

Dorothy F. Schmidt College of Arts and Letters: 2024-2025 Due dates for Chairs and Directors

Due Dates:	Item:	Notes:
2024		
JUNE		
JULY		
*July 3	Ph.D. Dissertations to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
July 11	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
*July 7	Master Thesis to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
*July 10	Annual Faculty Assignments due in FAIR	
July 15	P&T Chairs to follow up with external reviewers	
July 18	Master Thesis due to Grad. College	Last day to submit to Graduate College
AUGUST		
Aug. 1	P&T External Letters due	
Aug. 2	P&T External Letters due follow up	
Aug. 5	PTR Faculty work on PTR dossier.	
Aug. 5	Faculty contract period starts	
Aug. 15	P&T interfolio packets complete and released for review to department	
*Aug. 19	Spring 2021 activity reports due in F.A.I.R.	
*Aug. 23	Fall Syllabi due to Departments	
Aug. 26 <i>no later than</i>	P&T interfolio packets complete and released for review to department	
Aug. 26	P&T interfolio packets complete and released for review to department	
Aug. 26 – Sept. 16 <i>no later than</i>	P&T Dept. P&T committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
SEPTEMBER		
Sept. 1	P&T Dept. P&T committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.

Sept. 2	Activity reporting Summer 2024, Fall 2024, Spring 2025	Deadline for chairs/directors to sign off on all activity reports in Interfolio.
*Sept. 5	Annual Assignments for <i>new</i> full-time faculty	Add new faculty assignments to FAIR. Email iea@fau.edu if you have questions/issues
Sept. 8	P&T Dept. P&T committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
Sept. 5	Tech Fee application opens	https://www.fau.edu/techfee/
Sept. 6	PTR - Faculty submit PTR dossier via Interfolio to Department Chair/Unit Head.	
*Sept. 9	Syllabi – Certify to the Dean’s office that all fall syllabi meet guidelines	Upload into WIZARD
Sept. 13	PTR - Department Chair/Unit Head reviews dossier contents to make sure information is correct and complete. If items are missing or incorrect, recycle back to faculty for revision(s).	
*Sept. 13	Greenlight faculty in WIZARD	
Sept. 14	NTT (instructor) Promotion Interfolio	
Sept. 15 – Oct. 13, 2024	PTR - Department/Unit Level Advisory Committee reviews and submits evaluation/rating and shares report with the faculty. Faculty get 5 days to respond.	
*Sept. 20	All syllabi loaded into WIZARD	
Sept. 19 <i>no later than</i>	NTT (instructor) Promotion Interfolio	Due to Department
Sept. 19 – Oct. 14 no later than	NTT (instructor) Dept review period committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	
Sept. 20	P&T Department chair’s letter due to the faculty member	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letters.
Sept. 16 – Sept. 26 <i>no later than, can be earlier</i>	P&T Department chair’s letter due to the faculty member	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letters.

Sept. 27	P&T Department chair's letter due to the faculty member	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letters.
*Sept. 27	Syllabi in WIZARD	Absolute deadline to have all syllabi uploaded to WIZARD
Sept. 30	Faculty outside employment form in workday	Forward to the Dean's office for approval.
OCTOBER		
*Oct.	Talon Award Application due in Provost office by 5pm	Faculty submitted electronically to the Office of the Provost at mturtz@fau.edu .
Oct. 1	NTT (instructor) Dept review period committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	
*Oct. 1	Certify syllabi for dept. to Barclay	Upload to T-drive
Oct. 1	P&T Interfolio packets released for College level review. Firm deadline!	Must include Chair's letter and all other required material as per the University P&T guidelines
10/1/	Faculty Research Mentoring Program applications due	Dean and Department chair signature required https://www.fau.edu/research/mentoring-program/
*Oct. 1	Assessment results and analysis of 2021-2022. Submit for Review	Input into the IEA assessment data base
Oct. 14 - Oct. 27 no later than	NTT Department Chairs letter due to faculty	
10/15/	Spring book orders	Use Follet in Canvas
*Oct. 17 <i>no later than</i>	Fall Dept. scholarships awarded	Submit to Foundations and copy gvorsas@fau.edu
Oct. 20	NTT Department Chairs letter due to faculty on 27th	
*Oct. 17	Program Review Self-Study	Due to Dean's office
Oct. 18 – Nov. 6, 2024	PTR - Department Chair/Unit Head reviews dossier and submits evaluation/rating and shares report with the faculty member. Faculty gets 5 days to respond.	
*Oct. 21	Sabbatical applications	Due to Dean via Interfolio
Oct. 28	P&T interfolio packets released to Provost level	
Oct. 28	NTT Department Chairs letter due to faculty	
10/28/	Last day to submit Tech Fee Grant proposal	
NOVEMBER		

