

SOUTHERN METHODIST UNIVERSITY

2013-2014 ACADEMIC YEAR

DEDMAN COLLEGE

Department Chair's Checklist

AUGUST 2013

THURSDAY, 1 ST	GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS ARE DUE (BROOKE GUELKER x2168). LATE ENROLLMENTS WILL NOT BE ACCEPTED AFTER AUGUST 1 ST . NO EXCEPTIONS.
THURSDAY, 1 ST	TEACHING LOAD STATEMENT (PROJECTED TEACHING LOADS) FOR THE PROFESSORiate AND LECTURERS DURING THE 2013-2014 ACADEMIC YEAR ARE DUE. THE FORM CAN BE FOUND ON THE <u>ACADEMIC AFFAIRS FORMS LIBRARY</u> PAGE. (BROOKE GUELKER x2168).
THURSDAY, 15 TH	THIRD-YEAR REVIEW CANDIDATES CONFIRMED WITH DEAN'S OFFICE (CINDY HAVENS x3212)
TUESDAY, 20 TH	DEDMAN COLLEGE CHAIR AND DIRECTOR RETREAT DEDMAN LIFE SCIENCES BLDG., ROOM 131, 9:00 A.M. – 11:00 A.M. (CINDY HAVENS x3212)
THURSDAY, 22 ND	TEACHING EFFECTIVENESS SYMPOSIUM HOSTED BY THE CENTER FOR TEACHING EXCELLENCE. REGISTRATION INFORMATION AT <u>HTTP://WWW.SMU.EDU/PROVOST/CTE/PROGRAMS</u> .
FRIDAY, 23 RD	TEACHING ASSISTANT SEMINAR HOSTED BY THE CENTER FOR TEACHING EXCELLENCE. REGISTRATION INFORMATION AT <u>HTTP://WWW.SMU.EDU/PROVOST/CTE/PROGRAMS</u> .
MONDAY, 26 TH	PREVENTING SEXUAL HARASSMENT (HRPSH), PREVENTING WORKPLACE DISCRIMINATION (HRPWD) AND PROGRAM FOR THE PROTECTION OF MINORS (HRPPM) TUTORIALS MUST BE COMPLETED NO LATER THAN THE FIRST DAY OF CLASSES FOR ALL NEW FACULTY HIRES, ADJUNCTS, OR GRADUATE STUDENTS WHO ARE TEACHING FOR THE FIRST TIME. To COMPLETE TUTORIALS: LOG ON TO ACCESS.SMU.EDU → SELF SERVICE → LEARNING AND DEVELOPMENT → REQUEST TRAINING ENROLLMENT → SEARCH ABBREVIATIONS LISTED AFTER EACH TUTORIAL LISTED ABOVE. CONFIRM ONLINE TRAINING SUBMISSION WITH HUMAN RESOURCES (x3311).
TUESDAY, 27 TH	DEDMAN COLLEGE FACULTY MEETING McCORD AUDITORIUM, THIRD FLOOR DALLAS HALL; RECEPTION AT 3:00 P.M.; MEETING AT 3:15 P.M. (CINDY HAVENS x3212)
FRIDAY, 30 TH	SUMMER SESSION ASSESSMENT MATERIALS ARE DUE. (PATTY ALVEY x4519)
REMINDER	THE FORMAL REVIEW PROCESS FOR LECTURERS AND SENIOR LECTURERS SHOULD BE INITIATED FOR ALL LECTURERS AND SENIOR LECTURERS UP FOR RENEWAL IN THE 2014-2015 ACADEMIC YEAR. NOTICE OF INTENT TO RENEW LECTURERS AND SENIOR LECTURERS IS DUE OCTOBER 1, 2013 . FORMAL REVIEWS ARE DUE JANUARY 15, 2014 . (PETER K. MOORE x4485).
REMINDER	DEPARTMENTS SHOULD BEGIN REVIEWING THE 2013-2014 UNDERGRADUATE/GRADUATE CATALOGS FOR EDITS AND CURRICULUM CHANGES IN THE 2014-2015 CATALOGS. CATALOG EDITS WILL COMMENCE IN OCTOBER 2013 AND RUN THROUGH MARCH 15, 2014. ALL PERTINENT MAJOR AND MINOR DEGREE PROGRAM CHANGES SHOULD BE DISCUSSED WITHIN THE DEPARTMENT AND PREPARED ACCORDINGLY FOR THE FALL 2013 UNDERGRADUATE AND GRADUATE COUNCIL MEETINGS. ALL CHANGES SHOULD BE COMPLETED BY OCTOBER 1, 2013 .
REMINDER	FACULTY RESEARCH LEAVE PROPOSALS APPLICATIONS FOR LEAVES FOR THE 2014-2015 ACADEMIC YEAR ARE DUE IN THE DEAN'S OFFICE FRIDAY, SEPTEMBER 13, 2013. (CINDY HAVENS x3212)
REMINDER	EXTERNAL REVIEW LETTERS & STUDENT EVALUATIONS LETTERS FOR PROMOTION AND TENURE CANDIDATES DUE SEPTEMBER 15 TH ; SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER MOORE x4485)
REMINDER	FACULTY TEACHING LOADS FOR FALL 2013 , CHECKED BY DEPARTMENT CHAIR, WITH CORRECTIONS IN RED INK, ARE DUE SEPTEMBER 3, 2013. SUBMISSIONS MAY BE ELECTRONIC. (BROOKE GUELKER x2168).
REMINDER	J-TERM COURSE PROPOSAL REQUESTS WILL BE SENT OUT IN MID-AUGUST. DUE DATE TBD. (KATE LIVINGSTON x3401)
SEPTEMBER REMINDER	CONTACT KATHLEEN HUGLEY-COOK (<u>KHUGLEY@SMU.EDU</u>) FOR INFORMATION ON FACULTY FELLOWSHIPS AND AWARDS .
SEPTEMBER REMINDER	SPRING SCHEDULE OF CLASSES ENTRY WILL BEGIN IN SEPTEMBER. PUBLICATION IN EARLY OCTOBER; AND ENROLLMENT BEGINS IN LATE OCTOBER. (DARRAH RIPPY x1156).

