

Master List of Reminders

Fall Semester			
Due Date	Item Due	Responsible Party	Point of Contact
Before the 1 st Day of Classes	Small Class Reports/Requests	Department Heads	Dr. Snead-Greene
1 st week of Fall term	HB 2504 compliance (faculty CV and syllabi for undergraduate and graduate courses uploaded in Simple Syllabus)	Faculty & Dept. Heads	Dr. Snead-Greene
Determined by HR	External Employment Forms	Faculty & Dept. Heads	Dr. Snead-Greene
1 st week of Fall term	Attendance reporting (1 st 8-week & 16-week terms)	Faculty	Mr. Michael Martinez, Interim Registrar
Late August	Review of Summer low-producing degree programs, minors, and certificates	Deans & Dept. Heads	Dr. Bellam
Late August	Paperwork for tenure-on-arrival candidates	Deans	Dr. Quazi
September 1	Tenure and/or promotion portfolios (in Canvas)	Faculty Candidates	Dr. Quazi
Early September	Distance education course proposals for Spring	Faculty & Dept. Heads	Dr. Bellam
Early September	Call for Fall graduation audits/review commencement program	Deans	Ms. LaTonya Brandon, Graduation Coordinator
Early September	Formation of NTT/APT faculty promotion review committees	Deans	Dr. Quazi
October 15	Textbook adoption for Spring	Dept. Heads	Dr. Snead-Greene
October 15	NTT/APT faculty promotion portfolios (in Canvas)	Faculty Candidates	Dr. Quazi
Mid-October	Tenure review memos for new tenure-track faculty hires	Deans	Dr. Quazi
Mid-October	Certify completion of Spring class schedule	Deans	Mr. Michael Martinez, Interim Registrar
October 21	Midterm grades submission deadline	Faculty	Dr. Bellam
1 st week of 2 nd 8-week Fall term	Attendance reporting (2 nd 8-week term)	Faculty	Mr. Michael Martinez, Interim Registrar
Mid-November	College-level tenure and/or promotion review reports	Deans	Dr. Quazi
December 1	Non-renewal notices to full-time APT faculty with 5+ years of service	Dept. Heads	Dr. Quazi
Early December	College-level NTT/APT promotion review reports	Deans	Dr. Quazi
Tuesday after the close of Fall term	Final grades submission deadline (including IP/I grades) [<i>See the Academic Calendar for earlier deadline for final grades of graduating candidates</i>]	Faculty	Dr. Bellam
Determined by IR	Workload reports	Dept. Heads	Dr. Snead-Greene Ms. Ginger Phillips
Determined by OSP	Time & Effort reporting for grants	Faculty	SRS

