

COLLEGE OF SCIENCE CHAIR/DIRECTOR DEADLINES

Done	Deadlines for Department Chairs/Directors	Item	Send To
✓	May 30, 2019	Ensure candidate has completed Submission I for 6th Year Promotion and Tenure (P&T)	FIS
✓	August 30, 2019	Ensure candidate has completed Submission II for 6th Year P&T	FIS
✓	August 30, 2019	Ensure candidate has completed Submission I for Non-Tenured Faculty and Midterm and Mandatory 4th Year P&T	FIS
✓	September 20, 2019	Applications for 2019-20 faculty development leave due to Academic Resources	Academic Resources
	October 4, 2019	Notify the Dean about Provost and President's Faculty Awards for Distinguished Teaching Professor, Distinguished Research Professor, Regents Professor, and Presidential Early Career Professor	Dean's Office
	October 8, 2019	Annual institutional effectiveness reporting deadline for centers/institutes due to Dean	Dean's Office
	October 8, 2019	Annual institutional effectiveness reporting deadline for academic and administrative plans due to Dean	Dean's Office
	October 15, 2019	Unit Review Committee (URC) uploads recommendation to Unit Administrator (UA); eligible faculty cast their reappointment vote to UA for Non-Tenured Faculty, Midterm and Mandatory 4th Year, and 6th Year P&T	FIS
	October 18, 2019	Complete packet to Dean's Office for Provost and President's Faculty Awards	Dean's Office
	October 25, 2019	UNT Foundation Faculty Awards due to the Provost's Office (copy in Dean's Office for our record) for Ulys Vera Knight Faculty Mentor Award, Community Engagement Award, Eminent Faculty Award, Faculty Leadership Award, and Outstanding Lecturer Award	Provost's Office
	November 15, 2019	UA uploads recommendation to College Review Committee (CRC) for Non-Tenured Faculty, Midterm and Mandatory 4th Year, and 6th Year P&T	FIS
	November 15, 2019	Recommendations for spring 2020 modified service due to the Academic Resources	Academic Resources
	November 18, 2019	Report of full-time faculty leaving, resigning, or retiring from UNT, due to Faculty Success	Faculty Success
	December 15, 2019	CRC chair uploads recommendation to Dean for Non-Tenured Faculty, Midterm and Mandatory 4th Year, and 6th Year P&T	P&T
	February 24, 2020	Notifications of 2020-21 associate to full professor promotion/early tenure candidates due to Academic Administration	Academic Administration
	March 20, 2020	Recommendations for fall 2020 modified service due to the Academic Resources	Academic Resources
	April 24, 2020	Notifications of 2020-2021 non-tenured promotion candidates due to Academic Administration	Academic Administration
	April 24, 2020	Report of full-time faculty leaving, resigning, or retiring from UNT, due to Faculty Success	Faculty Success
	May 26, 2020	Associate dean (self-assessment needed) & complete Chair evaluations due Dean	Dean's Office
		AD & Chairs completed evaluations turned into Academic Resources	Academic Resources
	July 27, 2020	Recommendations for 2020-2021 emeritus faculty due to Faculty Success	Faculty Success
	September 21, 2020	Applications for 2020-2021 faculty development leave due to Academic Resources	Academic Resources

* Workload Verification - request annually before the summer from Wendy Risdon and Dean Gao

* Academic Fees - request annually from Wendy Risdon

Contact:

Academic Administration 940-369-6108

Academic Affairs 940-565-5206

Academic Resources 940-565-2550

Faculty Success 940-565-3987