

Administrative Calendar 2023-2024

Color key: President–gold Provost–blue Assistant Provost for AP–light blue IEQI / Assessment–green
Deans– purple Chair–brown Faculty–red Budget and Planning–light green Committees–pink

July

- 1 **Performance Agreement Reporting for 2022;** Performance Agreement Report from Provost to KBOR
- 14 **Faculty Award Nominations *Fall 2023 and Spring 2024*;** Dean transfers AY23-24 funds to provost account
- 31 **Class Schedule Preparation *Spring 2024*;** Registrar’s Office begins resolving on-campus class schedule room conflicts.

August

- 1 **Special Adjunct Professor Update;** Provost sends list to Dean
- 11 **Class Schedule Preparation *Spring 2024*;** Registrar’s Office have on-campus class schedule room conflicts resolved.
- 25 **Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Candidate file to Chair / Library Dean
- 28 **Class Schedule Preparation *Summer 2024 and Fall 2024*;** On-campus and online class schedule preparation information to Dean to Chair.
Faculty Award Nominations *Fall 2023*; Call for nominations
Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Chair / Library Dean to Department Committee
- 29 **Spoken English Language GTA/GA/RA Competency Form;** Chair or Academic Dean to Grad School Director
- 31 **Special Adjunct Professor Update;** Dean submits updated list to Provost

September

- 1 **Staff Development Funding Quarterly Applications (UPS and USS);** to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 5 **Class Schedule Preparation *Spring 2024 and Intersession 2024*;** Publishing of sections begin
- 6 **Special Adjunct Professor Update;** Provost notification to Special Adjunct Professor
- 8 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); Applicant file to Chair
Promotion other Non-Tenure Track Lecturer, Program Spec, Librarian (refer to detailed [timeline](#) and [MOA](#)); File to Chair / Library Dean
- 11 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); Chair to Department Committee
Promotion other Non-Tenure Track Faculty Lecturer, Program Spec, Librarian (refer to detailed [timeline](#) and [MOA](#)); Chair / Library Dean to Department Cmt
- 12 **Summer Research/Creative Activity Project Reports from *Summer 2023*;** Faculty to Chair
- 13 **Tenure** (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); Department Committee to Chair / Library Dean

- 15 **Annual Merit Review *Fall 2023 and calendar year 2024*** (refer to [timeline](#) and [MOA](#)); Chair and **new Faculty** review and finalize *F2023 and 2024* Annual Statements of Responsibilities (ASR)

Online Course Development Submission to TILT for *Fall 2024* Chair to Assistant Provost of TILT

- 19 **Summer Research/Creative Activity Project Reports from *Summer 2023***; Chair to Dean

- 20 **Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals

- 22 **Faculty Award Nominations *Fall 2023***; Nominations to Chair

- 26 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); Department Committee to Chair

Promotion other Non-Tenure Track Faculty Lecturer, Program Spec, Librarian (refer to detailed [timeline](#) and [MOA](#)); Department Cmt to Chair / Library Dean

- 29 **Annual Merit Review *2024*** (refer to [timeline](#) and [MOA](#)); Faculty and Chair consult regarding *2024* ASR

Phased Retirement Requests; Faculty to Chair

Retirement, Limited Health Care Bridge Requests; Faculty to Chair

Terminal Degree Tuition Assistance *2024-2025*; Proposals due from Chair and Dean to Provost

October

- 2 **Class Schedule Preparation *Fall 2024 and Summer 2024***; On-campus and online schedule copy from Chair to Dean. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy.

Course Change Approval Forms for *Spring 2024*; Chair to Assist Provost for Academic Prgms *date subject to change*

Course Material Adoptions for *Intersession 2024 and Spring 2024*; FHSU Online Bookstore portal opens

Reassigned Time Reports (TRACK I AND II) from *Spring 2023*; Faculty to Chair

Sabbatical Reports from *2022-2023 Academic Year and Spring 2023*; Faculty to Chair

Summer *2024* Course Application Forms; Chair start submitting forms (Workday)

Z-Course Designation for *Fall 2024 and Summer 2024*; Online forms due. See [certification form](#).