Spring Semester			
Due Date	Item Due	Responsible Party	Point of Contact
Early January	Review of Fall low-producing degree programs, minors, and certificates	Deans & Dept. Heads	Dr. Bellam
Before the 1 st Day of Classes	Small Class Reports/Requests	Dept. Heads	Dr. Snead-Greene
Determined by HR	External Employment Forms	Faculty & Dept. Heads	Dr. Snead-Greene
January 15	Mid-tenure review portfolios (in Canvas)	Faculty Candidates	Dr. Quazi
Mid-January	Call for Spring graduation audits/review commencement program	Deans	Ms. LaTonya Brandon, Graduation Coordinator
1 st week of Spring term	HB 2504 compliance (faculty CV and syllabi for undergraduate and graduate courses uploaded in Simple Syllabus)	Faculty & Dept. Heads	Dr. Snead-Greene
1 st week of Spring term	Attendance reporting (1 st 8-week & 16-week terms)	Faculty	Mr. Michael Martinez, Interim Registrar
Late January	Curricula proposal submissions for the upcoming Fall semester	Faculty & Dept. Heads	Dr. Bellam
End of January	Multi-year contracts (eligible NTT/APT faculty only)	Dept. Heads	Dr. Quazi
Mid-February	Certify completion of Summer/Fall class schedule	Deans	Mr. Michael Martinez, Interim Registrar
Mid-February	Budget review period	Academic Fiscal Affairs	Mrs. Ricks
March 1	Non-renewal notices to full-time APT faculty with 1-5 years of service	Dept. Heads	Dr. Quazi
March 1	Post-tenure review portfolios (in Canvas)	Faculty Candidates	Dr. Quazi
Early March	Distance education course proposals for Summer and Fall	Faculty & Dept. Heads	Dr. Bellam
Early March	Process Faculty Activity Reports (FARs) for the upcoming year	Deans & Dept. Heads	Dr. Quazi
March 10	Midterm grades submission deadline	Faculty	Dr. Bellam
March 15	Textbook adoption for Summer semester	Dept. Heads	Dr. Snead-Greene
Mid-March	End-of-contract letters for all NTT/APT faculty	Dept. Heads	Dr. Quazi
Mid-March	MOAs for next academic year (all faculty)	Dept. Heads	Dr. Quazi
Mid-March	Reappointment letters for next academic year for returning NTT/APT faculty	Dept. Heads	Dr. Quazi
1 st week of 2 nd 8-week Spring term	Attendance reporting (2 nd 8-week term)	Faculty	Mr. Michael Martinez, Interim Registrar
Early April	College-level mid-tenure review reports	Deans	Dr. Quazi
Early April	University-level tenure/promotion workshops	Faculty Affairs	Dr. Quazi
Early April	Program review planning	Academic Affairs	Dr. Bellam
Mid-April	Summer contracts deadline	Dept. Heads	Mrs. Ricks

April 15	Textbook adoption for Fall semester	Dept. Heads	Dr. Snead-Greene
Mid-May	College-level post-tenure review reports	Deans	Dr. Quazi
Mid-May	Mid-tenure review debriefing meeting with faculty	Dept. Heads	Dr. Quazi
Tuesday after the close of Spring term	Final grades submission deadline (including IP/I grades) [<i>See the Academic Calendar for earlier deadline for final grades of graduating candidates</i>]	Faculty	Dr. Bellam
Determined by IR	Workload reports	Dept. Heads	Dr. Snead-Greene Ms. Ginger Phillips
Summer Semester			
Due Date	Item Due	Responsible Party	Point of Contact
Before the 1 st Day of Classes	Small Class Reports/Requests	Dept. Heads	Dr. Snead-Greene
1 st week of Summer term	HB 2504 compliance (faculty CV and syllabi for undergraduate and graduate courses uploaded in Simple Syllabus)	Faculty & Dept. Heads	Dr. Snead-Greene
1 st week of Summer term	Attendance reporting (1 st 5-week & 10-week terms)	Faculty	Mr. Michael Martinez, Interim Registrar
June 1	Notification of early tenure/promotion or (full) promotion application candidates to Faculty Affairs	Dept. Heads	Dr. Quazi
Early June	Review of Spring low-producing degree programs, minors, and certificates	Deans & Dept. Heads	Dr. Bellam
Early June	Updated list of faculty with new terminal degrees	Dept. Heads	Dr. Quazi
Early June	Call for Summer graduation audits/review commencement program	Deans	Ms. LaTonya Brandon, Graduation Coordinator
June-July	College-level tenure/promotion workshops	Deans	Dr. Quazi
July 15	Deadline to submit all scholarship transmittals	Deans/Dept. Heads/Scholarship Manager	Ms. Kelly Garrett, Associate Director of Scholarships
1 st week of 2 nd 5-week Summer term	Attendance reporting (2 nd 5-week term)	Faculty	Mr. Michael Martinez, Interim Registrar
Early August	Formation of faculty review committees (mid-tenure, tenure/promotion & post-tenure reviews)	Deans	Dr. Quazi
Tuesday after the close of Summer term	Final grades submission deadline (including IP/I grades) [<i>See the Academic Calendar for earlier deadline for final grades of graduating candidates</i>]	Faculty	Dr. Bellam
Determined by IR	Workload reports	Dept. Heads	Dr. Snead-Greene Ms. Ginger Phillips