Nov. 1	NTT (instructor) Promotion Interfolio	Interfolio packets complete & released for college review
Nov. 1 – 28	NTT College review process	
Nov. 1	P&T College committee letters due to candidates	
*Nov. 4	Ph.D. Dissertations to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
Nov. 8	P&T Interfolio packet released to Dean	
*Nov. 11	Master Thesis to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
Nov. 11 – Dec. 2, 2024	PTR - College Deans review dossiers and submits evaluation/rating and shares report with the faculty member. Faculty gets 5 days to respond.	
Nov. 14	Ph.D. Dissertation to Grad. College	Last day to submit to Graduate College
Nov. 17	P&T Letters	Block off time for Dean to write letters
Nov. 21	Master Thesis to Grad. College	Last day to submit to Graduate College
Nov. 23	NTT Committee letter due to candidate	
Nov. 27	NTT Committee letter due to candidate	
Nov. 29	NTT Committee letter due to candidate	
DECEMBER		
*Dec. 2	Catalog Revisions	Catalog revisions due to mjennings@fau.edu
*Dec. 2	Research support data – due	Research support data from State funds due to Dimaggio
Dec. 2	P&T interfolio packets released to Provost level	
Dec. 4	NTT interfolio packet due to Dean	
*Dec. 5	DDI of faculty research & service activities due	Enter DDIs into the IEA system. Contact jcahill@fau.edu if you have problems. Link: https://swise.fau.edu/sacs-rs .
Dec. 5	NTT Dean's letter due	
Dec. 10	NTT Dean's letter due	
Dec. 9	PTR - PTR Assessments Due to Provost's Office for Review.	
Dec. 16	NTT Dean's letter due	
Dec. 16	SPE faculty portfolio deadline	Due to Department chair
Dec. 15	3rd year review	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
Dec. 19	Final Grades Due Fall	
2025		
JANUARY		

Jan. 6	NTT promotion Interfolio packets due to Provost level	
Jan. 6	P&T	P&T Chart
Jan. 9	SPE faculty portfolio deadline	Due to Department chair
Jan. 9	SPE Department committee meets, reviews, and evaluates on dossiers.	
Jan. 9 – Feb 24 <i>no later than</i>	SPE Department committee meets, reviews, and evaluates on dossiers.	
TBD	Schedules due Sum/Fall 2024 & Spring 2025	Submit to Courseleaf schedules for the Summer 2024, Fall 2024 and Spring 2025 semesters. Remember to VALIDATE to fully submit.
January 9 no later than	3rd year review	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
January 9 – February 3 no later than	3rd year review	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
January 9 – February 3, no later than	3rd year review	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
*Jan. 9	Annual Assignment corrections for 2024-2025	Input all changes to faculty teaching, research and service assignments for spring term .
*Jan. 15	Award Applications – Researcher and Scholar of the Year due to Dean	Must include Chair’s support letter and all other required material as per the University
*Jan 15	Award Nominations: Student and Faculty nominations due	Submit Convocation and honor awards nominations to Dean’s office
*Jan 15	Award Nominations: Alumni are due	Submission should include name, email address, phone number and 1-3 sentences explaining why you think they should receive the award.
Jan. 16	P & T Associate to Full and Assistant to Associate, NTT, and Third-Year	Submit names of all Tenure-track faculty planning to apply for promotion in the Fall to the Dean’s office via the chart.
Jan. 24	Website update	Review Department website and update, including faculty and staff listing, CV and other linked information.
Jan. 30 <i>no later than</i>	Faculty 2025 Annual Reports	Due to the Department office