SEPTEMBER 2013

MONDAY, 2ND	UNIVERSITY HOLIDAY – LABOR DAY
TUESDAY, 3RD	FACULTY TEACHING LOADS FOR FALL 2013 , CHECKED BY DEPARTMENT CHAIR, WITH CORRECTIONS IN RED INK, ARE DUE. SUBMISSIONS MAY BE ELECTRONIC. (BROOKE GUELKER x2168).
TUESDAY, 3RD	ADJUNCT TEACHING REQUESTS FOR SPRING 2014 ARE DUE (BROOKE GUELKER x2168). ESTIMATES OF ADJUNCT SALARIES AND COURSE COVERAGE ARE NECESSARY BY THIS DATE. FINALIZED ADJUNCT REQUESTS WITH ALL APPROPRIATE DATA FOR CONTRACTS SHOULD BE SUBMITTED NO LATER THAN OCTOBER 15TH . USE THE UPDATED ADJUNCT REQUEST FORM ON THE <u>ACADEMIC AFFAIRS FORMS LIBRARY</u> PAGE. PLEASE BE ADVISED THAT ADJUNCT BUDGETS WILL CONTINUE UNDERGOING CUTS.
MONDAY, 9TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE TUESDAY, SEPTEMBER 3 RD (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
WEDNESDAY, 11TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 3:00 – 4:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE TUESDAY, SEPTEMBER 3 RD (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
FRIDAY, 13TH	FACULTY RESEARCH LEAVE PROPOSALS FOR THE 2014-2015 AY ARE DUE (CINDY HAVENS x3212).
FRIDAY, 13TH	EXTERNAL REVIEW LETTERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE BACK TO DEPARTMENTS.
FRIDAY, 13TH	STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE BACK TO DEPARTMENTS.
MONDAY, 23RD	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) CLOSED AGENDA – NO NEW COURSE PROPOSALS REVIEWED
TUESDAY, 24TH	FACULTY COUNCIL MEETING – FACULTY LEAVE REQUESTS DALLAS HALL, ROOM 121 (THE HYER ROOM), 9:00 – 11:00 AM. (CINDY HAVENS x3212)
THURSDAY, 26TH	GRADUATE STUDENT RECEPTION HOSTED BY THE OFFICE OF RESEARCH AND GRADUATE STUDIES. (PHYLLIS PAYNE x4202).
REMINDER	SPRING SCHEDULE OF CLASSES BEGINS PER REGISTRAR'S DEADLINES. PUBLICATION IN EARLY OCTOBER; AND ENROLLMENT BEGINS IN LATE OCTOBER. (DARRAH RIPPY x1156).
REMINDER	DEPARTMENTS SHOULD CONTINUE REVIEWING THE 2013-2014 UNDERGRADUATE/GRADUATE CATALOGS FOR EDITS AND CURRICULUM CHANGES IN THE 2014-2015 CATALOGS. THIS INCLUDES COURSE CATALOG UPDATE FORMS FOR UPDATING COURSE DESCRIPTIONS AND FINALIZING ALL MAJOR PROGRAM CHANGES TO BE SUBMITTED TO THE UNDERGRADUATE AND GRADUATE COUNCILS.
REMINDER	LECTURER AND SENIOR LECTURER FORMAL REVIEWS ARE DUE JANUARY 15TH (PETER K. MOORE x4485)
REMINDER	DEAN'S RESEARCH COUNCIL APPLICATIONS WILL BE SENT OUT. (RENEE McDONALD x1128)
OCTOBER REMINDER	DEPARTMENTAL PROMOTION AND TENURE DOSSIERS ARE DUE OCTOBER 15TH REFER TO "PROCEDURES FOR THE EVALUATION OF FACULTY MEMBERS OF DEDMAN COLLEGE FOR TENURE, PROMOTION AND THE EXTENSION OF CONTRACT." SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (CINDY HAVENS x3212)
OCTOBER REMINDER	FACULTY STAFFING PLANS FOR AY 2014-2015 ARE DUE OCTOBER 31ST (CINDY HAVENS x3212)
OCTOBER REMINDER	NEW LECTURER HIRING LINE REQUESTS ARE DUE OCTOBER 31ST (PETER K. MOORE x4485).
OCTOBER REMINDER	2014 HUMANITIES RESEARCH DAY – MEETING WITH REPRESENTATIVES OF THE ART HISTORY, ENGLISH, HISTORY, AND RELIGIOUS STUDIES DEPARTMENTS TO DISCUSS NOMINATIONS FOR THE FEBRUARY 2014 HUMANITIES RESEARCH DAY. (PETER K. MOORE x4485).

