
Date	Tasks Due	Contact
15 th	a. Confirm third-year review candidates with dean's office b. New employees and graduate students teaching for the first time must have completed these training programs: preventing sexual harassment, preventing workplace discrimination, and program for the protection of minors.	Dean Human Resources 8-3311

Heads-up: Alerts

Applications for faculty research leaves for the following academic year due September 15.

External review letters & student evaluations letters for promotion and tenure candidates due September 15. Details on the promotion and tenure process can be found [here](#).

Spring class schedule entry begins in September.

Initiate reviews for non-tenure-track, full-time faculty with contracts ending May 31. Procedures detailed [here](#). Notice of intent to renew contracts due October 1. Formal reviews are due as scheduled.

Contact [Office of National Fellowships and Awards](#) for information on faculty fellowships and awards.

Date	Tasks Due	Contact
1 st	Supervisory reports for last Spring and memos for current Fall semester due.	Associate Dean
15 th	<ul style="list-style-type: none"> a. Faculty research leave proposals for the following academic year due. b. External review letters for promotion and tenure candidates due back to departments. c. Student evaluation letters for promotion and tenure candidates due back to departments. 	<ul style="list-style-type: none"> Dean Dean Dean

Heads-up: Alerts

Supervisory Instructor memos and reports due October 1 (for departments where TAs teach as part of their graduate programs only).

Adjunct teaching requests for Spring semester are due October 15.

Department Chairs may make appointments from October 3-11 to discuss position requests with the Dean; these requests are due October 15.

Spring class schedule entry begins. Publication in early October; enrollment begins in late October.

Departmental promotion and tenure dossiers due October 15. Details on the promotion and tenure process can be found [here](#).

Dean’s Research Council Grant Proposals Due October 15.

Date	Tasks Due	Contact
3 rd - 11 th	Department Chairs meet with Dean (if necessary) to discuss position requests	Dean
15 th	<ul style="list-style-type: none"> a. Dean's Research Council Grant Application submission deadline b. Departmental P&T dossiers due c. Finalized adjunct requests for spring semester due d. Contract requests for Spring semester due 	<ul style="list-style-type: none"> Associate Dean Dean Associate Dean Associate Dean

Heads-up: Alerts

May Term course proposal requests

Begin review and edit of department catalog text. Revise text from October to March.

Date	Tasks Due	Contact
1 st	a. Notice of intent to renew non-tenure-track, full-time faculty due	Associate Dean
	b. Leave reports from faculty on leave the previous academic year due	Dean
15 th	Departmental P&T binders due	Dean

Heads-up: Alerts

Adjunct teaching requests for Summer sessions and Fall semester are due January 15.

Formal reviews of lecturers, senior lecturers, and professors of practice are due January 31.

Evaluations for faculty, exempt and non-exempt staff, and postdoctoral fellows are due January 31.

University Research Council grant proposals due soon (check ORA website for date).

Date	Tasks Due	Contact
1 st	Supervisory Instructor reports for last Fall and memos for current Spring semester due.	Associate Dean
15 th	Final date for submitting course or curricular changes to the Undergraduate or Graduate Council in time to make February EPC review	Associate Dean
31 st	a. Form reviews of lecturers, senior lecturers, and professors of practice due.	Associate Dean
	b. Faculty, exempt staff, non-exempt staff, and postdoctoral fellow evaluations due.	Dean
	c. Nominations for Dedman Outstanding Senior due	Dean

Heads-up: Alerts

All faculty and staff evaluations must be completed by January 31 for merit review process.

Previous semester and J-Term course assessments are due:

<http://www.smu.edu/Provost/assessment/Deadlines>

Class schedule entry for May term, Summer, August term and Fall semester begins in February; publication in March, enrollment in late March.

Third-year review dossiers due Feb 1

Date	Tasks Due	Contact
1st	a. Third-year review dossiers and recommendations for contract renewal for tenure-track faculty are due.	Dean
	b. Activity report and CVs (electronic) for tenure-track and tenured faculty and lecturers are due	Dean
	c. Teaching load statement and exceptions report due.	Associate Dean
	d. Adjunct requests for summer, fall, and spring due.	Associate Dean
15 th	Adjunct teaching requests for Summer and Fall due.	Associate Dean
15 th -28 th	Hold staff and full-time faculty performance review meetings with the dean; bring written performance evaluations to meeting.	Dean

Heads-up: Alerts

Previous semester and J-Term course assessments are due:

<http://www.smu.edu/Provost/assessment/Deadlines>

Class schedule entry for May term, summer, August term and Fall begins in February; publication in March, enrollment in late March.

Schedule appointments between March 15–30 with Dean to discuss faculty who will be recommended for promotion next year.

Date	Tasks Due	Contact
1 st	Nominations for Dedman College advisory committees due	Secretary, Faculty Council
15 th	a. Memoranda of Completion due. b. Revisions to catalog edits: final date for submissions	Associate Dean Dedman College Office of Student Records and Academic Services
15 th - 30 th	Appointments to discuss faculty who will be recommended for promotion next year.	Dean

Heads-up Alerts

Begin compiling preliminary list of external reviewers for P&T candidates for approval.
Solicit student evaluation letters for P&T candidates.

Date	Tasks Due	Contact
1 st	a. Faculty regalia orders due. b. Begin submitting names of external reviewers for Promotion & Tenure candidates	Dean's Office, Barbara Thomas Associate Dean

Heads-up Alerts

Date	Tasks Due	Contact
15 th	Final date to notify Dean of intent NOT to recommend reappointment of tenure-track faculty with 2 or more years service. Policy requires faculty members to be given at least 12 months written notice of intent not to renew.	Dean

Heads-up Alerts

When ready, send materials to external reviewers for P&T candidates. Information on procedures can be found [here](#).

Date	Tasks Due	Contact
June	Spring UC course assessments are due: Http://www.smu.edu/provost/assessment/deadlines	Dir. of Assessment, Provost's Office: Patty Alvey
June	WEAVE (institutional effectiveness/SACS) submissions due	Institutional Research, Patty Alvey
July	Names and ranks of faculty who will travel on FFE next fiscal year due	Financial Officer
August	Graduate financial aid (FAP) due. Update online via my.SMU	my.SMU ; Financial Officer
August	CTE teaching effectiveness symposium and teaching assistant seminar (required for all new TAs)	CTE

Heads-up Alerts
