



ACADEMIC AFFAIRS

Important Dates and Deadlines – AY 2023-2024

JULY	
1	Fall and AY part-time LOA spreadsheets and forms to HR Academic Operations
6	LAW – payroll deadline for Fall/AY LOAs
15	Sabbatical reports for Winter quarter to Associate Provost for Faculty Affairs Notification letters to tenure candidates for following academic year review
25	Tenured, tenure-track, and term faculty provide written objections to terms of LOA to HR Academic Operations <i>(subject to revision)</i>

SEPTEMBER	
11	Winter LOA spreadsheets and forms to HR Academic Operations
25	Finalized tenure/promotion list from Deans/CLEP to Associate Provost for Faculty Affairs and University Rank and Tenure Committee Junior Faculty Program Development Grant reports for prior AY to Associate Provost for Faculty Affairs

OCTOBER	
30	Finalize date and venue for Spring Provost Faculty Celebration (May)

NOVEMBER	
1	Summer Faculty Fellowship Applications to Office of Sponsored Projects (OSP) Summer Faculty Fellowship Reports to Office of Sponsored Projects (OSP)
3	Curriculog forms [All New Program Proposals] due to Office of the Provost <i>(subject to revision)</i> Summer 2024 schedule of courses to Office of the Registrar LAW – Spring LOA spreadsheets and LOAs to HR Academic Operations
15	Catholic Thought and Culture Faculty Research Grant Applications due for new fellows to Director of ICTC
20	Winter Affiliate spreadsheets to HR Academic Operations



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DECEMBER	
1	Sabbatical applications to Associate Provost for Faculty Affairs
	Payroll deadline for returning and new faculty winter LOAs
	LAW – payroll deadline for returning and new spring LOAs
	Curriculog forms [Revise Program, End/Suspend Program, New Course, Revise Course, Delete Course] due to Office of the Provost (<i>subject to revision</i>)
15	Faculty and Librarian tenure and promotion files to HR Academic Operations
	Faculty tenure and promotion files to Office of the Provost for upload to URTC review folder

JANUARY	
5	Spring LOA spreadsheets and forms to HR Academic Operations
10	Catholic Thought and Culture Faculty Research presentation schedule finalized for current Research Fellows
25	Sabbatical reports for prior AY or Spring quarter/semester to Associate Provost for Faculty Affairs
	Faculty/Librarian Emeriti nominations from Deans/University Librarian to the Provost
27	Call for Nominations for Provost’s Faculty Awards

FEBRUARY	
17	New department Chair appointment changes to Provost
	Spring Affiliate spreadsheets to HR Academic Operations

MARCH	
1	Sabbatical approval/denial letters from Provost to Faculty/Deans
	Sabbatical reports for prior AY or Spring quarter/semester to Associate Provost for Faculty Affairs
	Faculty/Librarian Emeriti nominations from Deans/University Librarian to the Provost
	New phased-retirement requests to Provost
4	Payroll deadline for returning and new faculty spring LOAs
	Fall 2021 and Winter and Spring 2022 schedule of courses due to Office of the Registrar
25	Tenure decision notifications to Deans
	McGoldrick Nominations to Interim Associate Provost for Faculty Affairs
28	Provost Awards Nominations Due; Convene selection committee
31	Tenured, tenure-track, and term faculty worksheets distributed to schools/colleges



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APRIL	
5	LAW – Schools submits Summer spreadsheets and LOAs to HR Academic Operations
	Finalize Provost’s Faculty Awards selections
15	Mid-year Probationary Review - tenure-track faculty review files and letters from Deans, schools/colleges R&T committees, and department/program R&T committees to Associate Provost for Faculty Affairs. Promotions recommendations for term faculty.
	Multi-year renewal recommendations from Deans to HR Academic Operations for Provost's approval
	Affiliate appointments for summer and new AY submitted to HR Academic Operations
	Junior Faculty Program Development Grant applications to Assistant Provost
	Sabbatical reports for Fall quarter to Associate Provost for Business & Faculty Administration
25	Tenured, tenure-track and term faculty Phase I Faculty Compensation worksheets to HR Academic Operations

MAY	
1	Catholic Thought and Culture Faculty Course Development Applications due for new fellows to Director of ICTC
5	LAW – payroll deadline for returning and new summer LOAs
10	HR Academic Operations distributes list of potential faculty eligible for sabbatical in the next academic year to colleges.
	HR Academic Operations distributes list of potential faculty eligible for mid-year probationary review in the next academic year to the colleges (cheat sheets)
20	Payroll deadline for returning and new summer LOAs
25	Junior Faculty Program Development Grant approval/denial letters to Faculty/Chairs/Deans

JUNE	
1	Colleges confirm faculty sabbatical eligibility in the next academic year with HR Academic Operations
	Colleges confirm faculty mid-year probationary review eligibility in the next academic year with HR Academic Operations
	Deans/Committee for Librarian Evaluation and Promotion (CLEP) candidate list of faculty for rank and tenure review in next academic year to Office of the Provost
15	LAW – Schools submits Fall/AY spreadsheet and LOAs to HR Academic Operations
25	Tenured, tenure-track, and term faculty LOAs delivered to schools/colleges (<i>subject to revision</i>)
30	Catholic Thought and Culture Faculty Research Fellowship final report to Dir., Inst. For Catholic Thought and Culture
	Catholic Thought and Culture Course Development Grant syllabus to Director of ICTC