OCTOBER 2013

TUESDAY, 1ST	ALL CURRICULUM CHANGES FOR THE 2014-2015 UNDERGRADUATE AND GRADUATE CATALOGS COMPLETED (E.G., NEW MAJORS/MINORS/GRADUATE PROGRAMS; CHANGES IN MAJORS/MINORS/GRADUATE PROGRAMS) SHOULD HAVE BEEN APPROVED BY THE APPROPRIATE COUNCIL NO LATER THAN OCTOBER 1 ST TO BE INCLUDED IN THE 2014-2015 UNDERGRADUATE AND GRADUATE CATALOGS. ALL CHANGES MUST BE APPROVED BY THE EDUCATIONAL PROGRAM COMMITTEE, SACS, AND BY THE BOARD OF TRUSTEES AT THEIR DECEMBER MEETING. (BROOKE GUELKER x2168).
TUESDAY, 1ST	NOTICE OF INTENT TO RENEW LECTURERS AND SENIOR LECTURERS IS DUE. FORMAL LECTURER AND SENIOR LECTURER REVIEWS ARE DUE JANUARY 15, 2014 (PETER K. MOORE x4485).
MONDAY, 7TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, SEPTEMBER 30 TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
WEDNESDAY, 9TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 3:00 – 4:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, SEPTEMBER 30 TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
MONDAY, 14TH – TUESDAY, 15TH	FALL BREAK
TUESDAY, 15TH	DEPARTMENTAL PROMOTION AND TENURE DOSSIERS ARE DUE (CINDY HAVENS x3212)
TUESDAY, 15TH	FINALIZED ADJUNCT TEACHING REQUESTS FOR SPRING 2014 ARE DUE (BROOKE GUELKER x2168). USE THE UPDATED ADJUNCT REQUEST FORM ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. PLEASE BE ADVISED THAT ADJUNCT BUDGETS WILL CONTINUE UNDERGOING CUTS.
TUESDAY, 15TH	DEADLINE TO SUBMIT ANY SIGNIFICANT CHANGES TO OR CREATION OF A MAJOR, MINOR, PROGRAM, AFTER APPROVED BY THE UNDERGRADUATE OR GRADUATE COUNCIL ETC. FOR EDUCATIONAL PROGRAMS COMMITTEE (EPC) REVIEW (OCTOBER 21ST – OCTOBER 25TH). (PETER K. MOORE x4485).
TUESDAY, 22ND	DEPARTMENT CHAIRS MEETING (ALL DIVISIONS) HUGHES TRIGG PROMENADE AB (LOWER LEVEL), 8:00 A.M. (CINDY HAVENS x3212)
MONDAY, 21ST	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) CLOSED AGENDA – NO NEW COURSE PROPOSALS REVIEWED
TUESDAY, 29TH	DEADLINE TO SUBMIT ANY SIGNIFICANT CHANGES TO OR CREATION OF A MAJOR, MINOR, PROGRAM, AFTER APPROVED BY THE UNDERGRADUATE OR GRADUATE COUNCIL ETC. FOR EDUCATIONAL PROGRAMS COMMITTEE (EPC) REVIEW (NOVEMBER 4TH – NOVEMBER 8TH). (PETER K. MOORE x4485).
TUESDAY, 29TH	FACULTY COUNCIL MEETING DALLAS HALL, ROOM 121 (THE HYER ROOM), 9:00 – 11:00 AM. (CINDY HAVENS x3212)
THURSDAY, 31ST	FACULTY STAFFING PLANS FOR AY 2014-2015 ARE DUE OCTOBER 31ST (CINDY HAVENS x3212)
THURSDAY, 31ST	NEW LECTURER HIRING LINE REQUESTS ARE DUE. (PETER K. MOORE x4485).
REMINDER	FACULTY RETIREMENTS AND SEPARATIONS FOR AY 2014-2015 ARE DUE NOVEMBER 29TH (CINDY HAVENS x3212)
REMINDER	THE 2014-2015 UNDERGRADUATE CATALOG COPY MAY BE REVIEWED AND CHANGES OR REVISIONS TURNED IN VIA E-MAIL TO BARBARA COOK THOMAS. NOTE: ALL REVISIONS AND CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.
NOVEMBER REMINDER	LEAVE REPORTS ARE DUE NOVEMBER 1ST FROM FACULTY WHO TOOK LEAVE DURING THE 2012-2013 ACADEMIC YEAR. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. (PETER K. MOORE x4485).
NOVEMBER REMINDER	DEDMAN OUTSTANDING SENIOR NOMINATIONS ARE DUE ON OR BEFORE NOVEMBER 29TH. (CINDY HAVENS x3212).

NOVEMBER 2013

FRIDAY, 1ST	DEAN'S RESEARCH COUNCIL APPLICATIONS ARE DUE. (RENEE McDONALD x1128)
MONDAY, 4TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, OCTOBER 28 TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
WEDNESDAY, 6TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 3:00 – 4:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, OCTOBER 28 TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
FRIDAY, 8TH	HUMANITIES RESEARCH DAY NOMINATIONS ARE DUE FROM ART HISTORY, ENGLISH, HISTORY, AND RELIGIOUS STUDIES DEPARTMENTS. (PETER K. MOORE x4485).
MONDAY, 18TH	PAYROLL AUTHORIZATION FORMS (PAFs) FOR SPRING 2014 ARE DUE (JANICE KRANZ x2649)
TUESDAY, 19TH	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS HUGHES TRIGG PORTICO CD (THIRD FLOOR) 8:00 A.M. (CINDY HAVENS x3212)
TUESDAY, 26TH	FACULTY COUNCIL MEETING – DEDMAN COLLEGE POSITION REQUESTS DALLAS HALL, ROOM 121 (THE HYER ROOM), 9:00 – 11:00 AM. (CINDY HAVENS x3212)
WEDNESDAY, 27TH	No CLASS DAY
THURSDAY, 28TH – FRIDAY, 29TH	UNIVERSITY HOLIDAYS – THANKSGIVING
FRIDAY, 29TH	NOMINATIONS FOR ROBERT & NANCY DEDMAN OUTSTANDING STUDENT 2013 ARE DUE. (CINDY HAVENS x3212).
FRIDAY, 29TH	FACULTY RETIREMENTS AND SEPARATIONS FOR AY 2014-2015 ARE DUE (CINDY HAVENS x3212)
REMINDER	THE 2014-2015 UNDERGRADUATE CATALOG COPY MAY BE REVIEWED AND CHANGES OR REVISIONS TURNED IN VIA E-MAIL TO BARBARA COOK THOMAS. NOTE: ALL REVISIONS AND CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.
REMINDER	MAY TERM (DALLAS) COURSE PROPOSAL REQUESTS WILL BE SENT OUT IN MID-NOVEMBER. DUE DATE TBD. (KATHY ROWE x2736).
DECEMBER REMINDER	SUPERVISORY INSTRUCTOR MEMOS ARE DUE FOR THE SPRING 2014 SEMESTER. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE.
DECEMBER REMINDER	LECTURER AND SENIOR LECTURER FORMAL REVIEWS ARE DUE JANUARY 15TH (PETER K. MOORE x4485).
DATE TBD	UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE. (SARAH SAGE x4336).
DATE TBD	LEAVE REPORTS FOR AY 2012-2013 ARE DUE FROM FACULTY WHO TOOK LEAVE DURING THE 2012-2013 AY. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. (PETER K. MOORE x4485)

