

DATE: August 5, 2009

TO: Chairs
Alice Spangler & Jay Kandiah, FCS
Linda Siktberg, SON
Tony Mahon, SPESES
Ray Shackelford, TECH
Kathy Segrist, W&G

FROM: Mitchell Whaley, Dean

RE: Deadlines: Promotion and Tenure, Salary and Annual Reports

The following calendar may assist you in scheduling activities during the year with your faculty committee(s).

P & T DEADLINES

October 16	Second year dismissal letter to the Dean
October 23	Department P & T Document revisions to the Dean to take effect 2010-2011
December 4	Tenure notebooks and letters to the Dean
January 15, 2010	Promotion materials to the Dean

SALARY DEADLINES

October 2	Dean to receive proposed policy changes in the Department Salary Document and Contract Faculty Salary Document to take effect 2010-2011
March 26, 2010	Merit recommendations to the Dean
April 9	Submit salary appeal(s) at College level

ANNUAL REPORTS

February 26, 2010	Faculty annual reports to the Dean. Follow the College Promotion and Tenure Vita format. Send electronic copies to Tia.
May 17	Department annual reports to the Dean. Follow the college/unit annual report format. (Due date subject to change)