

DEPARTMENT OF ANTHROPOLOGY DUE DATES FALL 2019/SPRING 2020		
DESCRIPTION	DUE TO DEPARTMENT	DUE TO COLLEGE
FACULTY ACADEMIC LEAVE		
Sabbatical (For Semester II)	AUGUST 23	SEPTEMBER 6
Leave Without Pay (For Semester II)	AUGUST 23	SEPTEMBER 6
Research Semester (For Spring Semester)	SEPTEMBER 6	SEPTEMBER 13
Sabbatical (For Semester I or Semester I & II following year)	NOVEMBER 20	DECEMBER 2
Leave Without Pay (For Semester I or Semester I & II following year)	NOVEMBER 20	DECEMBER 2
Research Semester (For Fall Semester)	JANUARY 22	FEBRUARY 3
ANNUAL REVIEWS OF UNTENURED FACULTY REVIEWS:		
Review Committee Appointed by Chair	AUGUST 23	
Candidate Dossier Due	MARCH 2	
Classroom Evaluations	MARCH	
Annual Reviews Due	APRIL 24	
PROMOTION, TENURE, OR TENURE/PROMOTION (SPRING/FALL)		
Review Committee Appointed by Chair	APRIL 6	
List of outside reviewers submitted by candidate to committee	APRIL 10	
Candidate CV due (can be updated as process continues)	MAY 4	
Full contact information of outside reviewers and text of review letters to Dept Admin from Committee Chair	MAY 4	
Requests for review sent via email with CV	MAY 8	
Dropbox invitation issued to reviewers with reviewer materials	JULY 31	
FINAL CV and Expanded statement due electronically	SEPTEMBER 6	
Candidate provides list of past/present grad students with contact info	SEPTEMBER 13	
Student Letters Mailed	SEPTEMBER 20	
E-mail sent to grad student listserve for evaluations	OCTOBER 4	
Classroom Evaluations; Research Colloquia	MID-OCTOBER/MID-NOVEMBER	
Full DOSSIER due; Reviewer Evaluation Letters due (IN RPT)	NOVEMBER 4	
Review Committee Report Due (IN RPT)	NOVEMBER 25	
SPECIAL FACULTY MEETING TO REVIEW P, T, and P&T CASES	DECEMBER 6	
Committee Revisions Due and Confidential Ballots Due	DECEMBER 13	
FULL PACKETS DUE TO COLLEGE (IN RPT APPLICATION)		JANUARY 3
MID PROBATIONARY REVIEW (FALL/SPRING)		
Review Committee Appointed by Chair	AUGUST 23	
Candidate provides list of past/present grad students with contact info	OCTOBER 11	
Student Letters Mailed	OCTOBER 18	
Classroom Evaluations	DURING NOVEMBER	
E-mail sent to grad student listserve for evaluations	NOVEMBER 1	
Full DOSSIER due (IN RPT)	JANUARY 3	
Dossier open for Department Review	JANUARY 10	
Committee Report Due (IN RPT)	JANUARY 10	
SPECIAL FACULTY MEETING TO REVIEW MID-PRO CASES	JANUARY 24	
Confidential Ballots Due	JANUARY 27	
FULL PACKETS DUE TO COLLEGE (IN RPT APPLICATION)		FEBRUARY 3

POST-TENURE AND SALARY REVIEW		
Review Committee Appointed	AUGUST 23	
Notice for Salary Review Packets	FEBRUARY 14	
Salary Review Packets Due	FEBRUARY 21	
Chair Reports Due	MARCH 9	
NON-TENURE TRACK FACULTY REVIEW		
Review Committee Appointed	AUGUST 23	
Notice for Review Packets	FEBRUARY 14	
Review Packets Due	FEBRUARY 21	
Committee Reports Due	MARCH 21	
Adjunct Faculty Voting	MAY 8	
CLASS SCHEDULE: SPRING		
Preliminary Spring Schedule Spreadsheets to Conveners	AUGUST 23	
Preliminary Spring Schedule DUE to Scheduling	SEPTEMBER 4	
FINAL Proof Spring Schedule DUE to Scheduling	OCTOBER 8	
CLASS SCHEDULE: SUMMER		
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	
CLASS SCHEDULE: FALL		
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	
CATALOG		
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	
TA/GA ASSIGNMENTS		
Spring Class assignments for PTTA and TA/GAs	OCTOBER/NOVEMBER	
Fall Class assignments for PTTA and TA's/GA's	MARCH/APRIL	
Assistantship Contracts Due to Matt	MAY 15	
Assistantship Contracts Due to OGS		JULY 8
BOOK ORDERS		
FALL Book Orders DUE	APRIL 1	
SPRING Book Orders DUE	OCTOBER 1	
SUMMER Book Orders DUE	MARCH 1	
SUMMER TEACHING AND RESEARCH		
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	
OTHER FACULTY/COLLEGE DUE DATES		

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
STUDENT GROUP DUE DATES		
ASUNM BUDGET MEETINGS	AUGUST & FEBRUARY	
FACULTY MEETINGS (SUBJECT TO CHANGE)		
(ALL FRIDAYS AT 2 PM)		
AUGUST 23		
SEPTEMBER 13		
OCTOBER 18		
NOVEMBER 15		
DECEMBER 6		
JANUARY 24		
FEBRUARY 14		
MARCH 6		
APRIL 10		
MAY 8		
JAR LECTURES		
Nov. 14, 7:00-9:30 p.m.; JAR Seminar: Nov. 15, 12-1:00 p.m.		
ANNUAL MEETINGS		
American Anthropological Association Annual Meeting	NOVEMBER 20-24, 2019	Vancouver, Canada
Society for American Archaeology Annual Meeting	APRIL 22-26, 2020	Austin, TX
American Association of Physical Anthropologists Annual Meeting	April 15-18, 2020	Los Angeles, CA
HOLIDAYS		
LABOR DAY	SEPTEMBER 2	
FALL BREAK	OCTOBER 10-11	
THANKSGIVING BREAK	NOVEMBER 28-29	
WINTER BREAK	DECEMBER 23-JANUARY 1	
MARTIN LUTHER KING JR DAY	JANUARY 20	
SPRING BREAK	MARCH 16-20	
MEMORIAL DAY	MAY 25	