DECEMBER 2013

TUESDAY, 3RD	DEDMAN COLLEGE FACULTY MEETING AND ANNUAL STELLA PORTER RUSSELL RECEPTION FOLLOWING McCORD AUDITORIUM, THIRD FLOOR, DALLAS HALL; 3:00 P.M. (CINDY HAVENS x3212)
THURSDAY, 5TH	BOARD OF TRUSTEES MEETING
TUESDAY, 10TH	FACULTY COUNCIL MEETING DALLAS HALL, ROOM 121 (THE HYER ROOM), 9:00 – 11:00 AM. (CINDY HAVENS x3212)
THURSDAY, 12TH	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS LOCATION AND TIME TBD. (CINDY HAVENS x3212)
FRIDAY, 20TH	TEACHING LOAD REPORTS FOR THE FALL 2013 SEMESTER ARE DUE. (BROOKE GUELKER x2168). THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE.
SATURDAY, 21ST	COMMENCEMENT FOR DECEMBER GRADUATES
DATE TBD	UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATIONS ARE DUE. (PHYLLIS PAYNE x4202).
TUESDAY, 24TH – TUESDAY, 31ST	UNIVERSITY HOLIDAYS – CHRISTMAS
JANUARY REMINDER	THE 2014-2015 UNDERGRADUATE CATALOG COPY MAY BE REVIEWED AND CHANGES OR REVISIONS TURNED IN VIA E-MAIL TO BARBARA COOK THOMAS. NOTE: ALL REVISIONS AND CATALOG UPDATES MUST BE SUBMITTED BY JANUARY 15, 2013.
JANUARY REMINDER	SUPERVISORY INSTRUCTOR MEMOS* FOR THE SPRING 2014 SEMESTER ARE DUE JANUARY 1ST . (BROOKE GUELKER x2168).
JANUARY REMINDER	LECTURER AND SENIOR LECTURER FORMAL REVIEWS ARE DUE JANUARY 15TH (PETER K. MOORE x4485).
JANUARY REMINDER	SUPERVISORY INSTRUCTOR REPORTS* FOR THE FALL 2013 SEMESTER ARE DUE JANUARY 31ST . (BROOKE GUELKER x2168).

**At this time, Supervisory Instructor Memos and Reports are due only from departments with active graduate program(s) that employ graduate students to teach as adjuncts or as part of the student's graduate program. Departments that employ graduate students from other departments are NOT required to supply the Supervisory Instructor Memo or Report.*

JANUARY 2014

WEDNESDAY, 1ST	UNIVERSITY HOLIDAY – NEW YEAR’S DAY
REMINDER	INITIATE SALARY REVIEW PROCESS FACULTY ACTIVITY REPORTS AND UPDATED CURRICULUM VITAE ARE DUE IN THE DEAN’S OFFICE BY FEBRUARY 1 ST . PLEASE SUBMIT ONE CD FOR EACH DEPARTMENT. ACTIVITY REPORTS ARE SUBMITTED VIA DIGITAL MEASURES. (CINDY HAVENS X3212).
WEDNESDAY, 15TH	LECTURER AND SENIOR LECTURER FORMAL REVIEWS ARE DUE. (PETER K. MOORE X4485).
WEDNESDAY, 15TH	ADJUNCT TEACHING REQUESTS FOR SUMMER & FALL 2014 ARE DUE (BROOKE GUELKER X2168). ESTIMATES OF ADJUNCT SALARIES AND COURSE COVERAGE ARE NECESSARY BY THIS DATE. FINALIZED ADJUNCT REQUESTS WITH ALL APPROPRIATE DATA FOR CONTRACTS SHOULD BE SUBMITTED NO LATER THAN FEBRUARY 14TH FOR SUMMER 2014 AND MARCH 10TH FOR FALL 2014. USE THE UPDATED ADJUNCT REQUEST FORM ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. PLEASE BE ADVISED THAT ADJUNCT BUDGETS WILL CONTINUE UNDERGOING CUTS.
WEDNESDAY, 15TH	ALL CHANGES OR REVISIONS TO THE 2014-2015 UNDERGRADUATE CATALOG ARE DUE. (BARBARA COOK THOMAS X2440).
WEDNESDAY, 15TH	SUPERVISORY INSTRUCTOR MEMOS FOR THE SPRING 2014 SEMESTER ARE DUE. (BROOKE GUELKER X2168).
MONDAY, 20TH	UNIVERSITY HOLIDAY – MARTIN LUTHER KING JR.’S BIRTHDAY
WEDNESDAY, 22ND	DEADLINE TO SUBMIT ANY SIGNIFICANT CHANGES TO OR CREATION OF A MAJOR, MINOR, PROGRAM, AFTER APPROVED BY THE UNDERGRADUATE OR GRADUATE COUNCIL ETC. FOR EDUCATIONAL PROGRAMS COMMITTEE (EPC) REVIEW (JANUARY 27TH – FEBRUARY 1ST). (PETER K. MOORE X4485).
FRIDAY, 31ST	SUPERVISORY INSTRUCTOR REPORTS FOR THE FALL 2013 SEMESTER ARE DUE ON FRIDAY, JANUARY 31ST OR THREE WEEKS FROM THE DISSEMINATION OF STUDENT EVALUATIONS. (BROOKE GUELKER X2168).
REMINDER	HONOR’S CONVOCATION WILL BE HELD ON APRIL 14, 2014. ADDITIONAL DETAILS FORTHCOMING.
REMINDER	CATALOG COPY CHANGE DEPARTMENTS SHOULD BE LISTING ALL 2014-2015 CATALOG CHANGES, INCLUDING NEW COURSES OR OTHER CURRICULUM CHANGES THAT UNDERGRADUATE AND GRADUATE COUNCILS APPROVED. (BARBARA COOK THOMAS X2440).
REMINDER	FACULTY EVALUATIONS SHOULD BE COMPLETED BY FEBRUARY 15 TH IN PREPARATION FOR FACULTY MERIT RAISES. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE.
REMINDER	FACULTY TEACHING LOADS FOR SPRING 2014 , CHECKED BY DEPARTMENT CHAIR, WITH CORRECTIONS IN RED INK, ARE DUE FEBRUARY 3, 2014. SUBMISSIONS MAY BE ELECTRONIC. (BROOKE GUELKER X2168).
REMINDER	MAY TERM, SUMMER, AUGUST TERM, & FALL SCHEDULE OF CLASSES ENTRY WILL BEGIN IN FEBRUARY. PUBLICATION IN EARLY MARCH; AND ENROLLMENT BEGINS IN LATE MARCH. (DARRAH RIPPY X1156).
REMINDER	THIRD YEAR REVIEW DOSSIERS ARE DUE FEBRUARY 1ST (CINDY HAVENS X3212)

