

<b>DEPARTMENT OF ANTHROPOLOGY DUE DATES FALL 2018/SPRING 2019</b>		
<b>DESCRIPTION</b>	<b>DUE TO DEPARTMENT</b>	<b>DUE TO COLLEGE</b>
<b>FACULTY ACADEMIC LEAVE</b>		
Sabbatical (For Semester II)	AUGUST 24	SEPTEMBER 7
Leave Without Pay (For Semester II)	AUGUST 24	SEPTEMBER 7
Research Semester (For Spring Semester)	SEPTEMBER 7	SEPTEMBER 14
Sabbatical (For Semester I or Semester I & II following year)	NOVEMBER 21	DECEMBER 3
Leave Without Pay (For Semester I or Semester I & II following year)	NOVEMBER 20	DECEMBER 3
Research Semester (For Fall Semester)	JANUARY 22	FEBRUARY 4
<b>ANNUAL REVIEWS OF UNTENURED FACULTY REVIEWS:</b>		
Review Committee Appointed by Chair	AUGUST 24	
Candidate Dossier Due	MARCH 1	
Classroom Evaluations	MARCH	
Annual Reviews Due	APRIL 25	
<b>PROMOTION, TENURE, OR TENURE/PROMOTION (SPRING/FALL)</b>		
Review Committee Appointed by Chair	APRIL 5	
List of outside reviewers submitted by candidate to committee	APRIL 12	
Candidate CV due (can be updated as process continues)	MAY 3	
Full contact information of outside reviewers and text of review letters to Dept Admin from Committee Chair	MAY 3	
Requests for review sent via email with CV	MAY 10	
Dropbox invitation issued to reviewers with reviewer materials	JULY 31	
FINAL CV and Expanded statement due electronically	SEPTEMBER 7	
Candidate provides list of past/present grad students with contact info	SEPTEMBER 14	
Student Letters Mailed	SEPTEMBER 21	
E-mail sent to grad student listserve for evaluations	OCTOBER 5	
Classroom Evaluations; Research Colloquia	MID-OCTOBER/MID-NOVEMBER	
Full DOSSIER due; Reviewer Evaluation Letters due (IN RPT)	NOVEMBER 5	
Review Committee Report Due (IN RPT)	NOVEMBER 26	
SPECIAL FACULTY MEETING TO REVIEW P, T, and P&T CASES	DECEMBER 7	
Committee Revisions Due and Confidential Ballots Due	DECEMBER 14	
FULL PACKETS DUE TO COLLEGE (IN RPT APPLICATION)		JANUARY 4
<b>MID PROBATIONARY REVIEW (FALL/SPRING)</b>		
Review Committee Appointed by Chair	AUGUST 20	
Candidate provides list of past/present grad students with contact info	OCTOBER 12	
Student Letters Mailed	OCTOBER 19	
Classroom Evaluations	DURING NOVEMBER	
E-mail sent to grad student listserve for evaluations	NOVEMBER 2	
Full DOSSIER due (IN RPT)	JANUARY 1	
Dossier open for Department Review	JANUARY 9	
Committee Report Due (IN RPT)	JANUARY 11	
SPECIAL FACULTY MEETING TO REVIEW MID-PRO CASES	JANUARY 25	
Confidential Ballots Due	JANUARY 28	
FULL PACKETS DUE TO COLLEGE (IN RPT APPLICATION)		FEBRUARY 1

<b>POST-TENURE AND SALARY REVIEW</b>		
Review Committee Appointed	AUGUST 20	
Notice for Salary Review Packets	FEBRUARY 15	
Salary Review Packets Due	FEBRUARY 22	
Chair Reports Due	MARCH 8	
<b>NON-TENURE TRACK FACULTY REVIEW</b>		
Review Committee Appointed	AUGUST 20	
Notice for Review Packets	FEBRUARY 15	
Review Packets Due	FEBRUARY 22	
Committee Reports Due	MARCH 22	
Adjunct Faculty Voting	MAY 3	
<b>CLASS SCHEDULE: SPRING</b>		
Preliminary Spring Schedule Spreadsheets to Conveners	AUGUST 20	
Preliminary Spring Schedule DUE to Scheduling	SEPTEMBER 4	
FINAL Proof Spring Schedule DUE to Scheduling	OCTOBER 8	
<b>CLASS SCHEDULE: SUMMER</b>		
Preliminary Summer Schedule Spreadsheets to Conveners	NOVEMBER 2	
Preliminary Summer Schedule DUE to Scheduling	NOVEMBER 12	
FINAL Proof Summer Schedule DUE to Scheduling	DECEMBER 7	
<b>CLASS SCHEDULE: FALL</b>		
Preliminary Fall/Spring Schedule Spreadsheets to Conveners	JANUARY 4	
Preliminary Fall/Spring Schedule DUE to Scheduling	JANUARY 25	
FINAL Proof Fall/Spring Schedule DUE to Scheduling	MARCH 1	
<b>CATALOG</b>		
ALL CURRICULUM FORMS DUE (A, B, C)	NOVEMBER 1	
LAST FSCC MEETING FOR FORMS B	EARLY MARCH	
LAST FSCC MEETING FOR FORMS C (from Previous Year)	MID NOVEMBER	
<b>TA/GA ASSIGNMENTS</b>		
Spring Class assignments for PTTA and TA/GAs	OCTOBER/NOVEMBER	
Fall Class assignments for PTTA and TA's/GA's	MARCH/APRIL	
<b>BOOK ORDERS</b>		
FALL Book Orders DUE	APRIL 1	
SPRING Book Orders DUE	OCTOBER 1	
SUMMER Book Orders DUE	MARCH 1	
<b>SUMMER TEACHING AND RESEARCH</b>		
Summer FACULTY Contracts Due	BEGINNING OF MAY	
Summer Research Request (May)	BEGINNING OF MAY	
Summer Research Request (June)	BEGINNING OF JUNE	
Summer Research Request (July)	BEGINNING OF JULY	
Summer Research Request (August)	BEGINNING OF AUGUST	
<b>OTHER FACULTY/COLLEGE DUE DATES</b>		
Annual Hiring Plan	MARCH 1	APRIL 1
Faculty Workloads Reports FALL		MARCH

Faculty Workloads Reports SPRING		JANUARY
General Ed Assessment Report		MARCH 1
Annual Assessment Progress Reports		OCTOBER 25
<b>STUDENT GROUP DUE DATES</b>		
ASUNM BUDGET MEETINGS	AUGUST & FEBRUARY	
<b>FACULTY MEETINGS (SUBJECT TO CHANGE)</b>		
<b>(ALL FRIDAYS AT 2 PM)</b>		
AUGUST 24		
SEPTEMBER 14		
OCTOBER 19		
NOVEMBER 9		
DECEMBER 7		
JANUARY 25		
FEBRUARY 15		
MARCH 8		
APRIL 19		
MAY 3		
<b>ANNUAL MEETINGS</b>		
American Anthropological Association Annual Meeting	NOVEMBER 14-18	San Jose, CA
Society for American Archaeology Annual Meeting	APRIL 10-14	Albuquerque, NM
American Association of Physical Anthropologists Annual Meeting	MARCH 27-30	Cleveland, OH
<b>HOLIDAYS</b>		
LABOR DAY	SEPTEMBER 3	
FALL BREAK	OCTOBER 11-12	
THANKSGIVING BREAK	NOVEMBER 22-23	
WINTER BREAK	DECEMBER 21-JANUARY 1	
MARTIN LUTHER KING JR DAY	JANUARY 21	
SPRING BREAK	MARCH 11-15	
MEMORIAL DAY	MAY 27	