

FACULTY CALENDAR

End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
9/30	Course/Schedule preference to supervisor
10/1	Tenure eligibility list distributed
10/1	Sick leave bank open
End 5th Week	Supervisor shall return course materials to faculty members by end of fifth week
10/15	Notice or Non-reappointment in 5 th year of later – requires just cause
10/15	College service plan to supervisor
10/30	Last day to opt out of sick bank
10/31	Course/Schedule preference to faculty
11/21	Unit Personnel Practices Committee established
Last Class	Last day fall semester can end & faculty submit college service and student advisement form on last day
1/1	Personal days benefit begins. 3 days if hired prior to 7/1/12. 2 days if hired after 7/1/12
Spring Classes Begin	Classes begin at some colleges
1st Day	Faculty office hours to supervisor on first day of classes
End of 1st Week	Office hours posted at end of first week of class
End of Drop/Add	Course materials distributed to students and to supervisor before end of drop/add period
2/1	Summary evaluation returned
2/10	Summary evaluation rebuttals due 7 workdays after evaluation
2/15	College service plan to supervisor
End 5th Week	Course materials returned
2/28	New full and part-time hire list due and 7 business days after hire
2/28	Course/Schedule preferences to Supervisor
3/1	Notice of non-reappointment is due in 1 st four years
3/15	Dean's recommendations for title change
3/15	Unit Personnel Practices Committee recommendations for tenure
3/30	Department chair evaluations
3/30	Preferred schedules and course submitted
3/31	Department chair vacancies announced
3/31	Course/Schedule to faculty
4/15	Dean's tenure recommendations
4/15	Title changes announced
4/30	Fall assignments to faculty & fulltime schedules to chapter
5/1	President's tenure recommendations and sabbatical approvals for Fall\ to faculty
Last Class	Last Day of classes Faculty submit college service and student advisement form (date varies)

Sabbatical Timetable

- The applicants for sabbatical leave shall submit their proposed plan on a standard form to their immediate supervisor.
- The applicant and their supervisor shall meet prior to the Applicant's submission of their application in order to discuss the proposed sabbatical's details.
- Applications must be submitted no later than April 1 for sabbaticals beginning in the Spring semester for faculty,
- And no later than October 1 for sabbaticals beginning the Fall semester for faculty.