- 3 **Summer Research/Creative Activity Project Reports from *Summer 2023***; Dean to Office of Scholarship and Sponsored Projects

Tenure (third-sixth years - refer to detailed [timeline](#) and [MOA](#)); file to College Committee

Tenure (third-sixth years library faculty - refer to detailed [timeline](#) and [MOA](#)); Library Dean forwards file to Provost's Office

- 6 **Faculty Award Nominations *Fall 2023***; Chair to Dean

- 9 **Class Schedule Preparation *Fall 2024 and Summer 2024***; On-campus and online schedule copy from Dean to Registrar. (Begin reviewing sections and check room conflicts among all departments.)

Class Schedule Preparation *Spring 2024 and Intersession 2024*; First day of Registration

Reassigned Time Reports (TRACK I AND II) from *Spring 2023*; Chair to Dean

Sabbatical Reports from *2022-2023 Academic Year and Spring 2023*; Chair to Dean

- 11 **Promotion other Non-Tenure Track Faculty** Lecturer, Program Spec. (refer to detailed [timeline](#) and [MOA](#)); Chair to Dean

Promotion other Non-Tenure Track Faculty Librarian (refer to detailed [timeline](#) and [MOA](#)); Library Dean to Provost

- 13 **Course Material Adoptions for *Intersession 2024***; Priority deadline faculty to Akademos
Reassigned Time Applications (TRACK II – TRADITIONAL / CIRP) *Fall 2024* and *Spring 2025*; Faculty to Chair
- 16 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); file to College Committee
Reassigned Time Reports (TRACK II ONLY) from *Spring 2023*; Dean to Provost
Sabbatical Reports from *2022-2023 Academic Year* and *Spring 2023*; Dean to Provost
- 20 **Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2024* and *Spring 2025***; Chair to Dean
Reassigned Time Applications (TRACK I) *Fall 2024*; Faculty to Chair
- 25 **Tenure (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#))**; College Committee to Dean
- 27 **Course Material Adoptions for *Spring 2024***; Priority deadline faculty to Akademos
Faculty Award Nominations *Fall 2023*; Dean to Provost's Office

November

- 1 **Faculty Development Funding Quarterly Applications**; to Provost with Chair and Dean approvals
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *Fall 2024* and *Spring 2025*; Dean to Provost
Reassigned Time Applications (TRACK I) *Fall 2024*; Chair to Dean
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
Tenure (third and fourth years - refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 2 **Promotion other Non-Tenure Track Faculty Lecturer, Program Spec.** (refer to detailed [timeline](#) and [MOA](#)); Dean to Provost
- 7 **Faculty Award Nominations *Fall 2023***; Provost to Academic Council
Promotion Assist/Assoc/Professor (refer to detailed [timeline](#) and [MOA](#)); College Committee to Dean
- 10 **Course Material Adoptions for *Intersession 2024***; Adoption portal changes to read-only for faculty
- 11 **Course Material Adoptions for *Intersession 2024***; Student store opens
- 13 **Faculty Award Nominations *Fall 2023***; Provost to President
- 15 **Phased Retirement Requests**; Chair to Dean
Program Assessment Report; Chair submits Program Assessment Annual Report to Dir. of University Assessment
Reassigned Time Applications (TRACK II TRADITIONAL / CIRP) *2024-2025*; Provost letter to applicant
Reassigned Time Applications (TRACK I) *Fall 2024*; Dean notification to Provost
Retirement, Limited Health Care Bridge Requests; Chair to Dean
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); Candidate file to Chair / Library Dean
- 16 **Tenure (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#))**; Dean forwards file to Provost's Office
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); Chair / Library Dean to Department Committee

