

**2019 – 2020 UNIVERSITY DEADLINES
FALL 2019 SEMESTER¹**

**DEADLINES FOR FACULTY UPDATES, PROMOTION RECOMMENDATIONS,
AND FACULTY EVALUATIONS MAY CHANGE.**

SEPTEMBER

- 24 SABBATICAL REQUEST PROPOSALS DUE TO DEAN**
- 27 LAST DAY TO REMOVE AN “I” GRADE**
- 30 FACULTY UPDATES – Submit via Interfolio**

OCTOBER

- 1 SABBATICAL REQUEST PROPOSALS DUE TO VPAA OFFICE
SABBATICAL EXTERNAL LETTERS DUE TO VPAA OFFICE**
- 15 LAST DAY TO REQUEST STUDENT EVALUATIONS – Policy is available on Academic Affairs Portal (My XULA) site; Request forms will be emailed for completion**
- 18 MID SEMESTER EVALUATIONS DUE (NOON) – Faculty submit grades electronically through Banner Web.**
- 21 PROMOTION RECOMMENDATIONS – Deans/Division Chairs/Department Heads submit promotion recommendations to the Provost. Department Heads submit faculty evaluations with documentation for recommended faculty via Interfolio.**
- 25 FACULTY EVALUATIONS FOR RETURNING TENURE TRACK FACULTY – Department Heads/Division Chairs submit via Interfolio.
POTENTIAL DECEMBER GRADUATES – Department Heads submit list to Division Chair.**

NOVEMBER

- 1 LAST DAY TO PETITION FOR A “W” IN A COURSE
POTENTIAL DECEMBER GRADUATES – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.**
- 15 FACULTY EVALUATIONS FOR RETURNING TENURED FACULTY (ASSISTANT AND ASSOCIATE PROFESSORS) – Department Heads/Division Chairs submit via Interfolio.
FACULTY EVALUATIONS FOR NON-TENURE TRACK FACULTY IN THE COP – Division Chairs submit via Interfolio.
LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

DECEMBER

- 3 QUIET DAY**
- 7 FACULTY EVALUATIONS FOR RETURNING TENURED FULL PROFESSORS – Department Heads/Division Chairs submit via Interfolio.
FACULTY EVALUATIONS FOR NON-TENURE TRACK FACULTY IN CAS – Department Heads/Division Chairs submit via Interfolio.**
- 13 FINAL GRADES DUE (NOON) – Faculty submit electronically via Banner Web.**

¹ **NOTE:** Specifics regarding Faculty Evaluations and Promotion Recommendation deadlines within each College can be obtained from the College Dean.

SPRING 2020 SEMESTER²

FEBRUARY

- 7 **SABBATICAL REQUEST PROPOSAL DUE TO VPAA OFFICE**
- 14 **CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.
- 21 **LAST DAY TO REMOVE AN “I” GRADE**

MARCH

- 2 **LAST DAY TO REQUEST STUDENT EVALUATIONS** – Policy is available on Academic Affairs Portal (My XULA) site; Request forms will be emailed for completion
- 9 **POTENTIAL MAY/SUMMER GRADUATES** – Department Heads submit list to Division Chair.
- 13 **MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
- 16 **POTENTIAL MAY/SUMMER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
- 27 **LAST DAY TO PETITION FOR A “W” IN A COURSE**

APRIL

- 17 **LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**
- 28 **QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.
- 29 **FIRST YEAR FACULTY EVALUATIONS** – Department Heads/Division Chairs submit via Interfolio.

MAY

- 8 **FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.

² **NOTE:** Specifics regarding Faculty Evaluations deadlines within each College can be obtained from the College Dean.