

**2017 - 2018 DATES AND DEADLINES**

DISTRIBUTED BY FACULTY SERVICES– OFFICE OF ACADEMIC AFFAIRS

**This calendar is specifically for the Faculty Services Office and Union due dates. Please check with your Dean's/Director's office for dates specific to each college/school. Some things may be due to the Dean's/Director's office for signatures prior to being submitted in the Faculty Services Office. School of Nursing may have different semester start and end dates due to their trimester schedules. Check on the Faculty Services website for IDEA student survey dates.**

UAFT & UNAC Appointment Letters to Faculty	Early August 2017
Faculty Contracts begin	August 13, 2017
New Faculty Orientation	August 14-15, 2017
College Faculty Meetings	August 17, 2017
Welcome Back Event, Promotion and Tenure Recognition Event	August 25, 2017
Campus Kickoff	August 26, 2017
Fall semester instruction begins	August 28, 2017
UNAC Promotion, Tenure, Post-Tenure Reviews and 4th Year Comp files due to the dean (UNAC CBA, Article 9)	September 11, 2017
UNAC Annual Activity Reports due to the dean for <b>all</b> UNAC faculty (UNAC CBA 9.2.1)	September 11, 2017
UAFT Promotion, Tenure, Post-Tenure and 4th Year Comp files due to the dean/director (UAFT CBA Article 6)	September 15, 2017
UAFT Annual Activity Reports due to the dean/director for <b>all</b> UAFT faculty (UAFT CBA Article 6)	September 15, 2017
Sabbatical reports due to OAA (for 2016-17 and Spring 2017 Sabbaticals)	September 15, 2017
Appointment Letters due to OAA (internal deadline)	September 15, 2017
Sabbatical requests due to dean/director (last Monday in September)	September 25, 2017
Emeritus applications for December Commencement due to OAA (after review completed by Campus Directors, College Peer Review Committees & Dean)	October 2, 2017
Faculty Development and Research Travel Grant applications due to OAA*	October 16, 2017
Sabbatical requests due to OAA with Dean's/Director's signature	October 30, 2017
Faculty Development and Research Travel Grant award decisions to faculty (approx. date)	November 15, 2017
Non teaching day (day before Thanksgiving)	November 22, 2017
Fall Commencement	December 17, 2017
UNAC Dean's response to Annual Reviews due to faculty member (UNAC CBA 9.2.1)	January 5, 2018
UAFT Dean's/Director's response to Annual Review for tenure-track and post tenure faculty due to faculty member (UAFT 6.1.3 & 6.1.5)	January 5, 2018
Provost decision on sabbaticals (approx. date)	January 15, 2018
Emeritus applications for May Commencement due to OAA (after review completed by Campus Directors, College Peer Review Committees & Dean)	February 15, 2018
UAFT Dean's/Director's response to Annual Review for Non-Tenure-Track "Term" Faculty (UAFT CBA 6.1.2)	February 15, 2018
UNAC workloads due to Dept. Chair (UNAC CBA 13.3.4: Mar. 1 or at least 60 days prior to the end of the current contract period)	March 1, 2018
Faculty Development and Research Travel Grant applications due to OAA*	March 15, 2018
Sabbatical reports due to OAA (for Fall 2017 Sabbaticals)	March 15, 2018
UAFT workloads due to administrator (UAFT CBA 5.2 F.2)	April 2, 2018
UNAC workloads due to dean (UNAC CBA 13.3.4 Apr 1 or at least 30 days prior to end of the current contract period)	April 2, 2018
Faculty Development and Research Travel Grant award decisions to faculty (approx. date)	April 16, 2018
UAFT dean/director shall notify faculty of their workload (UAFT CBA 5.2 F.3)	May 1, 2018
Chancellor decisions on Promotion & Tenure	May 1, 2018
UNAC workloads due from dean to unit member (May 1 or at least 5 working days prior to the end of the current contract period)	May 3, 2018
Spring Commencement	May 6, 2018
Last day of contract (end of academic year)	May 12, 2018
UAFT & UNAC notification from faculty planning to stand for P & T, list of external reviewers due to dean by 5pm	May 14, 2018
UNAC Dean's office notifies external reviewers of P&T candidates	June 30, 2018