FEBRUARY 2014

SATURDAY, 1ST	THIRD-YEAR REVIEW DOSSIERS ARE DUE. (CINDY HAVENS x3212)
MONDAY, 3RD	ACTIVITY REPORTS AND UPDATED CV'S FOR ALL TENURED AND TENURE-TRACK FACULTY AND FULL-TIME LECTURERS ARE DUE IN THE DEAN'S OFFICE WITH CD FOR CV'S. (CINDY HAVENS x3212).
MONDAY, 3RD	RECOMMENDATION OF CONTRACT RENEWAL FOR TENURE-TRACK FACULTY ARE DUE. SEE UNIVERSITY POLICY MANUAL 6.8. (CINDY HAVENS x3212).
MONDAY, 3RD	EXTRA COMPENSATION AND/OR FACULTY/STAFF OVERLOAD FORMS FOR FALL 2014 ARE DUE. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. (BROOKE GUELKER x3212).
MONDAY, 3RD	MEMO LISTING FACULTY TEAM-TEACHING, CROSS-LISTINGS, AND COURSE REDUCTIONS FOR FALL 2014 ARE DUE. (BROOKE GUELKER x2168).
MONDAY, 3RD	FACULTY TEACHING LOADS FOR SPRING 2014 , CHECKED BY DEPARTMENT CHAIR, WITH CORRECTIONS IN RED INK ARE DUE. SUBMISSIONS MAY BE ELECTRONIC. (BROOKE GUELKER x2168).
THURSDAY, 6TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, JANUARY 27TH (ELECTRONIC SUBMISSIONS ONLY)
WEDNESDAY, 12TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 11:00 AM – 12:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, FEBRUARY 3RD (ELECTRONIC SUBMISSIONS ONLY)
FRIDAY, 14TH	ADJUNCT TEACHING REQUESTS FOR SUMMER 2014 ARE DUE (BROOKE GUELKER x2168). FINALIZED ADJUNCT REQUESTS WITH ALL APPROPRIATE DATA FOR CONTRACTS SHOULD BE SUBMITTED. USE THE UPDATED ADJUNCT REQUEST FORM ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. PLEASE BE ADVISED THAT ADJUNCT BUDGETS WILL CONTINUE UNDERGOING CUTS.
THURSDAY, 20TH	BOARD OF TRUSTEES MEETING
THURSDAY, 27TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, FEBRUARY 17TH (ELECTRONIC SUBMISSIONS ONLY)
WEDNESDAY, 26TH	2014 GRADUATE RESEARCH DAY (SARA SAGE x4336) AND 2014 HUMANITIES RESEARCH DAY (BROOKE GUELKER x2168) HUGHES-TRIGG STUDENT CENTER, 2:00 – 5:00 PM
DATES TBD	FACULTY EVALUATION CONFERENCES WITH EACH FULL-TIME FACULTY MEMBER AND DEPARTMENT CHAIR.
DATE TBD	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS ROOM, BLDG, TIME. (CINDY HAVENS x3212)
DATE TBD	FACULTY COUNCIL MEETING ROOM, BLDG, TIME. (CINDY HAVENS x3212)
DATE TBD	HONORS CONVOCATION STUDENT AWARD WINNER INFORMATION DUE. EACH DEPARTMENT SHOULD SEND A LIST OF STUDENT AWARD WINNERS, SMU ID#, CAMPUS ADDRESS, AND PHONE NUMBER. (BARBARA COOK THOMAS x2440).
REMINDER	NOMINATIONS FOR DEDMAN COLLEGE ADVISORY COMMITTEES ARE DUE MONDAY, MARCH 3, 2013. (BROOKE GUELKER x2168).
REMINDER	STAFF PERFORMANCE REVIEWS WILL BE REQUIRED AS PART OF THE ANNUAL SALARY REVIEW. BUDGET SHEETS AND INSTRUCTIONS WILL BE SENT FROM THE DEAN'S OFFICE. (CINDY HAVENS x3212).
REMINDER	MAY, SUMMER, AUGUST, & FALL SCHEDULE OF CLASSES SHOULD BE COMPLETED VIA ACCESS.SMU.EDU BY THE REGISTRAR'S DEADLINE. PUBLICATION IN EARLY MARCH; AND ENROLLMENT BEGINS IN LATE MARCH. (DARRAH RIPPY x1156).
REMINDER	PRELIMINARY LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE FRIDAY, MARCH 28 TH . SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).

