Upcoming Administrative Deadlines for Departments and Programs

- February 3: Tenure-line assistant professor reappointment files and Teaching-track faculty promotion dossiers
- February 15: First-year seminar offerings for academic year 2017-18 (all quarters)
- February 17: Vita supplements and updated CVs
- February 28: Projected teaching plans and requests for short-term teaching for 2017-18 from Division I departments (natural sciences) and Psychology

- March 1:
  - Faculty research leave applications for 2017-18
  - Conflict of interest disclosures from faculty and staff
  - Departmental honors roles and online system access needs for faculty/staff (spreadsheet distributed in February)
- March 7: Projected teaching plans and requests for short-term teaching for 2017-18 from Division II departments (social sciences), except History and Psychology
- March 10: Weinberg College Teaching Award nominations and McCormick Professorship and University Distinguished Lecturer nominations
- March 15: W award proposals from faculty
- March 24: Faculty salary planning materials from Chairs and select Program Directors
- March 28: Projected teaching plans and requests for short-term teaching for 2017-18 for Division III departments (humanities) and History

- April 7: Fall Quarter 2017 first-year seminar basic information
- April 24: Hiring plan
- April 28: Fall quarter 2017 first-year seminar course descriptions
• May 1: First-year focus webpages updated for incoming class
• May 8: Convocation student marshals, faculty congratulators, and participating faculty lists
• May 17: Convocation faculty regalia orders
• May 15: Staff performance evaluations
• May 19: Teaching-Track Faculty reappointment recommendations
• May 24: Departmental honors nominations entered into online system
• May 31:
  • Applications due for students pursuing dual/interdisciplinary honors during academic year 2017-18
  • Student prize and award recipients entered into online system