Academic Calendar 2015-2016

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Sep-15	
Faculty Recruitment (T/TT) - Training by VPAFS/EOS; place advertisement; send letters soliciting nominations	7/1 - 9/31
Deadline for Faculty to upload Promotion and Tenure documents to SharePoint	9/1**
Deadline for Departments to provide P&T DFRAC names to Provost's Office	9/1
Deadline for Faculty Credentials to be completed in Digital Measures for the Fall 2015 semester SACS Roster	9/2
Review of Promotion and Tenure Cases via SharePoint (internal deadlines set by each college)	9/5 - 10/31
Deadline for Departments to elect CPE - FRAC	9/7
Deadline for Colleges to provide CFRAC names to Provost's Office	9/10
Deadline for Dept. Chairs to provide CPE - FRAC committee names to Dean's offices	9/10
Department Chair Council meeting (2nd Wed. of each month)	9/9
Deadline for Faculty to upload CPE documents to SharePoint	9/15*
Review of CPE Cases via SharePoint (internal deadlines set by each college)	9/19 - 10/31
Compose Chairs' CPE evaluation report	late Sept. - first Nov.
Notify Program Faculty who are expected to provide Assessment information this Fall	9/4
Oct-15	
Fall 2015 Faculty Workload Verification	10/15
Faculty Recruitment (T/TT) - Soft closing date; review applicants; develop short list of candidates	10/1 - 10/15
Department Chair Council meeting (2nd Wed. of each month)	10/14
Class Schedule for Summer are available online to departments (Depts enter in Banner/SSASECT) *dates are approximate	mid - October
Faculty Recruitment (T/TT) - Phone/video interviews (optional); extend soft closing date (if needed)	10/15 - 10/30
Compose Chairs' CPE evaluation report	late Sept - first Nov.
Nov-15	
Use of Results for Improvement Report due	11/2
Faculty Recruitment (T/TT) - On-campus interviews with candidates on short list	11/1 - 12/31
Colleges begin nomination process for the President's Distinguished Achievement Awards	11/10
Department Chair Council meeting (2nd Wed. of each month)	11/11
Promotion and Tenure packets due in Provost's Office	11/15
Submit CPER and Chair's memos to respective deans; copy to faculty member	11/15
Class Schedule for Summer are due to Registrar's Office-1st deadline (due date to Deans will be earlier and set by colleges) -dates are approximate	11/20
Dec-15	
Department Chair Council meeting (2nd Wed. of each month)	12/9
Notification to faculty in 2nd academic year of employment - non-reappointment	12/15*
Deadline to provide TYR-DFRAC names to Provost Office	12/15
Promotion and Tenure letters distributed to faculty	December

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Updated 9/30/2015

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Jan-16	
Class Schedules for Fall are available online to departments (Depts enter in Banner/SSASECT) -dates are approximate	1/1
Faculty Recruitment (T/TT) - Select best candidate; submit CBC for approval; work with Dean to develop startup package; negotiate offer	1/1 - 1/31
Department Chair Council meeting (2nd Wed. of each month)	1/13
2015-2016 Faculty Development Leave Proposals due for leaves taken during AY 16-17	1/16
Deadline for Faculty to upload Third Year Review documents to SharePoint	1/20**
Submit completed Fall Assessment Report (results) to college	1/22
Deadline for Faculty Credentials to be completed in Digital Measures for the Spring 2016 semester SACS Roster	1/25
Deadline for faculty to complete and sign off on Annual Reports in Digital Measures	1/31
Deadline for Annual Reports to be uploaded into Digital Measures	1/31
Hyperion budgets for next fiscal year - *deadlines will be announced*	Spring
FY 16 budget request from VPAA direct reports- *deadlines will be announced*	Spring
Feb-16	
Deadline to notify Provost's office of any emeritus applications	2/1
Class Schedules for Fall are due to Registrar's Office-1st deadline (due date to Deans will be earlier and set by college) -dates are approximate	2/1
Notify Program Faculty who are expected to provide Assessment information this Spring	2/5
Conduct Performance Evaluations for staff (over the 2/1/14 - 1/31/15 period)	2/1-2/28
Department Chair Council meeting (2nd Wed. of each month)	2/10
Deadline for Spring 2016 Faculty Workload Verification to be completed in Digital Measures	2/15
TYR - FRAC report due to Department Chair	2/15
Deadline for Department Review Committee to review annual report and recommend evaluation ratings	2/23*
Deadline to upload emeritus documents to SharePoint	2/28
Mar-16	
Faculty Recruitment (T/TT) - Offer letter given to and signed by the candidate	3/1
Faculty Recruitment (T/TT) - Prepare office and/or research space for new faculty member	3/1 - 6/30
Deadline for notification to faculty scheduled for faculty reviews in 2016-2017	3/1
Deadline for faculty to request early promotion and tenure review or promotion to full professor	3/1
Notification to faculty in first academic year of employment – non-reappointment	3/1
Department Chair Council meeting (2nd Wed. of each month)	3/9
Apr-16	
Class Schedule for Spring are available online to departments (Depts enter in Banner/SSASECT) -dates are approximate	4/1
TYR - FRAC and Department Chair's memos due to Deans	4/1
Deadline for Department Chairs to hold evaluation interviews with faculty	4/7
University Excellence Awards (combined faculty and staff award ceremony)	4/14*
Department Chair Council meeting (2nd Wed. of each month)	4/13

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Third Year Review Packets due in Provost's Office	4/15
Deadline for Emeritus cases due into Provost's Office	4/15
Deadline for Department Chair to finalize performance evaluations for Dean's review	4/15
Deadline for faculty to provide optional faculty statement regarding evaluation in Digital Measures	4/15
May-16	
Notification to faculty regarding non-reappointment	5/1
Class Schedule for Spring are due to Registrar's Office-1st deadline (due date to Deans will be earlier and set by college) -dates are approximate	5/1
Deadline for Deans to review evaluations prepared by Department Chairs for consistency with college standards and consistency within and across departments	5/1
Deadline for Deans to amend faculty member's evaluation if response was submitted by faculty member	5/1
Department Chair Council meeting (2nd Wed. of each month)	5/11
Submit completed 2014-15 Assessment Cycle Report to college; final draft of 2015-16 Assessment plan due	5/27
Summer-JUNE,JULY & AUGUST 2016	
Department Chair Council does not meet	JUNE
Deadline for Faculty Credentials to be completed in Digital Measures for the Summer 2015 semesters SACSCOC roster	6/2
Faculty scheduled for promotion and tenure reviews compile materials and submit to external reviewers	6/1 - 6/30
Faculty Recruitment (T/TT) - Assist faculty member with transition to UTSA	6/1 - 8/31
Department Chair Council does not meet	JULY
Department Chair Council does not meet	AUGUST
Faculty Recruitment (T/TT) - Provost's New Faculty Orientation (Tentative date)	8/16-8/17
Department Chair or delegate reviews promotion and tenure files on SharePoint for accuracy and completeness and uploads external review letters	8/1 - 8/31

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