

Faculty Affairs Timeline

January

- Start of term: Reminder to EAs of mid-probationary and comprehensive reviews – Dean's Office admin
- January 13: Materials due for Regent's Outstanding Teaching, Academy of Distinguished Teachers, Blunk, and Dad's Award – faculty nominees
- January 15: Call for Dean's Fellows nominees sent to chairs – associate deans (?)
- January 29: Regent's Outstanding Teaching Award application due to EVPP – Marsha Tapley (?)
- January 31 (or closest business day): SRA and FRA acceptance forms due – faculty

February

- By February 23: Comprehensive periodic reviews of faculty due to Dean's Office – EAs
- February 23: Academy of Distinguished Teachers, Blunk, and Dad's Award applications due to EVPP – Marsha Tapley (?)
- By end of month: Memo with comprehensive period review summary sent to EVPP – Dean's Office admin
- No fixed date: Acceptance forms for SRAs and FRAs shared with recipients, Barbara Morris (or member of Business Team), Graduate School (Lisa Jaskolka), CoE HR, chair, and EA – Dean's Office admin

March

- March 1: Materials due to Dean's Office for CoE Dean's Award – faculty nominees (?)
- Start of month: EAs and chairs receive reminder to collect names of faculty due for review in upcoming AY – Dean's Office admin

April

- By end of month: List of upcoming AY reviews to EVPP (mid-probationary, P&T, comprehensive periodic) – Dean's Office admin

May

- May 1: Dean's Fellows applications due to Dean's office - chairs
- No fixed date: Mid-probationary review status for each department and follow up until all are turned in – Dean's Office admin

June

- By June 1: Dean's Fellow recipients and chairs are notified – Dean's Office admin, in conjunction with associate deans

July

- As early as possible: Any memos, CVs, draft offer letters for associate deans or chairs are submitted to provost approvals system – Dean's Office admin
- Last Friday in month: Fall faculty requests for leave due to Dean's Office (not strict) - EAs

August

- August 26: Piper, UT System Academy of Distinguished Teachers Award nominee names submitted to Dean's Office - chairs
- No fixed date: Approvals for departmental governance are updated as needed (each every three years) – associate dean in conjunction with chairs
- When sent: FAR notification from EVPP forwarded to chairs (may be in early September) – Dean's Office admin
- Coordinated with university orientation date: New faculty orientation – associate deans

September

- September 2: Chair and nominees notified of names that will go forward for Piper and UT System Academy of Distinguished Teachers Awards – associate deans (maybe?)
- September 14 (may change by year): SRA/FRA applications open - faculty
- September 28: P&T dossiers due to Dean's Office (minus chair statements) – EAs
- September 30: Materials due for Piper and UT System Academy of Distinguished Teachers Awards – faculty nominees
- No fixed date: Endowment letters – associate dean, with support of Dean's Office admin, Business Affairs, and HR

October

- October 1: FAR due (was extended to November 1 this year) - faculty
- October 2: Chair statements for P&T due to Dean's Office -EAs
- October 14: Piper application to EVPP – Marsha Tapley (?)
- October 14: SRA/FRA applications are due - faculty
- Throughout month: CAC and leadership P&T review – CAC, dean, associate deans

November

- November 5, 6, 12: P&T CAC meetings - CAC, dean, associate deans
- November 9: Regent's Outstanding Teaching, Academy of Distinguished Teachers, Blunk, and Dad's Award nominee names submitted to Dean's Office – chairs
- November 11: UT System Academy of Distinguished Teachers application due to EVPP – Marsha Tapley (?)
- Throughout month: P&T Dean's Statements - CAC, dean, associate deans
- November 25: Chair and nominees are notified of names that will go forward for Regent's Outstanding Teaching, Academy of Distinguished Teachers, Blunk, and Dad's Award – associate deans (maybe?)
- November 30: P&T dossiers due to EVPP (minus dean statements) – Dean's Office admin
- Last Friday in month: Spring faculty requests for leave due to Dean's Office (not strict) - EAs

December

- December 7: Dean statements for P&T due to EVPP – Dean's Office admin

- Before holiday break: Notification letters on SRAs and FRAs – Dean’s Office admin in conjunction with Marsha Tapley

Items that need to be calendared newly each year (changes):

- P&T
- Teaching awards (Provost’s Distinguished Service Academy, CoE Dean’s Award)
- Hiring cycle
- Provost approvals (professorships, chairs, associate deans)
- Merit discussions
- Governance re-approvals (we have a spreadsheet now indicating when each department is up)
- Chair or leadership searches/reviews

Items that are rolling throughout the year, no set deadlines:

- Emeritus requests
- Instructional overloads
- Posting waivers
- Modified instructional duties requests
- Phased retirements
- Special faculty assignments
- Probationary extension requests
- Childcare center requests
- Resignations
- Retention letters