

**Reporting Dates for Fall 2017**

<b>Date Due</b>	<b>Item</b>	<b>Submit to</b>
9/8	SU Abroad 2018-19 Semester/World Partner Proposals	VPA Academic Affairs / Dean's Office
9/25	List of first year faculty and their designated mentors	VPA Academic Affairs
	Confirmation list of faculty tenure reviews in 2018	
	Syllabi for all classes submitted	
	Curriculum proposals/changes (course changes and new courses)	
	Proposal to change program fees (if desired)	VPA Financial Affairs
10/2	Tenure and Promotion Recommendations/Forms/Binders	Department Chairs
	Faculty and Program Development Grant, Visiting Artist, and Department Equipment requests	VPA Academic Affairs
10/6	Names of faculty who start phased retirement the following fall semester	VPA Academic Affairs
10/9	Changes to spring semester teaching assignments (revised faculty load assignment spreadsheets)	VPA Academic Affairs
10/13	Leave of Absence (LoA) for the following fall 2018 semester or full academic year 2018-19	VPA Academic Affairs
10/23	Promotion candidate's deadline for official application withdrawal in writing to the dean	VPA Academic Affairs
11/1	Tenure and Promotion Recommendations/Forms/Binders	VPA Academic Affairs
12/1	SU Summer Abroad 2018 Proposals	VPA Academic Affairs / Dean's Office
	The Chancellor's Citation of Excellence nominations submitted by faculty and staff	VPA Academic Affairs
	Meredith Professorship nominations submitted to VPA Academic Affairs	VPA Academic Affairs

# Syracuse University

## College of Visual and Performing Arts

### Reporting Dates for Spring/Summer 2018

Date Due	Item	Submit to
1/15	Emeritus faculty recommendations for AY18/19	VPA Academic Affairs
1/29	Faculty Recognition Award nominations for AY16/17	VPA Academic Affairs
	CV Updates for S17/F17	
	Course Syllabi for S18	
2/5	Annual Report & Recommendation (R&R's) for <u>TT</u> faculty	VPA Academic Affairs
	FT Faculty retiring AY18/19	
	Leave of Absence Requests - Spring 2019 semester	
	Phased retirement requests (to begin Spring 2019)	
	Third-Year Review materials	
2/12	Request for Promotion only in AY18/19	VPA Academic Affairs
2/16	Candidate Request for Tenure review in AY18/19	Provost's Office (copy submitted to VPA Academic Affairs)
2/26	Annual Report & Recommendation (R&R's) for <u>NTT</u> & <u>tenured</u> faculty	VPA Academic Affairs
	Curriculum proposals/changes	
	Election results for new CVPA Senators	
3/5	PTI Performance Evaluations	VPA Academic Affairs
	New Faculty hiring proposals (after 5/1 AAUP requires notification of each hire from VC)	
3/9	Faculty Load Work Sheets AY18/19 (both semesters)	VPA Academic Affairs
3/27	AY18/19 Faculty Council Representatives	VPA Academic Affairs
	Course Catalog Changes	
5/1	Dept. chairs submit faculty search authorization requests for AY18/19	VPA Academic Affairs
June-July	Continue reviewing Faculty Load Work Sheets- processing PTI searches/hires, monitor course enrollments, preparing PTI letters	VPA Academic Affairs
August	Should receive final decision from Provost Office on faculty search authorization requests to begin search process	VPA Academic Affairs