

College of Liberal Arts: Schedule of Reports and Other Recurring Activities

(Please note reports and/or scheduled activities may be subject to change.)

Every Month: College of Liberal Arts Curriculum and Policy Committee meeting. 3rd Thursday of the month unless otherwise notified. Deadline for agenda items is Monday of the week prior to the meeting.

Every Month: ORSP Faculty Travel Support deadline: 15th of every month with required Office of the Dean signature. Priority given to junior faculty members who will take part in development activities that will lead to new or extended research, scholarship, or creative work; conference presentations may not receive funding.

July

- Annual Reports due from centers to Dean's office
 - Directors of centers and institutes receive notice and instructions from the Chancellor's office to submit annual reports for fiscal year – July 1 through June 30.
- IHL "Accreditation Reporting Form" due from departments to the Dean's Office mid July.

August

- Tenure and Promotion, Instructional Faculty Promotion
 - Dossiers are due to chair by September 1.
- New faculty orientations.
 - University-wide orientation for new faculty sponsored by Provost's Office.
 - College of Liberal Arts orientation for new faculty.
 - Department chairs should provide copy of tenure/promotion guidelines to each newly hired faculty member.
- Event Planning for Spring semester and Winterintersession
- One more orientation session for transfer students and freshmen

September

- Event Planning ends
- Assessment reports due from Cycle B units to Dean's office
- Who's Who Among Students
 - Departments nominate students for Who's Who through the Dean's office.
- Annual College Chairs' retreat in Sept or October
- Course fee changes for Spring/Summer courses due to the Provost
- Academic Program Review
 - Draft self-study reports are due September 15 from departments in the first year of program review.
 - Draft improvement plans are due September 15 from departments in the second year of program review.

October

- Liberal Arts Summer Research Grant final reports.
 - Final reports from summer grant recipients along with chair's evaluation are due to Dean's office.
- Fall Visit Day
 - This Saturday recruitment event coincides with a home football game. Department chairs are asked to provide one or more departmental representatives to speak with prospective students and parents.
- Majors Fair

- Similar to Fall Visit Day but with existing UM students, departments will have representatives speak with students about the degree programs. Departments must have some kind of printed promotional materials or handouts.
- Academic Program Review
 - Final self-study reports are due from departments in the first year of program review
 - Final improvement plans are due from departments in the second year of program review
- Quadrennial Reviews for some administrators, including department chairs and directors. The Dean's recommendations are due to the Provost by November 1.
- Sabbatical leave reports
 - Chairs submit sabbatical leave reports in mid-October to the Dean's office for a sabbatical leave ending with prior spring semester.
 - Reports must be filed with Provost's office along with Dean's evaluation, Chair's evaluation before end of October.
- College advising workshops before the next advising/registration period

November

- Sabbatical leave applications
 - Chairs submit sabbatical leave applications to the Dean's office by November 1.
 - Dean's office submits the applications to the Provost's office by November 15.
- Tenure and Promotion, Instructional Faculty Promotion
 - Meeting of department faculty before November 21 deadline. Department Chair provides notification of department meeting to candidate at least one week before meeting.
 - Department's recommendation and dossier delivered to Dean by November 21. Suggested deadline of November 14 to departments.
- Academic Program Review
 - Internal Review Committee reviews the self-studies of first year departments.
 - The Dean writes final letter by November 30 for second year departments.

December

- College of Liberal Arts Summer Research Grant applications due to Dean's office
- Classroom renovation request deadline
- TACIT application deadline for computers that are at least 4 years old for tenure-track/tenured faculty
- Tenure and Promotion – Dean's recommendation and dossiers delivered to Graduate Dean by December 10.
- Academic Program Review
 - Internal Review Committee summaries are due to the Dean's office for first year departments.
 - The final meeting with the Provost occurs for second year departments.

January

- Instructional Faculty Promotion – Dean's recommendation and dossiers delivered to the Provost by January 3.
- New student orientation (combined transfer & freshmen)
- Decisions announced for College of Liberal Arts Summer Research Grants
- Taylor Medal nominations.
- Academic Program Review – revised self-study for first year departments is due to the Dean January 15.
- Event Planning for Fall and Summer semesters

February

- Event Planning ends
- Sabbatical leave decisions will be announced.
- Honors Day awards.

- Departmental awards that are part of the Honors Day ceremonies must be submitted to the Honors Day committee.
- Graduate Student Achievement Award nominations from the College departments are submitted to Office of the Dean for final selection.
- Department chairs notify non-tenured faculty of annual reviews
- Tenure/Promotion.
 - Campus review committee's recommendations due to Vice Chancellor for Academic Affairs

March

- Sabbatical leave reports
 - Chairs submit sabbatical leave reports to the Dean's office for a sabbatical leave ending with prior fall semester.
 - Reports must be filed with Provost's office along with Dean's evaluation, Chair's evaluation before end of March.
- Staff performance evaluations.
 - A formal review of clerical and other permanent staff members in your department.
- Spring Preview Day
 - Chairs will be asked to provide one or more departmental representatives to meet prospective students and their parents.
- Scholarships
- College advising workshops ahead of advising/registration period
- Academic Program review
 - External review site visits occur for first year departments.
- Tenure and Promotion, Instructional Faculty Promotion
 - The Chancellor's final action is due by March 31.

April

- Nominations sought for College teaching awards
 - Liberal Arts Outstanding Teacher of the Year
 - Cora Lee Graham Award for Teaching of Freshmen.
 - Outstanding Instructor of the Year
- Assessment data collected
- Faculty Activity Reports due no later than April 15.
 - Department chairs to notify dean's office of faculty members who are not due to be re-employed for the next academic year.
- Faculty reviews begin (tenured and non-tenured).
 - Faculty activity reports cover the year from March 15 to March 15. Chair reviews of departmental faculty typically begin after the reports are submitted.
- Standing Committee membership elections
 - Ballots are sent out to replace CLA members ending their current term on university-wide Standing Committees
- Requests go to new faculty regarding computer orders

May

- Commencement
- Human Resources will notify department chairs of individuals in the respective departments who have completed their probationary period in a tenure-track position.
- Notices from department chairs are due faculty members who are not to be re-employed for the next academic year.
- Budgets submitted
- IHL "Post Tenure Review Reporting Form" from departments due to the Dean's office by mid May.

- Course fee changes for fall/winter due to Provost in early May.
- Orientation for new students begins.
 - Departments with multiple sections of basic general education courses should hold back seats across all sections and release as needed before each orientation session in May and June.

June

- Classroom technology upgrade requests due June 1
- Orientation for freshmen and transfers
- Human Resources, immediately after May 31, will notify department chairs and faculty members who have completed the tenure probationary period. Department chairs should then send formal notice to those faculty members informing them that they will be considered for tenure/promotion in the fall.
- Nominees for Faculty Achievement Award due
- Academic Program Review
 - External Review Reports due to the Dean's office for first year departments.