

Faculty Support Services

**June
2017**

Budget Upload and FY'18 Contract Preparation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Run faculty contracts	2 Run faculty contracts	3
4	5 Distribute faculty contracts to colleges and units	6 Colleges and units to distribute contracts	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Summer Semester Term 2 ends	28	29 Summer Semester Term 3 begins	30	

Faculty Support Services

**July
2017**

Start of the fiscal year
Contract Renewal Report A distributed

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 HOLIDAY	5	6 Term 3 Summer Appt forms are due	7	8
9	10	11	12	13	14	15
16	17	18 Summer Semester Term 4 ends	19	20	21	22
23	24	25	26	27	28	29
30	31 Summer Semester Term 1 ends					

Faculty Support Services

**August
2017**

Fall Semester starts

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Summer Semester Term 3 ends	5
6	7 Academic Year Faculty Return/ New Faculty Orientation	8	9	10	11	12
13	14	15	16 Fall Semester starts	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Faculty Support Services

**September
2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 HOLIDAY	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Faculty Support Services

**October
2017**

**Contract Renewal Report B distributed
P&T portfolios due to University P&T Committee (10/2)
and VP for Academic & Faculty Affairs (10/30)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Distribute Report B	3 P&T portfolios and appeals to University P&T Committee	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 P&T portfolios and appears to VP for Acad & Fac Affairs				

Faculty Support Services

**November
2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 HOLIDAY	24 HOLIDAY	25
26	27	28	29	30		

Faculty Support Services

**December
2017**

P&T portfolios due to Provost (12/12)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 P&T portfolios & appeals to Provost	13	14	15 Commence- ment	16
17	18	19	20	21	22	23
24	25 Christmas	26 Holiday (Christmas Eve observed)	27	28	29	30
31						

Faculty Support Services

**January
2018**

**Contract Renewal Report A and Lecturer/Senior
Reappointment distributed**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 HOLIDAY	2	3	4 Spring Semester begins	5	6
7	8	9	10	11	12	13
14	15 HOLIDAY	16 Distribute Report A and Lecturer/Seni or Lecturer Reappointment	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Faculty Support Services

**February
2018**

Promotion & Tenure cases updated in PSHRMS (2/1)
P&T decision letters distributed (2/8)
Part-Time and Clinical/Adjunct Reappointments (2/28)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 P&T application forms to FSS	2	3
4	5	6	7	8 P&T decision letters distributed by Ofc of Provost	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Part-Time and Clinical/ Adjunct Reports distributed			

Faculty Support Services

**March
2018**

2018-2019 Promotion & Tenure Process begins

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 2018-2019 Promotion & Tenure Reports distributed	2	3
4	5	6	7	8	9	10
11	12	13	14	15 College P & T Calendars Due to VP A & FA	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Faculty Support Services

**April
2017**

Limited Term Notifications (4/3)
April 3-7: Spring Break

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Limited Term Appt eligibility notification to colleges	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Faculty Support Services

**May
2017**

**May 1 – Spring Semester ends
May 12 – Graduation
Summer Appointments/Contracts distributed
May 15 – 19: FY'18 Budget Upload and validation**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 PT and CL / ADJ Reappt. Reports due to VP A & FA Summer Appt spreadsheets due	2	3	4	5	6
7	8	9	10 PT and CL / ADJ Reappt. Reports due	11	12 Commence -ment	13
14	15 FY'18 Budget Upload	16 FY'18 Budget validation	17 FY'18 Budget validation	18 Contract file run by HRIM	19 Distribute contract file to colleges and units	20
21	22 Summer Semester (Terms 1, 2 4) begin	23	24	25	26	27
28	29 HOLIDAY	30 Term 1, 2 & 4 summer appt forms due	31			