

## **MASTER CALENDAR FOR ACADEMIC AFFAIRS DEADLINES (from deans to VPAA)**

September 15 – Deadline for recommendations for reemployment of faculty for fourth and consecutive years

September 15 – Deadline for submission of Annual Planning and Assessment Reports  
(<http://www.una.edu/administration/planning-assessment/>)

10<sup>th</sup> day of classes – Data is frozen

16<sup>th</sup> day of fall classes – Deadline for submission of Released Time Forms and Electronic Personnel Action Form (EPAF) for Adjuncts, Overloads, Independent Studies, and Instructional Staff and for making updates to Sedona

October 1 – Deadline for verification of separate syllabi for 400- and 500-level courses

October 1 – Deadline for requests for advertising adjunct faculty positions for spring

October 1 – Deadline for submission of faculty assignments for commencement

October 22 – Deadline for submission of Textbook Orders to bookstores (for spring semester and summer term)

November 1 – Deadline for updating Area V Web Pages (by college web lions)

November 1 – Deadline for submission of projected Summer Faculty Budget Needs (to Jerri Bullard and Renee' Vandiver)

November 15 – Deadline for recommendations for reemployment of faculty for third year

10<sup>th</sup> day of classes – Data is frozen

16<sup>th</sup> day of spring classes – Deadline for submission of Released Time Forms and Electronic Personnel Action Form (EPAF) for Adjuncts, Overloads, Independent Studies, and Instructional Staff and for making updates to Sedona

February 1 – Deadline for verification of separate syllabi for 400- and 500-level courses

February 15 – Deadline for submission of promotions recommendations

February 15 – Deadline for recommendations for reemployment of faculty for second year

March 1 – Deadline for requests for advertising adjunct faculty positions for summer and fall

March 1 – Deadline for changes, if any, to Departmental/College Promotion and Tenure Guidelines (deadline to deans is February 1)

March 1 – Deadline for reporting to Celia Reynolds, with a copy to Renee' Vandiver, substantive change reporting of new (credit-bearing) certificate programs – rule of thumb is if 25% or more of the total number of credits required for the certificate are new courses, a modified substantive change prospectus is required to be submitted prior to offering the certificate

March 22 – Deadline for submission of Textbook Orders to bookstores (for fall semester)

April 1 – Every 3 years, submission of “model” portfolios for Collier Library reserves – 2 from Arts and Sciences (1 arts, 1 sciences) and 1 each from Business, Education, Nursing, and Collier Library/ETS [next deadline: 2016]

April 1 – Deadline for recommendations for renewal of non-tenure-track contracts

April 15 – Deadline for submission of Substantive Change Checklist to SACSCOC Liaison that either confirms no substantive changes occurred in the respective college or provides the required checklist information for all substantive changes that occurred the year prior

May 1 – Deadline for submission of Electronic Personnel Action Form (EPAF) for those faculty teaching during the May Intersession Period

May 1 – Deadline for report of annual highlights for inclusion in Academic Affairs annual report to Board of Trustees

May 1 – Deadline for notification to VPAA of December commencement speaker choice: Year One (2016-17) – CAS; Year Two (2017-18) – COB; Year Three (2018-19) – CAS; Year Four (2019-20) – COEHS; Year Five (2020-21) – CON

June – Friday following Session I and Regular Summer Term registration, deadline for submission of Electronic Personnel Action Form (EPAF) for Session I and R Term for Faculty, Adjuncts, Overloads, Independent Studies, and Instructional Staff

July – Friday following Session II summer registration (Thursday if July 4 holiday involved), deadline for submission of Electronic Personnel Action Form (EPAF) for Session II for Faculty, Adjuncts, Overloads, Independent Studies, and Instructional Staff

July 1 – Deadline for making any summer updates to Sedona

July 1 – Deadline for submission of recommendations for renewal of department chairs whose terms expire

July 15 – Deadline for submission of updated Faculty Credentials Certification (FCC) Database via e-mail to Renee Vandiver

August 1 – Deadline for submission of Summer Budget Needs Form for those faculty teaching during the August Intersession Period