MARCH 2014

MONDAY, 3RD	NOMINATIONS FOR DEDMAN COLLEGE ADVISORY COMMITTEES ARE DUE. TO BE PLACED ON SLATES. (PETER K. MOORE x4485).
SATURDAY, 8TH – SUNDAY, 16TH	SPRING BREAK
WEDNESDAY, 19TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 11:00 AM – 12:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE FRIDAY, MARCH 7TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
THURSDAY, 20TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE FRIDAY, MARCH 7TH (<i>ELECTRONIC SUBMISSIONS ONLY</i>)
FRIDAY, 28TH	PRELIMINARY LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE. SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).
REMINDER	UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE. (SARAH SAGE x4336).
REMINDER	PROMOTION AND TENURE PRELIMINARY DISCUSSION WITH DEAN MOORE ABOUT FACULTY WHO WILL BE REVIEWED. APPOINTMENTS AVAILABLE BEGINNING MARCH 10 TH . (BROOKE GUELKER x2168).
REMINDER	CONFIRMED LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE FRIDAY, MAY 30 TH . SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).
REMINDER	SOLICITATION OF STUDENT EVALUATION LETTERS FOR PROMOTION AND TENURE CANDIDATES ON OR BEFORE APRIL 1 ST . SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).
REMINDER	ADJUNCT CONTRACTS FOR SUMMER AND FALL 2014 WILL GO OUT FROM THE DEAN'S OFFICE THIS MONTH. (BROOKE GUELKER x2168).
DATE TBD	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS ROOM, BLDG., TIME. (CINDY HAVENS x3212)
DATE TBD	FACULTY COUNCIL MEETING ROOM, BLDG., TIME. (CINDY HAVENS x3212)
DATE TBD	WRITTEN FACULTY EVALUATIONS ARE DUE. FILE IN DEPARTMENTAL OFFICE WITH COPY TO FACULTY MEMBER. SEE UNIVERSITY POLICY MANUAL 6.11 (FORMS ON WEB). (BROOKE GUELKER x2168).
DATE TBD	MEMOS DUE IN DEAN'S OFFICE CONFIRMING: <ol style="list-style-type: none"> 1. REVIEW OF TENURED AND TENURE TRACK FACULTY, AND 2. REVIEW OF MULTI-YEAR DEVELOPMENT PLAN OF TENURED AND TENURE-TRACK FACULTY THE TEMPLATE CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE. PRINT ON DEPARTMENTAL LETTERHEAD AND SUBMIT ORIGINAL TO THE DEAN'S OFFICE. (BROOKE GUELKER x3212).
DATE TBD	STAFF EVALUATIONS ARE DUE. (CINDY HAVENS x3212).

APRIL 2014

DATE TBD	FACULTY REGALIA ORDERS ARE DUE. (MELISSA HUMASON x2809).
DATE TBD	UNIVERSITY RESEARCH COUNCIL GRANTS APPLICATION DEADLINE. (PHYLLIS PAYNE x4202).
TUESDAY, 1ST	BEGIN SOLICITING STUDENTS LETTERS FOR PROMOTION AND TENURE CANDIDATES. SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).
TUESDAY, 1ST	DEADLINE TO SUBMIT ANY SIGNIFICANT CHANGES TO OR CREATION OF A MAJOR, MINOR, PROGRAM, AFTER APPROVED BY THE UNDERGRADUATE OR GRADUATE COUNCIL ETC. FOR EDUCATIONAL PROGRAMS COMMITTEE (EPC) REVIEW (BEFORE APRIL 18TH). (PETER K. MOORE x4485).
THURSDAY, 10TH	UNDERGRADUATE COUNCIL MEETING 121 DALLAS HALL (THE HYER ROOM), 2:00 – 3:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, MARCH 31ST (ELECTRONIC SUBMISSIONS ONLY)
MONDAY, 14TH	HONORS CONVOCATION 5:30 PM, McFARLIN AUDITORIUM
WEDNESDAY, 16TH	GRADUATE COUNCIL MEETING TOUCH LEARNING CENTER, FONDREN LIBRARY EAST 105, 11:00 AM – 12:00 PM. (BROOKE GUELKER x2168) NEW COURSE PROPOSALS DUE MONDAY, APRIL 7TH (ELECTRONIC SUBMISSIONS ONLY)
DATE TBD	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS ROOM, BLDG., TIME. (CINDY HAVENS x3212)
DATE TBD	FACULTY COUNCIL MEETING ROOM, BLDG., TIME. (CINDY HAVENS x3212)
REMINDER	GRADUATE FINANCIAL AID (FAP) DUE MAY 1ST. UPDATED ONLINE VIA ACCESS.SMU.EDU. (JANICE KRANZ x2649).
REMINDER	CONFIRMED LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE MAY 30TH. SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).