- 22 **Course Material Adoptions for *Spring 2024***; Adoption portal changes to read-only for faculty
- 27 **Course Material Adoptions for *Spring 2024***; Student store opens
- 28 **Tenure** (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); **University Committee convenes**
- 29 **Tenure** (third and fourth years - refer to detailed [timeline](#) and [MOA](#)); **Dean final recommendation to Provost**

December

- 1 **Annual Merit Review 2024** (refer to [timeline](#) and [MOA](#)); **Faculty review 2024 development plans/priorities**
Phased Retirement Requests; **Dean to Provost**
Promotion other Non-Tenure Track Faculty Lecturer, Program Spec. (refer to detailed [timeline](#) and [MOA](#)); **Provost to President**
Retirement, Limited Health Care Bridge Requests; **Dean to Provost**
Sabbatical Leave Applications for 2024-2025 Academic Year; **Faculty to Chair**
- 8 **Professional Travel Funds Report FY23**; **Provost provides form to Dean**
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); **Department Committee to Chair / Library Dean**
- 13 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); **Dean forwards file to Provost's Office**
- 15 **Annual Merit Review 2024** (refer to [timeline](#) and [MOA](#)); **Chair and Faculty review and finalize 2024 ASR**
Phased Retirement Requests; **Provost to President**
Professional Travel Funds Report FY23; **Dean provides form to Chair**
Retirement, Limited Health Care Bridge Requests; **Provost to President**
Sabbatical Leave Applications for 2024-2025 Academic Year; **Chair to Dean**

January

- 4 **Sabbatical Leave Applications for 2024-2025 Academic Year**; **Dean to Provost**
- 8 **Class Schedule Preparation *Fall 2024 and Summer 2024***; Registrar's Office begins resolving on-campus class schedule room conflicts.
- 11 **Sabbatical Leave Applications for 2024-2025 Academic Year**; **Provost to Committee**
- 16 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); **University Committee convenes**
- 17 **Sabbatical Leave Applications for 2024-2025 Academic Year**; **Committee to Provost**
- 18 **President's Distinguished Scholar**; **Call for nominations**
- 19 **Class Schedule Preparation *Fall 2024 and Summer 2024***; Registrar's Office have on-campus class schedule room conflicts resolved.
Sabbatical Leave Applications for 2024-2025 Academic Year; **Provost to President**
- 22 **Faculty Award Nominations *Fall 2023***; Awards presented (Winter Convocation)
Faculty Award Nominations *Spring 2024*; **Call for nominations**

- 22 **Notification for Non-Renewal of Faculty Contracts (Temporary Full Time Faculty);** Dean letter to faculty, copy to Provost
Tenure (first and second years library faculty – refer to detailed [timeline](#) and [MOA](#)); Dean final recommendation to Provost
- 23 **Spoken English Language GTA/GA/RA Competency Form;** Chair or Academic Dean to Grad School Director
Tenure (first and second years – refer to detailed [timeline](#) and [MOA](#)); Chair to Dean
- 25 **Professional Travel Funds Report FY23;** Chair to Dean
Tenure (fifth and sixth years – refer to detailed [timeline](#) and [MOA](#)); University Committee to Provost
- 31 **Class Schedule Preparation Fall 2024 and Summer 2024;** Publishing of sections begin

