

**DEPARTMENT OF ANTHROPOLOGY DUE DATES FALL 2023/SPRING 2024****DESCRIPTION****FACULTY ACADEMIC LEAVE**

Sabbatical (For Semester II [Spring] or full year [Spring and Fall])

Leave Without Pay (For Semester II [Spring])

Research Semester (For Spring Semester)

Sabbatical (For Semester I [Fall] or Semester I &amp; II [Fall and Spring] following year)

Leave Without Pay (For Semester I [Fall] or Semester I &amp; II [Fall and Spring] following year)

Research Semester (For Fall Semester)

**ANNUAL REVIEW OF PROBATIONARY FACULTY:**

Review Committee Appointed by Chair

Candidate Dossier Due

Classroom Observation completed by RPT Committee teaching member

Committee Report for Faculty Meeting (due week prior to April faculty meeting)

Letter to Candidate Summarizing Review

Chair Meeting with Candidate to Discuss Review

Candidate Written Response to Chair (optional)

Annual Reviews Due to College

**PROMOTION, TENURE, OR TENURE/PROMOTION (SPRING/FALL)**

Review Committee Appointed by Chair

List of outside reviewers submitted by candidate to committee

Candidate CV due (can be updated as process continues)

Full List of Students/Post Docs due

Full contact information of outside reviewers and text of review letters to Dept Admin from Committee Chair

Requests to outside review sent via email with CV

Dropbox invitation to review materials issued to outside reviewers

Research Colloquia Scheduled

Review Committee Graduate Student Member sends letter to list of students and to listserv

Research Colloquia

Student Letters Due

External Reviewer Letters Due

Full DOSSIER due; Reviewer Evaluation Letters due (IN RPT)

Dossier Released to Faculty

Classroom Observation completed by RPT Committee teaching member

Review Committee Report Due (IN RPT)

**SPECIAL FACULTY MEETING TO REVIEW P, T, and P&T CASES**

Committee Revisions Due and Confidential Ballots Due

**FULL PACKETS (WITH CHAIR LETTER) DUE TO COLLEGE (IN RPT APPLICATION)**

Notification of Decision from Provost

**MID PROBATIONARY REVIEW (FALL/SPRING)**

Review Committee Appointed by Chair

Candidate provides list of past/present grad students with contact info

Student Representative Sends Letters to individuals and to listserv

Student Letters Due

Classroom Observation completed by RPT Committee teaching member

Full DOSSIER due (IN RPT)

Dossier open for Department Review

Committee Report Due (IN RPT)

**SPECIAL FACULTY MEETING TO REVIEW MID-PRO CASES**

Committee Revisions Due and Confidential Ballots Due

Chair Review of Results with Candidate

<b>FULL PACKETS (WITH CHAIR LETTER) DUE TO COLLEGE (IN RPT APPLICATION)</b>
Notification of Decision from Provost
<b>POST-TENURE AND SALARY REVIEW</b>
Review Committee Appointed
Notice to Faculty to Submit Salary Review Packets
Salary Review Packets Due
Review Committee Workload Scores
Associate Chair Report to Chair Due
Chair's Written Report and Meeting with Faculty Member
Faculty Rebuttal (if applicable)
Chair Report to Dean Due
<b>NON-TENURE TRACK FACULTY REVIEW</b>
Notification to Adjunct Faculty to Submit Annual Review
Adjunct Annual Review Materials Due
Adjunct Faculty Voting
<b>CLASS SCHEDULE: SPRING</b>
Preliminary Spring Schedule Spreadsheets to Conveners
Preliminary Spring Schedule DUE to Scheduling
FINAL Proof Spring Schedule DUE to Scheduling
<b>CLASS SCHEDULE: SUMMER</b>
Preliminary Summer Schedule Spreadsheets to Conveners
Preliminary Summer Schedule DUE to Scheduling
FINAL Proof Summer Schedule DUE to Scheduling
<b>CLASS SCHEDULE: FALL</b>
Preliminary Fall/Spring Schedule Spreadsheets to Conveners
Preliminary Fall/Spring Schedule DUE to Scheduling
FINAL Proof Fall/Spring Schedule DUE to Scheduling
<b>CATALOG</b>
ALL CURRICULUM FORMS DUE IN KUALI SYSTEM
<b>HIBBEN UNDERGRADUATE FELLOWSHIPS</b>
Faculty applications to subfield conveners
Subfield selections to Graduate Committee and Senior Academic Advisor
Solicit applications from students at UNM and other universities
Finalists selected
<b>TA/GA ASSIGNMENTS</b>
Fall 2023 TA Formative Observaton Deadline
Spring Class assignments for PTTA and TA/GAs
Spring Assistantship Contracts Due to Senior Academic Advisor
Spring Assistantship Contracts Due to OGS
Fall 2023 Assistantship Performance Evaluation Deadline
Spring 2024 TA Formative Observation Deadline
Fall Class assignments for PTTA and TA's/GA's
Fall Assistantship Contracts Due to Senior Academic Advisor
Fall Assistantship Contracts Due to OGS
<b>SUMMER TEACHING AND RESEARCH</b>