MAY 2014

THURSDAY, 1 ST	GRADUATE FINANCIAL AID (FAP) – UPDATED ONLINE VIA ACCESS.SMU.EDU. (JANICE KRANZ x2649).
MONDAY, 5 TH	LAST DAY OF INSTRUCTION
TUESDAY, 6 TH	READING DAY
THURSDAY, 8 TH	BOARD OF TRUSTEES MEETING
WEDNESDAY, 7 TH – TUESDAY, 13 TH	FINAL EXAMS (NO EXAMS ON SUNDAY)
THURSDAY, 15 TH	DEPARTMENTAL TRAVEL BUDGETS FOR TRAVEL DURING THE 2014-2015 AY ARE DUE. FORMS MUST BE SUBMITTED <u>BEFORE</u> FACULTY TRAVEL WILL BE APPROVED. (BROOKE GUELKER x2168).
FRIDAY, 16 TH	BACCALAUREATE
SATURDAY, 17 TH	COMMENCEMENT
MONDAY, 26 TH	UNIVERSITY HOLIDAY – MEMORIAL DAY
WEDNESDAY, 28 TH	PAYROLL AUTHORIZATION FORMS (PAFs) FOR SUMMER I 2014 ARE DUE (JANICE KRANZ x2649)
DATE TBD	DEPARTMENT CHAIRS' MEETING – ALL DIVISIONS ROOM, BLDG., TIME. (CINDY HAVENS x3212)
DATE TBD	FACULTY COUNCIL MEETING ROOM, BLDG., TIME. (CINDY HAVENS x3212)
DATE TBD	PH.D. / D.E. RECOGNITION DINNER (PHYLLIS PAYNE x4202).
FRIDAY, 30 TH	TEACHING LOAD REPORTS FOR THE PROFESSORIATE AND LECTURERS DURING THE 2013-2014 ACADEMIC YEAR ARE DUE. THE FORM CAN BE FOUND ON THE ACADEMIC AFFAIRS FORMS LIBRARY PAGE OR THE TEACHING LOAD STATEMENT (PROJECTED TEACHING LOADS) SUBMITTED IN AUGUST 2013 MAY BE UPDATED AND RESUBMITTED AS “REPORT” INSTEAD OF “STATEMENT”. DEPARTMENT CHAIRS MUST VERIFY ALL TEACHING LOADS LISTED. (BROOKE GUELKER x2168).
FRIDAY, 30 TH	CONFIRMED LIST OF EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES ARE DUE MAY 30 TH . SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER K. MOORE x4485).
REMINDER	BEFORE MAY 31 ST WRITTEN NOTICE OF INTENT TO NOT RECOMMEND REAPPOINTMENT OF TENURE-TRACK FACULTY WITH TWO OR MORE YEARS' SERVICE. FACULTY MEMBER MUST BE GIVEN WRITTEN NOTICE OF NON-REAPPOINTMENT AT LEAST 12 MONTHS BEFORE EXPIRATION OF CONTRACT.
REMINDER	DEPARTMENTS SEND DOSSIERS TO EXTERNAL REVIEWERS FOR PROMOTION AND TENURE CANDIDATES BY JUNE 1, 2014. SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER.
REMINDER	GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS ARE DUE IN THE DEAN'S OFFICE BY AUGUST 1, 2014. LATE ENROLLMENTS WILL NOT BE ACCEPTED. NO EXCEPTIONS. E-MAIL ENROLLMENT SPREADSHEET. (BROOKE GUELKER x2168).
REMINDER	SUPERVISORY INSTRUCTOR MEMOS* FOR THE FALL 2014 SEMESTER ARE DUE MONDAY, JUNE 2ND . (BROOKE GUELKER x2168).
REMINDER	SUPERVISORY INSTRUCTOR REPORTS* FOR THE SPRING 2014 SEMESTER ARE DUE MONDAY, JUNE 30TH . (BROOKE GUELKER x2168).

**At this time, Supervisory Instructor Memos and Reports are due only from departments with active graduate program(s) that employ graduate students to teach as adjuncts or as part of the student's graduate program. Departments that employ graduate students from other departments are NOT required to supply the Supervisory Instructor Memo or Report.*

SUMMER 2014 REMINDERS

REMINDER	WEAVE (INSTITUTIONAL EFFECTIVENESS / SACS) SUBMISSIONS ARE DUE. HTTP://SMU.EDU/IR/ . (PATTY ALVEY x4519)
REMINDER	PAYROLL AUTHORIZATION FORMS FOR SUMMER I 2014 ARE DUE MAY 28TH . (JANICE KRANZ x2649).
REMINDER	PAYROLL AUTHORIZATION FORMS FOR SUMMER II 2014 ARE DUE JUNE 26TH . (JANICE KRANZ x2649).
REMINDER	PAYROLL AUTHORIZATION FORMS FOR FALL 2014 FULL-TIME AND ADJUNCT FACULTY ARE DUE JULY 28TH . (JANICE KRANZ x2649).
REMINDER	GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS ARE DUE AUGUST 1ST . (BROOKE GUELKER x2168). LATE ENROLLMENTS WILL <u>NOT</u> BE ACCEPTED AFTER AUGUST 1 ST . NO EXCEPTIONS.