February

- 1 **Faculty Development Funding Quarterly Applications;** to Provost with Chair and Dean approvals
Leave without Pay Applications for 2024-2025; Faculty to Chair
Professional Travel Funds Report FY23; Dean to General Counsel
Reassigned Time Reports (TRACK I AND II) from Fall 2023; Faculty to Chair
Sabbatical Reports from Fall 2023; Faculty to Chair
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals
- 5 **Edmund Shearer Academic Advisor of the Year Award 2023-2024;** Call for nominations
- 8 **Reassigned Time Reports (TRACK I & II) from Fall 2023;** Chair to Dean
Sabbatical Leave Applications for 2024-2025 Academic Year; Notification to Faculty
Sabbatical Leave Applications for 2024-2025 Academic Year; Funding memo from Provost to Dean
Sabbatical Reports from Fall 2023; Chair to Dean
- 12 **Sabbatical Leave Applications for 2024-2025 Academic Year;** Notification to University Press of KS
- 13 **Tenure** (first and second years – refer to detailed [timeline](#) and [MOA](#)); Dean final recommendation to Provost
- 14 **Promotion Assist/Assoc/Professor** (refer to detailed [timeline](#) and [MOA](#)); University Committee to Provost
- 15 **Annual Merit Review 2023** (refer to [timeline](#) and [MOA](#)); Faculty 2023 evaluation materials to Chair
Leave without Pay Applications for 2024-2025; Chair to Dean/Director
Online Course Development Submission to TILT for Spring 2025; Chair to Assistant Provost of TILT
Phased Retirement Requests; Notification to Faculty and Human Resources
Professional Travel Funds FY23; General Counsel to AAUP
Reassigned Time Reports (TRACK II ONLY) from Fall 2023; Dean to Provost
Retirement, Limited Health Care Bridge Requests; Notification to Faculty and Human Resources
Sabbatical Reports from Fall 2023; Dean to Provost
Summer Research/Creative Activity Project Funds Applications Summer 2024; Completed applications to the Office of Scholarship and Sponsored Projects

- 16 Faculty Award Nominations *Spring 2024*; Nominations to Chair
Tenure (fifth and sixth years - refer to detailed [timeline](#) and [MOA](#)); Provost to President
- 23 Faculty Award Nominations *Spring 2024*; Chair to Dean
- 26 Edmund Shearer Academic Advisor of the Year Award 2023-2024; Nominations to Chair
- TBA Class Schedule Preparation *Fall 2024 and Summer 2024*; First day of Registration

March

- 1 Leave without Pay Applications for 2024-2025; Dean/Director to Provost
Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Faculty file to Dean and Committee
Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Chair forwards faculty evaluations to Committee
Post Tenure Review 2024-2025 (refer to detailed [timeline](#) and [MOA](#)); Provost notifies Dean of 2024-2025 review group
President's Distinguished Scholar; Nomination to Provost
Terminal Degree Tuition Assistance 2024-2025; Candidate submits application/plan of study to Chair
- 4 Course Change Approval Forms for *Fall and Summer 2024*; Chair to Assistant Provost for Academic Programs
date subject to change
Course Material Adoptions for *Summer and Fall 2024*; FHSU Online Bookstore portal opens
Edmund Shearer Academic Advisor of the Year Award 2023-2024; Chair to Dean
- 5 Cross-Border Educational Excellence Award 2023-2024; Call for nominations
- 7 Promotion Assist/Assoc/Professor (refer to detailed [timeline](#) and [MOA](#)); Provost to President
- 8 Leave without Pay Applications for 2024-2025; Provost to President
Summer Research/Creative Activity Project Funds Applications *Summer 2024*; OSSP notifies Deans to begin review
- 15 Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Committee completes written statement
Terminal Degree Tuition Assistance 2024-2025; Chair to Dean
- 18 Course Material Adoptions for *Summer 2024* Priority deadline Faculty to Akademos
- 19 Summer Research/Creative Activity Project Funds Applications *Summer 2024*; Deans and Provost select grant recipients
- 22 Faculty Award Nominations *Spring 2024*; Dean to Provost's Office
Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Committee forwards file to Dean
- 25 Edmund Shearer Academic Advisor of the Year Award 2023-2024; Dean to Provost's Office
- 26 Cross-Border Educational Excellence Award 2023-2024; due to Provost's Office
Summer Research/Creative Activity Project Funds Applications *Summer 2024*; Provost sends letter to applicant

