

COLLEGE OF ENGINEERING

2006-2007 ADMINISTRATIVE CALENDAR

Sept. 11	12 th class day
Sept. 12	Fall Faculty and Staff Convocation University Union Silver Eagle Suite 7:45am
Sept. 14	Supplemental travel requests due to VPAA.
Sept. 18	CENG Curriculum materials due in Dean's office
Sept. 19	Small Class Reports due in Provost Office
Sept. 20	UCC meeting
Sept. 22	Teaching loads are due in Dean's office
Sept 15	Promotion and Tenure Session (Auditorium NTRP, 2:00 4:00 PM)
Sept. 25	CENG Curriculum Committee meeting Dean's conference Room 10:30 AM
Sept. 26	CENG "Engineering Freshman/Transfer Student Open House 11:30 -1:30 PM Research Park Lobby
Oct. 2	Faculty who would like to be considered for Promotion & Tenure are encouraged to submit application and supporting documents to Dept. Chair
Oct. 2	UCC materials due to VPAA for Oct. 18 meeting
Oct. 7	UNT Homecoming
Oct. 18	UCC Meeting
Oct. 23	CENG Curriculum materials due to the Dean's Office for Oct. 30 meeting
Oct. 30	CENG Curriculum Committee Meeting (The Dean's Conference Room, at 10:30 AM)
Nov. 1	UCC Materials due to VPAA for Nov. 15 meeting
Nov. 7	Department Chair forwards evaluation and recommendation on <u>second-</u> <u>year</u> probationary faculty to Dean, using "Recommendation for Probationary Faculty" form, and notifies faculty in writing if not to be recommended for reappointment for 2007-2008.
Nov. 14	Supplemental travel requests due to VPAA.
Nov. 7-16	Dean reviews recommendations on <u>second-year</u> probationary faculty.

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Nov. 17 Dean submits College recommendation concerning second-year probationary faculty to VPAA who notifies second-year probationary faculty who have received unfavorable recommendations by Dec. 15.

Nov. 20 CENG Curriculum Committee materials due for Nov. 27 meeting

Nov. 21 Marie Robert Fisher Distinguished Professor Nominations due in Provost Office

Nov. 27 CENG Curriculum Committee meeting Dean's Conference Room 10:30 AM

Dec. 1 Curriculum Committee materials due in VPAA office for Dec. 20 meeting

Dec. 1 Development Leave memo sent to Deans & Chairs from Provost

Dec. 1 Modified Service Request memo to Deans from Provost's office

Dec. 9 Updated Graduate Faculty Roster to Dean's Office. (From Dean to Graduate School Dec. 15.)

Dec. 15 2nd year Probationary Faculty notified by Provost Office

Dec. 16 Commencement

Dec. 20 UCC Meeting

Jan. 2 UCC Materials due to VPAA for Jan. 17 meeting

Jan. 8 Memo Re: Outstanding TF Award to the Deans

Jan. 16 Spring classes begin

Jan. 17 UCC Meeting

Jan. 22 CENG Curriculum materials due to the Dean's Office for Jan. 29 meeting

Jan. 29 CENG Curriculum Committee Meeting (The Dean's Conference Room, at 10:30 AM)

Jan. 29 12th Class Day

Jan. 29 Department Chair forwards to Dean original and two copies of Chair's and Department's evaluation and recommendation for promotion and tenure

Feb. 1 UCC materials due to VPAA for Feb. 15 meeting

Feb. 2 Dean begins reviewing recommendations from departments on candidates for promotion and tenure. Additional materials for candidate dossiers will be accepted in the Dean's Office until Feb. 1.

Feb. 5 Department Chair forwards to Dean evaluation and recommendation for continuation or termination of first-year probationary faculty, using

- "Recommendation for Probationary Faculty" form available in Dean's Office.
Also, the Department Chair forwards evaluation and recommendation for reappointment or non-reappointment of all continuing lecturers.
- Feb. 7 Small Class Report due to Provost
- Feb. 10 Dean notifies Department Chairs of promotion and tenure recommendations and attempts to resolve any differences with Department Chairs.
- Feb. 8 Supplemental travel requests due to VPAA.
- Feb. 9 Dean submits recommendation on first-year probationary faculty to VPAA who notifies faculty by March 1.
- Feb. 14 Outstanding TF nominations due to Provost
- Feb. 16 Modified Service requests for 2007-2008 due to Dean. (From Dean to VPAA March 1).
- Feb18-24 National Engineers Week
- Feb. 19 Graduate Faculty Roster Transmitted to Grad School – no later
- Feb. 19 CENG Curriculum materials due to the Dean's office for Feb. 26 meeting
- Feb. 26 CENG Curriculum Committee Meeting (The Dean's Conference Room, at 10:30 AM)
- March 1 UCC materials due to VPAA for Mar. 28 meeting
- Mar. 1 Department Chair forwards to Dean original and two copies of Chair's and Department's evaluation and recommendation for midterm review (documentation is the same as for promotion and tenure excluding external letters and includes "Recommendation for Probationary Faculty" form).
Department Chair submits recommendations on probationary faculty beyond midterm (third-year and third-year plus) to Dean, using "Recommendation for Probationary Faculty" form.
- Mar. 1 Dean begins review departmental recommendations on probationary faculty at midterm.
- Mar. 1 Dean submits promotion and tenure recommendations to VPAA who notifies faculty by May 1.
- Mar. 1 Regents Professor nominations due to Provost's Office
- Mar. 1 Requests for Modified Service for 2007-2008 due to Provost's Office
- Mar. 1 Faculty Development Leave applications due to the Provost
- Mar. 1 TF nominations due to the Provost
- Mar. 5 Graduate Faculty nominations due to Dean. (From Dean to Graduate School Apr. 1.)

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Mar. 5 Requests for temporary appointments to grad faculty for new faculty sent from dept to Grad School

Mar. 5 Criteria revisions returned to Grad School

Mar. 9 Outstanding TF Awards announced

March 12 CENG Curriculum materials due to the Dean's Office for March 26 meeting

Mar. 21-24 Dean notifies Department Chairs of recommendation on probationary faculty at midterm and beyond midterm (third-year and third-year plus) and attempts to resolve any differences with Department Chairs.

Mar. 27 Department Chair submits to Dean updated vita form and PAC/P&T evaluation of faculty on each faculty member. Department PAC/P&T evaluation of Department Chair due to Dean. Department Chair's self-assessment due to Dean.

Mar. 26 CENG Curriculum Committee Meeting (The Dean's Conference Room, at 10:30 AM)

Mar. 28 UCC Meeting

Apr. 2 UCC materials due to VPAA for Apr. 25 meeting

Apr. 2 Deans transmits endorsed Graduate Faculty materials to Grad. Office

Apr. 2 Dean submits recommendations on probationary faculty at midterm and beyond midterm (third-year and third-year plus) to VPAA for May 1 notification by VPAA if negative.

Apr. 2 Charn Uswachoke International Development Fund Proposals due to Provost Office

Apr. 16 Graduate Faculty Review Committee completes review of Cat. III nominations

Apr. 19 Supplemental travel requests due to VPAA.

Apr. 25 UCC Meeting

May 1 Promotion & Tenure faculty notified by Provost's Office according to guidelines.

May 1 3 and 3 plus probationary faculty notified by Provost's Office according to guidelines.

May 12 Commencement

May 17 Department Chair submits to Dean departmental annual report.

June 1 Dean's Annual Report due to VPAA.