FEBRUARY		
*Feb.	Award Applications: LLS Jupiter faculty research and travel awards	Submit to Dean's office for ROCA consideration
Feb. 3	P&T	Submit P&T Rep Names for Department and College Committee
Feb. 5	P&T Associate Dean reminds chairs about external letters	
*Feb. 5	Research & Scholar of Year Award nominations	College Nominees due to Research Office
February 6 – February 24 no later than	3rd year review	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
Feb. 10	Awards - Honors Convocation Scholarships, Excellence in Undergrad Teaching and Advising awards, University Faculty Service Award, 2024 Researcher of the year award, and 2024 Scholar of the year award	Due to the Provost Office and University Research Committee at tpenholl@fau.edu
*Feb. 10	OURI Undergraduate Research Mentor of the Year nominations	Nominations to the Dean
*Feb. 12	Assessment plans 2021-22— current year	Input to IEA assessment data base. Submit plan review
Feb. 14	P&T: Chair's contact potential external reviewers	
Feb. 19	SPE Department committee meets, reviews, and evaluates on dossiers.	
Feb. 19	Faculty 2025 Annual Reports annual year due to Dean's office	Submit as Word or PDF into V Drive; must signed by faculty member and chair with chair's comments.
Feb. 19	3rd year review Interfolio packets released for College level review	
2/19/	Distinguished Mentor of the Year in Undergraduate Research Award	Due to Ms. Patricia Sampedro (psamedr@fau.edu) from OURI
February 27	3rd year review	Interfolio dossier(s) released for College level review.
Feb. 28	SPE packets forwarded to Dean review	
MARCH		
Mar. 5	P&T - Must send Dept. P&T rep names for College Committee and Department Committee Names	

3/1/	PTR	Unit heads must have completed the review process at the departmental level and provide a written assessment and rating, which includes the review and recommended rating of the Unit Advisory Board. This should include a 5-day rebuttal period for faculty to review submission and provide an additional narrative.
Mar. 8	Remind Faculty Mentors to schedule a formative assessment review	
Mar. 11	Position requests: Request to fill full-time faculty lines	Submit requests to fill instructor and tenure-lines to the Dean's office.
*Mar. 11 <i>no later than</i>	Spring student Departmental scholarships awarded	Submit paperwork to Foundations and copy Gail Vorsas, gvorsas@fau.edu
Mar. 14	Book orders: Summer (all sessions)	Use Follet in Canvas
Mar. 14	P&T - Must send Dept. P&T rep names for College Committee and Department Committee Names	
Mar. 18	Chairs 2024 Annual Reports due to the Dean's office	Submit with all supplemental materials included.
*Mar. 25	Ph.D. Dissertations to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
*Mar. 25	Annual Assignments	Input into the FAIR system for all full-time faculty
March 27 – March 31	3rd year review	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. Candidate(s) has 5 days to reply.
March 28	PTR - Chairs submit names for PTR (mandatory and for the 20% volunteers).	
March 31	3rd year review	Interfolio dossier(s) released for Dean level review.
*TBD <i>usually late March</i>	Dissertation Year Award 2025	Submit to Division of Research, fau.research@fau.edu
*TBD <i>based on Provost P&T Guideline release</i>	P&T - Interfolio cases created *confirm that all committee names have been submitted.	
*	Master Thesis to Dean's office	Email PDF to Eric Berlatsky eberlats@fau.edu
APRIL		

April 1	SPE Letters	SPE letter from the Dean
April 3 – April 28	3rd year review	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i> <i>*Dossiers stay at college level; cumulative report sent to Provost's Office.</i>
April 4	Ph.D. Dissertations to Grad. College	Last day to submit to Graduate College
April 10	Master Thesis to Grad. College	Last day to submit to Graduate College
April 10	SPE Interfolio packets released to Provost level	
April 15	Fall book orders due	Use Follet in Canvas
April 16	PTR - Provost notification letters distributed to faculty, Unit Head, and Dean for 2024 cycle.	
April 17-30	PTR - Deans finalize 2024 cycle. If applicable, the one-time bonus will be distributed in late April/early May and the merit-based salary increase will be effective at the beginning of the next academic year.	
April 25	PTR - The Provost's Office will randomly select volunteers and notify the colleges.	
April 29 <i>no later than</i>	P&T: Candidate packets	mailed to external reviewers through Interfolio
April 28	PTR - Colleges begin opening cases for faculty to assemble their dossiers.	
MAY		
May 2	Faculty contract period ends	
May 5	Final Grades due by 9am	
May 9	Fiscal year expenditures deadline	Deadline for Departments to encumber or spend expense and OPS monies.