April

- 1 **Annual Merit Review 2023** (refer to [timeline](#) and [MOA](#)); Chair reviews final evaluation with faculty
Faculty Development Funding Quarterly Applications; to Provost with Chair and Dean approvals
Summer Research/Creative Activity Project Funds Applications Summer 2024; Academic Dean submits period activity pay for recipients
Terminal Degree Tuition Assistance 2024-2025; Dean to Provost
 - 2 **Faculty Award Nominations Spring 2024**; Provost to Academic Council
 - 3 **Course Material Adoptions for Fall 2024** Priority deadline Faculty to Akademos
 - 8 **Faculty Award Nominations Spring 2024**; Provost to President
 - 9 **Cross-Border Educational Excellence Award 2023-2024**; Recommendations Committee forwards recommendations to Provost
 - 10 **Annual Merit Review 2023** (refer to [timeline](#) and [MOA](#)); Chair to Dean
Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Dean completes review
 - 12 **Course Material Adoptions for Summer 2024**; Adoption portal changes to read-only for faculty
 - 13 **Course Material Adoptions for Summer 2024**; Student store opens
 - 15 **President's Distinguished Scholar**; Faculty application file to Provost
Reassigned Time Applications (TRACK I) Spring 2025; Faculty to Chair
Terminal Degree Tuition Assistance 2024-2025; Notification to faculty
 - 16 **Cross-Border Educational Excellence Award 2023-2024**; Academic Council makes final recommendations
Edmund Shearer Academic Advisor of the Year Award 2023-2024; Provost to Academic Council
 - 26 **Cross-Border Educational Excellence Award 2023-2024**; Provost to President
President's Distinguished Scholar; Provost to Committee
 - 29 **Reassigned Time Applications (TRACK I) Spring 2025**; Chair to Dean
 - 30 **Course Material Adoptions for Fall 2024**; Adoption portal changes to read-only for faculty
- TBA **Class Schedule Preparation Spring 2025 and Intersession 2025**; On-campus and online class schedule preparation information to Deans to Chairs

May

- 1 **Annual Merit Review 2023** (refer to [timeline](#) and [MOA](#)); Dean to Provost
Course Material Adoptions for Fall 2024; Student store opens
Post Tenure Review 2023-2024 (refer to detailed [timeline](#) and [MOA](#)); Dean summary to Provost
Post Tenure Review 2024-2025 (refer to detailed [timeline](#) and [MOA](#)); Dean notifies Faculty of 2024-2025 review
Staff Development Funding Quarterly Applications (UPS and USS); to Vice President Administration and Finance with Chair/Director and Dean/Vice President approvals

- 1 **Terminal Degree Tuition Assistance 2024-2025**; Signed loan agreement from Dean to Provost for administration signatures
- 3 **Edmund Shearer Academic Advisor of the Year Award 2023-2024**; Award presented (Spring Convocation)
Faculty Award Nominations Spring 2024; Awards presented (Spring Convocation)
- 6 **President's Distinguished Scholar**; Provost notification to President
- 15 **Online Course Development Submission to TILT for Summer 2025**; Chair to Assistant Provost of TILT
Reassigned Time Applications (TRACK I) Spring 2025; Dean notification to Provost
- 30 **Z-Course Designation for Spring 2025**; Online forms due. See [certification form](#).

TBA **Class Schedule Preparation Spring 2025 and Intersession 2025**; On-campus and online class schedule copy from Chairs to Deans. (Check for internal departmental on-campus room conflicts.) Approval by Dean of Chair's copy

June

- 11 **Spoken English Language GTA/GA/RA Competency Form**; Chair or Academic Dean to Grad School Director

TBA **Class Schedule Preparation Spring 2025 and Intersession 2025**; On-campus and online class schedule copy from Dean to Registrar's Office. (Begin reviewing sections and check room conflicts among all departments.)

July 2024

- 1 **Performance Agreement Reporting for 2023**; Performance Agreement Report from Provost to KBOR

- 15 **Faculty Award Nominations Fall 2024 and Spring 2025**; Dean transfers AY24-25 funds to provost account

TBA **Class Schedule Preparation Spring 2025**; Registrar's begins resolving on-campus class schedule room conflicts.