JUNE 2014

REMINDER	TEACHING EFFECTIVENESS SYMPOSIUM (AUGUST 2014). HOSTED BY THE CENTER FOR TEACHING EXCELLENCE. REGISTRATION INFORMATION AT HTTP://WWW.SMU.EDU/PROVOST/CTE/PROGRAMS .
REMINDER	TEACHING ASSISTANT SEMINAR (AUGUST 2014). HOSTED BY THE CENTER FOR TEACHING EXCELLENCE. REGISTRATION INFORMATION AT HTTP://WWW.SMU.EDU/PROVOST/CTE/PROGRAMS .
REMINDER	DEPARTMENTS SHOULD BEGIN REVIEWING THE 2014-2015 UNDERGRADUATE/GRADUATE CATALOGS FOR EDITS AND CURRICULUM CHANGES IN THE 2015-2016 CATALOGS. CATALOG EDITS WILL COMMENCE IN OCTOBER 2013 AND RUN THROUGH MARCH 15, 2014. ALL PERTINENT MAJOR AND MINOR DEGREE PROGRAM CHANGES SHOULD BE DISCUSSED WITHIN THE DEPARTMENT AND PREPARED ACCORDINGLY FOR THE FALL 2013 UNDERGRADUATE AND GRADUATE COUNCIL MEETINGS. ALL CHANGES SHOULD BE COMPLETED BY OCTOBER 1, 2014 .
REMINDER	FACULTY RESEARCH LEAVE PROPOSALS APPLICATIONS FOR LEAVES FOR THE 2015-2016 ACADEMIC YEAR ARE DUE IN THE DEAN'S OFFICE. SEPTEMBER 2014. (CINDY HAVENS X3212)
REMINDER	EXTERNAL REVIEW LETTERS & STUDENT EVALUATIONS LETTERS FOR PROMOTION AND TENURE CANDIDATES DUE SEPTEMBER 15 TH ; SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER MOORE X4485)
THURSDAY, 26 TH	PAYROLL AUTHORIZATION FORMS FOR SUMMER II ARE DUE. (JANICE KRANZ X2649).
DATE TBD	SUPERVISORY INSTRUCTOR MEMOS FOR FALL 2014 ARE DUE. (BROOKE GUELKER X2168).
DATE TBD	CV'S AND TRANSCRIPTS FOR ALL GRADUATE STUDENTS WHO HAVE CLASSROOM OR GRADING RESPONSIBILITIES FOR THE FALL 2014 SEMESTER MUST BE ON FILE.
DATE TBD	WEAVE (INSTITUTIONAL EFFECTIVENESS / SACS) SUBMISSIONS ARE DUE. HTTP://SMU.EDU/IR/ . (PATTY ALVEY X4519)
DATE TBD	DEDMAN COLLEGE CHAIR AND DIRECTOR RETREAT. (CINDY HAVENS X3212).
REMINDER	OPENING CONVOCATION ON AUGUST 24, 2014.
REMINDER	FIRST DAY OF CLASSES ON AUGUST 25, 2014.
REMINDER	LAST DAY TO FILE FOR GRADUATION (GRADUATE LEVEL). (PHYLLIS PAYNE X4202).
REMINDER	GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS ARE DUE AUGUST 1ST. (BROOKE GUELKER X2168). LATE ENROLLMENTS WILL <u>NOT</u> BE ACCEPTED AFTER AUGUST 1 ST . NO EXCEPTIONS.
DATE TBD	SUPERVISORY INSTRUCTOR REPORTS FOR SPRING 2014 ARE DUE. (BROOKE GUELKER X2168).

JULY 2014

REMINDER	NEW COURSE PROPOSALS SHOULD BE SUBMITTED TO THE APPROPRIATE COUNCIL(S) TO MEETING SPRING AND SUMMER SCHEDULE DEADLINE FOR UNDERGRADUATE AND GRADUATE LEVEL COURSES. THE FORM(S) CAN BE FOUND ON THE <u>ACADEMIC AFFAIRS FORMS LIBRARY</u> PAGE. (BROOKE GUELKER x2168).
REMINDER	DEPARTMENTAL PROMOTION AND TENURE DOSSIERS ARE DUE OCTOBER 15TH REFER TO "PROCEDURES FOR THE EVALUATION OF FACULTY MEMBERS OF DEDMAN COLLEGE FOR TENURE, PROMOTION AND THE EXTENSION OF CONTRACT." SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (CINDY HAVENS x3212)
MONDAY, 28 TH	PAYROLL AUTHORIZATION FORMS FOR FALL 2015 ARE DUE. (JANICE KRANZ x2649).
DATE TBD	GRADUATE STUDENT RECEPTION FOR FALL 2014. (PHYLLIS PAYNE x4202).
DATE TBD	HOLIDAY – INDEPENDENCE DAY
DATE TBD	EXTRA COMPENSATION AND/OR FACULTY/STAFF OVERLOAD FORMS FOR SPRING 2015 ARE DUE. THE FORM CAN BE FOUND ON THE <u>ACADEMIC AFFAIRS FORMS LIBRARY</u> PAGE. (BROOKE GUELKER x3212).
DATE TBD	MEMO LISTING FACULTY TEAM-TEACHING, CROSS-LISTINGS, AND COURSE REDUCTIONS FOR SPRING 2015 ARE DUE. (BROOKE GUELKER x2168).
REMINDER	FACULTY RESEARCH LEAVE PROPOSALS APPLICATIONS FOR LEAVES FOR THE 2015-2016 ACADEMIC YEAR ARE DUE IN THE DEAN'S OFFICE FRIDAY, SEPTEMBER 2014. (CINDY HAVENS x3212).
REMINDER	EXTERNAL REVIEW LETTERS & STUDENT EVALUATIONS LETTERS FOR PROMOTION AND TENURE CANDIDATES DUE SEPTEMBER 15 TH ; SEE PROMOTION AND TENURE PROCESS SCHEDULE IN THE JOHN Z. DOE DOSSIER. (PETER MOORE x4485).
REMINDER	ADJUNCT TEACHING REQUESTS FOR SPRING 2015 ARE DUE (BROOKE GUELKER x2168). ESTIMATES OF ADJUNCT SALARIES AND COURSE COVERAGE ARE NECESSARY BY THIS DATE. FINALIZED ADJUNCT REQUESTS WITH ALL APPROPRIATE DATA FOR CONTRACTS SHOULD BE SUBMITTED NO LATER THAN OCTOBER 15TH . USE THE UPDATED ADJUNCT REQUEST FORM ON THE <u>ACADEMIC AFFAIRS FORMS LIBRARY</u> PAGE. PLEASE BE ADVISED THAT ADJUNCT BUDGETS WILL CONTINUE UNDERGOING CUTS.
DATE TBD	FACULTY TEACHING LOADS FOR FALL 2014 , CHECKED BY DEPARTMENT CHAIR, WITH CORRECTIONS IN RED INK ARE DUE SEPTEMBER 1, 2014. SUBMISSIONS MAY BE ELECTRONIC. (BROOKE GUELKER x2168).
REMINDER	GRADUATE STUDENT HEALTH INSURANCE ENROLLMENTS ARE DUE AUGUST 1ST . (BROOKE GUELKER x2168). LATE ENROLLMENTS WILL <u>NOT</u> BE ACCEPTED AFTER AUGUST 1 ST . NO EXCEPTIONS.