Summer FACULTY Contracts Due
Summer Research Request (May)
Summer Research Request (June)
Summer Research Request (July)
Summer Research Request (August)
<b>OTHER FACULTY/COLLEGE DUE DATES</b>
Annual Hiring Plan
Faculty Workloads Reports FALL
Faculty Workloads Reports SPRING
General Ed Assessment Report
Annual Assessment Progress Reports
Faculty Senate Nominations
Faculty Senate Voting
CARC Grant Applications
<b>COLLEGE AWARDS</b>
Distinguished Professor Nomination
Marshall Award for Course Development and Curriculum Enhancement
A&S AWARD FOR TEACHING EXCELLENCE
REGENTS PROFESSOR NOMINATIONS
CARC GRANT APPLICATIONS
<b>STUDENT GROUP DUE DATES</b>
ASUNM BUDGET MEETINGS
UAS BUDGET MEETINGS
<b>FACULTY MEETINGS (SUBJECT TO CHANGE)</b>
<b>(ALL FRIDAYS AT 2 PM)</b>
AUGUST 25
SEPTEMBER 8
OCTOBER 20
NOVEMBER 10
DECEMBER 8
JANUARY 26
FEBRUARY 9
MARCH 8
APRIL 12
MAY 10
<b>ANNUAL MEETINGS</b>
American Anthropological Association Annual Meeting
Society for American Archaeology Annual Meeting
American Association of Physical Anthropologists Annual Meeting
<b>HOLIDAYS</b>
LABOR DAY
FALL BREAK
THANKSGIVING BREAK
WINTER BREAK
MARTIN LUTHER KING JR DAY
SPRING BREAK
MEMORIAL DAY
JUNETEENTH

DUE TO DEPARTMENT	DUE TO COLLEGE		
JULY 15	SEPTEMBER 1		
AUGUST 1	SEPTEMBER 1		
AUGUST 1			
OCTOBER 13	DECEMBER 4		
JANUARY 1	JANUARY 29		
JANUARY 5			
AUGUST 21			
MARCH 2			
MARCH 23			
MARCH 30			
APRIL 2			
APRIL 20			
APRIL 27			
	MAY 30		
APRIL 6			
APRIL 13			
APRIL 13			
APRIL 13			
MAY 11			
MAY 11			
JULY 30			
SEPTEMBER 1			
SEPTEMBER 29			
OCTOBER 27			
OCTOBER 20			
NOVEMBER 1			
NOVEMBER 1			
NOVEMBER 3			
NOVEMBER 3			
NOVEMBER 17			
DECEMBER 8			
DECEMBER 11			
	JANUARY 3		
	MAY/JUNE		
APRIL 6			
OCTOBER 13			
OCTOBER 20			
NOVEMBER 10			
NOVEMBER 24			
NOVEMBER 17			
NOVEMBER 20			
JANUARY 5			
JANUARY 19			
JANUARY 22			
JANUARY 26			

	JANUARY 22		
	MAY/JUNE		
AUGUST 22			
JANUARY 26			
FEBRUARY 12			
FEBRUARY 23			
MARCH 2			
APRIL 20			
MAY 4			
MAY 7			
APRIL 1			
APRIL 27			
MAY 4			
AUGUST 23			
SEPTEMBER 4			
OCTOBER 8			
NOVEMBER 2			
NOVEMBER 12			
DECEMBER 7			
JANUARY 4			
JANUARY 25			
MARCH 1			
October 30			
December 15			
January 15			
February 15			
March 15			
NOVEMBER 1			
NOVEMBER 10			
NOVEMBER 10			
DECEMBER 8			
DECEMBER 22			
APRIL 1			
MAY 3			
MAY 3			
MAY 10			

BEGINNING OF MAY			
BEGINNING OF MAY			
BEGINNING OF JUNE			
BEGINNING OF JULY			
BEGINNING OF AUGUST			
TBD	April 1		
	MARCH		
	JANUARY		
	DECEMBER 15		
	DECEMBER 16		
	NOVEMBER 7		
	NOVEMBER 21		
MARCH 15	APRIL 28		
OCTOBER 1	NOVEMBER 20		
DECEMBER 1	FEBRUARY 1		
JANUARY 5	FEBRUARY 25		
JANUARY 15	APRIL 5		
MARCH 15	END OF APRIL		
AUGUST & FEBRUARY ?			
OCTOBER			
NOVEMBER 15-19 Toronto			
APRIL 17-21 New Orleans			
APRIL 19-22 Reno			
SEPTEMBER 4			
OCTOBER 12-13			
NOVEMBER 23-24			
DECEMBER 22-JANUARY 1			
JANUARY 15			
MARCH 11-15			
MAY 27			
JUNE 19			