August 2024

- 14 **President's Distinguished Scholar**; Presentation of award (Fall Convocation)

Other

Cross-Border Educational Excellence Award 2023-2024; President announces recipient in May/June

Emeriti Nominations; Chair to Dean to Provost to President
After retirement effective date

Spoken English Language Faculty Competency Form; to Human Resources
As hired

Glossary of Processes

Academic Advising Report on Baseline *Triennial, will return to calendar in 2024-25*

Accreditation Chart Update *Biennial, will return to calendar in 2024-25*

Annual Merit Review 2023 (refer to detailed timeline and MOA) ([Sep 15](#), [Feb 15](#), [Apr 1](#), [Apr 10](#), [May 1](#))

Annual Merit Review 2024 (refer to detailed timeline and MOA) ([Sep 15](#), [Sep 29](#), [Dec 1](#), [Dec 15](#))

Budget Process *Reference the University-Wide Funding Pathways shared via Cabinet each year.*

Class Schedule Preparation Spring 2024 and Intersession 2024 ([Jul 31](#), [Aug 11](#), [Sep 5](#), [Oct 9](#))

Class Schedule Preparation Fall 2024 and Summer 2024 ([Aug 28](#), [Oct 2](#), [Oct 9](#), [Jan 8](#), [Jan 19](#), [Jan 31](#), TBD)

Class Schedule Preparation Spring 2025 and Intersession 2025 (*dates TBA in spring 2024*)

Course Change Approval Forms Spring, Fall and Summer 2024 ([Oct 2](#), [Mar 4](#)) *dates subject to change*

Course Material Adoptions to Akademos Intersession 2024 ([Oct 2](#), [Oct 13](#), [Nov 10](#), Nov 11)

Course Material Adoptions to Akademos Spring 2024 ([Oct 2](#), [Oct 27](#), [Nov 22](#), Nov 27)

Course Material Adoptions to Akademos Summer 2024 ([Mar 4](#), [Mar 18](#), [Apr 12](#), Apr 13)

Course Material Adoptions to Akademos Fall 2024 ([Mar 4](#), [Apr 3](#), [Apr 30](#), May 1)

Cross-Border Educational Excellence ([Mar 5](#), [Mar 26](#), [Apr 9](#), [Apr 16](#), [Apr 26](#), [May/June](#))

Edmund Shearer Advisor of the Year ([Feb 5](#), [Feb 26](#), [Mar 4](#), [Mar 25](#), [Apr 16](#), May 3)

Emeriti Nominations (*after retirement effective date*)

Faculty Award Nominations Fall 2023 ([Jul 14](#), [Aug 28](#), [Sep 22](#), [Oct 6](#), [Oct 27](#), [Nov 7](#), [Nov 13](#), Jan 22)

Faculty Award Nominations Spring 2024 ([Jan 22](#), [Feb 16](#), [Feb 23](#), [Mar 22](#), [Apr 2](#), [Apr 8](#), May 3)

Faculty Development Funding Quarterly Applications ([Sep 20](#), [Nov 1](#), [Feb 1](#), [Apr 1](#))

Leave without Pay Applications 2024-2025 ([Feb 1](#), [Feb 15](#), [Mar 1](#), [Mar 8](#))

Notification for Non-Renewal of Faculty Contracts (temporary full-time faculty) ([Jan 22](#))

Online Course Development Submission to TILT ([Sep 15](#), [Feb 15](#), [May 15](#))

Performance Agreement Reporting for 2022 ([Jul 1](#))

Performance Agreement Reporting for 2023 ([Jul 1-2024](#))

Phased Retirement Requests ([Sep 29](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Post Tenure Review 2023-2024 ([Mar 1](#), [Mar 1](#), [Mar 15](#), [Mar 22](#), [Apr 10](#), [May 1](#))

Post Tenure Review 2024-2025 ([Mar 1](#), [May 1](#))

President's Distinguished Scholar ([Jan 18](#), [Mar 1](#), [Apr 15](#), [Apr 26](#), [May 6](#), Aug 14-2024)

