of non-reappointment to 9-month faculty in the probationary period in the first year of service [90 days before the employment ceases on May 15 or three months in advance of scheduled date of appointment termination].***

February 16*

Last day for the complete file of materials to be submitted to the chairperson of the Appointment, Promotion, and Tenure Committee on behalf of candidates requesting a review.

February 20

Last day for notice of non-reappointment to 9-month faculty in the probationary period in the first year of service [90 days before the employment ceases on May 9 or three months in advance of scheduled date of appointment termination].***

February 28

Nominations for Alumni Association and Baum Faculty Awards due from deans to provost. See Academic Policy 1405.17

March 4

Last day for Appointment, Promotion, and Tenure Committee to provide the chancellor with a written statement of its recommendation and rationale with copies to the provost, the candidate and the candidate's dean and chairperson.

March 15

Administrators' evaluative reviews due to provost. See Academic Policy 1407.10.

Last week of classes

Teacher and Course Evaluations are conducted with the evaluation scheduled for the last week of classes, and scores and comments returned to faculty members 72 hours after final grades have been turned in. This cycle begins with faculty having an opportunity to add questions to the survey and this follows a schedule consistent with Faculty Senate recommendations. See Academic Policy 1405.15.

March 30*

Last day for annual review of each faculty member.

April 15	<p>Summer I Faculty Workload Forms due for approval to vice provost for academic affairs from deans.</p> <p>Deans report to provost faculty who receive non-reappointment (years 1-4), pre-tenure faculty, and faculty who are given negative recommendations for promotion, tenure, or appointment to university or distinguished professor due from deans to provost. See Academic Policy 1405.10G.</p>
By Agenda Deadline for Budget Meeting of Board of Trustees	Requests to exceed line-item maximum due from deans to provost. See Academic Policy 1435.60.
May 1	<p>Summer II Faculty Workload Forms due for approval to vice provost for academic affairs from deans.</p> <p>Memo due from colleges/schools indicating what faculty members have been put on professional development plans.</p> <p>Last day for chair/head to inform each faculty member in writing of the annual review schedule, criteria, workload assignment, procedures, requirements, and instruments for the upcoming academic year (including a copy of this schedule). [Use Memo A, in Academic Policy 1405.10A.]</p> <p><u>And</u> Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered (faculty in their 6th year).</p>
May 5	Last day for faculty members to request nomination for promotion and/or tenure in Fall-- if not scheduled for consideration.
May 10	Last day for Departmental Personnel Committee/Chair/Head and candidate to work together to identify reviewers and initiate external peer review selection process.
May 11	<p>Last day for notice of non-reappointment to 9-month faculty who are entitled to 12-month's notice before the end of a terminal contract.***</p> <p><u>And</u> Last day for each faculty member to be informed in writing of his/her workload assignment and evaluation criteria for the next academic year (last day of appointment period for spring semester).*</p>
May 15	Report on annual review of faculty performance due from deans to vice provost for academic affairs for ADHE institutional report. See Academic Policy 1405.14. (Due from Provost's office to ADHE by June 1.)

June 30 Last day for notice of non-reappointment to 12-month faculty who are entitled to 12-months' notice before the end of a terminal contract [or 12 months before the end of a terminal contract beginning on some other date].***

Off-Campus Duty Assignment reports due to provost for OCDAs taken in previous fall or calendar year. See Academic Policy 1435.40.

June 30 See below for required reports from Administration Boards, Councils, and Committees. (Information is maintained at this web site: <http://provost.uark.edu/60.php>)

- *Annual committee reports due to provost from chairs, with copy to appropriate vice chancellor, provost, or chancellor.*
- *Membership lists (with chair identified) due to provost from appointing vice chancellors and chancellor.*
- *Annual committee reports due to provost from standing Faculty Senate and Campus Council committees. See web site statement on such committees.*

NOTE: Items in italics are Other Academic Activities

*Dates or times specified in *Evaluative Criteria* online at <http://provost.uark.edu/140511.pdf>.

**Dates from the *Evaluative Criteria* defining the period within which deadlines will be established by college, school, or library (“between October 22 and November 20”) for forwarding of materials from unit to dean.

*** See Board of Trustees policy 405.1, IV, B.

NOTE: With regard to employees of the Division of Agriculture to which this document applies, this document shall be interpreted consistent with the June 26, 2008 letter specifying the involvement of the Vice President for Agriculture and the Associate Vice President for Agriculture in processes concerning tenure, promotion, post-tenure review and off-campus duty assignments.

LEGEND

Red = Faculty Matters

Blue = Promotion and Tenure

Brown = Teacher and Course Evaluations

Green = Off-Campus Duty Assignments

Pink = Department and Program Review

Black = Reports

Orange = Summer Sessions

7/15/14