

SCHOOL OF LIBERAL ARTS AND EDUCATION REPORTS AND OTHER IMPORTANT DUE DATES

August 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Annual Faculty Profile (Online) – Attach current copy of CV	N/A	N/A	August 29

September 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Administrative/Faculty Performance Contract (Current Faculty)	N/A	N/A	No request to date
SLAE Faculty Courses and Office Hours by Department	-----	September 5	N/A
Curriculum Revision Submissions	-----	September 12	September 15 (requesting an extension)
Request for Adjunct/Overload Faculty	-----	September 16	September 23
Report on Teaching Load (Productivity Report – SSHUs)		September 16	September 23
2025-2026 Tenure/Promotion Preparation Conferences Begin (September 25-26)	-----	-----	-----
Academic Update Report/Updates on Summer Activities (Jun, Jul, Aug)	-----	September 16	September 26

October 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Curricular Revisions - Long Range Planning Committee Meeting: Wed. Oct 1?	N/A	-----	New Date Pending
Chairs review schedule of courses for Spring 2026 (submit class schedules with faculty assignments)	-----	When sent to registrar per their requests – copy Deans Office	-----
Curricular Revisions Committee on the Instructional Program Meeting: Tues, October 7?	-----	-----	New Date Pending

Reports	Due to Chair	Due to Dean	Due to Provost
Textbook Orders for Spring 2026 due to Virtual Bookstore – October 14	October 21	November 4	-----
Submit Dossiers for Tenure and Promotion with supportive Documentation	October 17		-----
Submit Documents for 3rd year Review	October 17		
Summer 2026 Programs: Short Courses, Seminars, Workshops, Children/Youth Camps & Programs to Office of the Registrar (with copy to Office of the Dean)		October 24	-----
Submission Dossiers for Tenure & Promotion with supportive Documentation		Deans Office - October 29 (for Committee Review)	
Submission Dossiers for 3rd Year Review		Deans Office - October 29 (for Committee Review)	

November 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Summer 2026 Programs: Short Courses, Seminars, Workshops, Children/Youth Camps & Programs to Office of the Registrar (with copy to Office of the Dean)	N/A	(November 3- Copy to Dean)	November 3
SLAE Tenure/Promotion Committee submits Dossiers for 2025 with supportive documentation to Dean for review	-----	November 12	
SLAE Tenure/Promotion Committee submits Evaluations due for 3-year Faculty Review	-----	November 12	
Submit Letters of Recommendation with supportive data for Individuals to be non-reappointed	November 14	November 21	

December 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Tenure/Promotion Dossiers for 2025-2026 with supportive documentation submitted to the Provost Office	-----	-----	December 1
Submit Letters of Recommendation with supportive data for Individuals to be non-reappointed	-----	November 14	December 1
Evaluations due for 3-year Faculty Review	-----	-----	December 5
Application for Sabbatical Leave, Leave Without Pay, Study Leave (2026– 2027)	December 1	December 8	-----

January 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Application for Sabbatical Leave, Leave Without Pay, Study Leave (2026– 2027)	-----	-----	January 8
Department Faculty Schedule and Office Hours	N/A	January 6	N/A
Request for Adjunct/Overload Faculty	N/A	January 14	January 23
Report on Teaching Load (Productivity Report)	N/A	January 14	January 23

February 2026

Reports		Due to Dean	Due to Provost
Curricular Revisions Submissions <i>Deadline: Monday, February 2, 2026</i>	N/A	January 27	February 2
Evaluation of Academic Chairs, Deans, Directors (Feb 3rd-12th)	N/A	N/A	February 3-12
Curricular Revisions - Long Range Planning Committee Meeting: Wed, Feb 18	N/A	N/A	N/A
Administration Evaluation of Faculty	N/A	February 23	
Curricular Revisions - Committee on the Instructional Program: Tues, Feb 24	N/A	N/A	N/A

March 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Textbook Orders for Fall 2026 Due to Virtual Bookstore March 16th	TBA	TBA	-----

April 2026

Reports	Due to Chair	Dean	Due to Provost
Confidential Faculty Performance Review Form (Chairs Review)		April 1?	TBA

May 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Completed "Graduation Candidates Clearance Sheet" due to the Dean's Office	N/A	May 5	N/A
Annual Reports	N/A	May 7	May 15
COMMENCEMENT MAY 8			
Final Clearance forms for Faculty Separating from the University (May 15)	May 10	May 13	May 15
Clearance Forms for Adjunct Faculty (May 15)	May 10	May 13	May 15

June 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Clearance Forms for 9-month Faculty (June 6)	June 1	June 5	N/A
Clearance Forms for 10 month Faculty	June 26	June 29	N/A

9-19-25