Professional Travel Funds Report FY23 ([Dec 8](#), [Dec 15](#), [Jan 25](#), [Feb 1](#), Feb 15)

Program Assessment Report ([Nov 15](#))

Promotion Assist/Assoc/Professor (refer to detailed timeline and MOA) ([Sep 08](#), [Sep 11](#), [Sep 26](#), [Oct 16](#), [Nov 7](#), [Dec 13](#), [Jan 16](#), [Feb 14](#), [Mar 07](#))

Promotion other Non-Tenure Track Faculty Lecturer, Program Spec, Librarian ([Sep 08](#), [Sep 11](#), [Sep 26](#), [Oct 11](#), [Nov 2](#), [Dec 1](#))

Reassigned Time Applications (Track II - traditional and CIRP) Fall 2024 and Spring 2025 ([Oct 13](#), [Oct 20](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Fall 2024 ([Oct 20](#), [Nov 1](#), [Nov 15](#))

Reassigned Time Applications (Track I) Spring 2025 ([Apr 15](#), [Apr 29](#), [May 15](#))

Reassigned Time Reports (Track I and II) from Spring 2023 ([Oct 2](#), [Oct 9](#), [Oct 16](#))

Reassigned Time Reports (Track I and II) from Fall 2023 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Regents Program Review Reports *AY 23 and AY24 program review reports suspended by BAASC in Sept 2022. New criteria and requirements forthcoming.*

Retirement, Limited Health Care Bridge Requests ([Sep 29](#), [Nov 15](#), [Dec 1](#), [Dec 15](#), [Feb 15](#))

Sabbatical Leave Applications for 2024-2025 Academic year ([Dec 1](#), [Dec 15](#), [Jan 4](#), [Jan 11](#), [Jan 17](#), [Jan 19](#), [Feb 8](#), [Feb 8](#), [Feb 12](#))

Sabbatical Reports from 2022-2023 Academic Year and Spring 2023 ([Oct 2](#), [Oct 9](#), [Oct 16](#))

Sabbatical Reports from Fall 2023 ([Feb 1](#), [Feb 8](#), [Feb 15](#))

Special Adjunct Professor Update ([Aug 1](#), [Aug 31](#), [Sep 6](#))

Spoken English Language GTA/GA/RA Competency Form (Tuesday of second week of each semester or session) ([Aug 29](#), [Jan 23](#), [Jun 11](#))

Spoken English Language Faculty Competency Form ([as hired](#))

Staff Development Funding Quarterly Applications (UPS and USS) ([Sep 1](#), [Nov 1](#), [Feb 1](#), [May 1](#))

Summer 2024 On-Campus Course Application Forms ([Oct 2](#))

Summer Research/Creative Activity Project Funds Applications for Summer 2024 ([Feb 15](#), [Mar 8](#), [Mar 19](#), [Mar 26](#), [Apr 1](#))

Summer Research/Creative Activity Project Reports from Summer 2023 ([Sep 12](#), [Sep 19](#), [Oct 3](#))

Tenure (fifth & sixth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 28](#), [Sep 13](#), [Oct 3](#), [Oct 25](#), [Nov 16](#), [Nov 28](#), [Jan 25](#), [Feb 16](#))

Tenure (third & fourth – refer to detailed timeline and MOA) ([Aug 25](#), [Aug 28](#), [Sep 13](#), [Oct 3](#), [Nov 1](#), [Nov 29](#))

Tenure (first & second – refer to detailed timeline and MOA) ([Nov 15](#), [Nov 16](#), [Dec 8](#), [Jan 22](#), [Jan 23](#), [Feb 13](#))

Terminal Degree Tuition Assistance 2024-2025 ([Sep 29](#), [Mar 1](#), [Mar 15](#), [Apr 1](#), [Apr 15](#), [May 1](#))

Z-Course Designation for Fall 2024 ([Oct 2](#)) Summer 2024 ([Oct 2](#)) Spring 2025 ([May 30](#))