

Faculty Affairs Timeline 2022-23

September

- Beginning of month: SRA/FRA applications open – faculty
- Beginning of month (will change by year): Chair and nominees notified of names that will go forward for Piper (9/1), UT System Academy of Distinguished Teachers Awards (9/9)– dean’s office leadership
- August 26 (will change by year): President’s Associates Teaching Awards nominee names submitted to dean’s office - chairs
- September 1 (will change by year): Chair and nominees notified of names that will go forward for President’s Associates Teaching Awards – dean’s office leadership
- September 7 (will change by year): P&T professional track dossiers due to dean’s office admin for P&T (minus chair statements) – Administrative Managers
- September 12 (will change by year): Chair statements for P&T professional track due to dean’s office admin for P&T - Administrative Managers
- September 16 (will change by year): Chair statements for P&T tenured/tenure track due to dean’s office admin for P&T - Administrative Managers
- September 19 (will change by year): P&T tenured/tenure track dossiers due to dean’s office admin for P&T (minus chair statements) – Administrative Managers
- September 23, 30 (will change by year): Materials due to dean’s office for Piper (9/23), UT System Academy of Distinguished Teachers Awards (9/30)– faculty nominees
- No fixed date: Endowment letters – dean’s office leadership, with support of dean’s assistant, Business Affairs, and COE-FacultyAffairs

October

- October 1: FAR due – faculty
- October 3 (will change by year): P&T professional track CAC meeting – CAC, dean, associate deans
- October 13, 14 (will change by year): P&T tenured/tenure track CAC meetings – CAC, dean, associate deans
- October 7, November 11 (will change by year): Piper (10/7), UT System Academy of Distinguished Teachers (11/11) applications due to EVPP – dean’s office admin for awards
- September 23 (will change by year): Materials due to dean’s office for President’s Associates Teaching Award – faculty nominees
- October 18 (will change by year): P&T professional track dossiers and dean’s statements due to EVPP (minus dean statements) – dean’s office admin for P&T
- October 28 (will change by year): P&T tenured/tenure track dossiers due to EVPP (minus dean statements) – dean’s office admin for P&T
- SRA/FRA applications due - faculty

November

- TBD (will change each year it occurs): Provost’s Distinguished Service Academy colleague nominations due to EVPP – dean’s office admin for awards

- November 4 (will change by year): Dean statements for P&T tenured/tenure track due to EVPP – dean’s office admin for P&T
- (will change by year): Academy of Distinguished Teachers (TBD), Blunk 10/14), Dad’s (10/14), Ward (not to be awarded 22-23) Endowed Excellence nominee names submitted to dean’s office – chairs
- October 7 (will change by year): President’s Associates Teaching Award nominations due to EVPP – dean’s office admin for awards
- TBD (will change each year it occurs): Provost’s Distinguished Service Academy final/self-nominations due to EVPP – dean’s office admin for awards
- November 24 (will change by year): Chair and nominees notified of names that will go forward for Academy of Distinguished Teachers (TBD), Blunk (10/28), Dad’s (10/28), Endowed Excellence Awards – dean’s office leadership
- Last Friday in month: Spring faculty requests for leave due to COE-FacultyAffairs (not strict) – Administrative Managers
- For 2022 (TBD)- no fixed date: Regent’s Outstanding Teaching Award recipients announced

December

- Before holiday break: Notification letters on SRAs and FRAs – COE-FacultyAffairs

January

- Start of term: Reminder to Administrative Managers of mid-probationary, comprehensive, and 3rd-year associate reviews – dean’s assistant
- (will change by year): Materials due to dean’s office for Academy of Distinguished Teachers (TBD), Blunk (12/16), Dad’s (12/16), Endowed Excellence Awards – faculty nominees
- December 14 (will change by year): Regents Outstanding Teaching Award nominee names submitted to dean’s office – chairs
- January 6 - Dean’s Office notifies which Regents Outstanding Teaching Award nominees will move forward
- February 24 - Materials due to dean’s office for Regents Outstanding Teaching Award nominees
- (will change by year): Materials due to EVPP for Regent’s Outstanding Teaching (3/10), Academy of Distinguished Teachers (TBD), Blunk (2/10), Dad’s (2/10) Awards – faculty nominees
- Early January: Call for Dean’s Research Innovation Award nominees sent to chairs, with form and guidelines updated and posted on wiki – dean’s office leadership, dean’s assistant, COE-FacultyAffairs
- TBD (will change by year): Chair and nominees notified of names that will go forward for Regent’s Outstanding Teaching Award – dean’s office leadership
- January 31 (or closest business day): SRA and FRA acceptance forms due to COE-FacultyAffairs - faculty
- TBD: Provost’s Distinguished Service Academy cohort and President’s Associates Award recipients announced

February

- February 1: Dean's Distinguished Awards nominee names submitted to dean's office - chairs
- 2nd to last Friday in month: Comprehensive periodic reviews of faculty due to dean's assistant – Administrative Managers/Chairs
- By end of month: Memo with comprehensive period review summary sent to EVPP – dean's assistant
- No fixed date: Acceptance forms for SRAs and FRAs shared with recipients, Barbara Morris (or member of Business Team), Graduate School (Lisa Jaskolka), chair, and Administrative Manager – COE-FacultyAffairs

March

- Start of month: Reminder to Administrative Managers and chairs to collect names of faculty due for review in upcoming AY by mid-April – dean's assistant
- March 1: Materials due to dean's office for CoE Dean's Distinguished Awards – faculty/chairs

April

- TBD: Academy of Distinguished Teachers, Dad's, Blunk, Ward Excellence Award recipients announced
- By end of month: List of upcoming AY reviews to EVPP (mid-probationary, P&T, comprehensive periodic) – dean's assistant

May

- May 1: Dean's Research Innovation Award applications due to dean's assistant – chairs/ Administrative Managers
- May 2 (will change by year): Piper recipients announced
- No fixed date: Collect all mid-probationary reviews or each department – dean's assistant
- No fixed date: Collect all associate professor third-year reviews for each department – dean's assistant
- No fixed date: Request reports from year's last year's Dean's Research Innovation Award recipients – dean's assistant
- As early as possible: Any memos, CVs, draft offer letters for associate deans or chairs are submitted to provost approvals system – COE-FacultyAffairs, dean's assistant

June

- By June 1: Dean's Innovative Research Award recipients and chairs are notified – dean's assistant

July

- Last Friday in month: Fall faculty requests for leave due to COE-FacultyAffairs – Administrative Managers
- Review yearly dates and documents on Wiki (see bulleted list below) – COE-FacultyAffairs in conjunction with dean's office admin for awards, dean's office admin for P&T, and dean's assistant

August

- August 27 (TBD, will change by year): 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 department every three years) – dean's office leadership in conjunction with chairs
- When sent by EVPP Faculty Affairs: FAR notification from EVPP forwarded to chairs (may be in early September) – COE-FacultyAffairs
- Coordinated with university orientation date: New faculty orientation – dean's office leadership

Items that need to be calendared newly each year and updated on wiki as appropriate (changes):

- P&T timeline
- 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
- Dean's Research Innovation Award document and dates

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