College of Liberal Arts
Office of the Dean: Annual Calendar

Approximate schedule for the list of major tasks requiring action by Department Chairs/Coordinators/Directors in cooperation with the Office of the Dean of the College of Liberal Arts, often with the assistance of the Associate Deans and Faculty Fellow.

early-mid August  Reminder of Wildcat Days (previously known as Freshman Days) schedule sent to all Department Chairs and Coordinators

early-mid August  Notice of COLA faculty membership on College and University committees together with fall meeting schedule of College Executive Committee

early-mid August  Reminder from Academic Affairs to COLA faculty that last day to give exam or quiz for the upcoming semester (in order to prepare their syllabi)

mid/late August  Department reserve balances to be confirmed by BSC

late August  New Faculty Orientation (Monday before classes begin)

late August  Reminder of first Chairs/Coords/Dirs meeting of the year

late August  Reminder of first COLA faculty meeting of the year at which new Faculty are introduced, typically scheduled for early September

late August/early Sept.  Summer Session Independent Study & Internship payments made to faculty

late August  Reminder to faculty about Lindberg Lecture, normally scheduled in late October

late August  Reminder from Center for the Humanities of fall deadlines with COLA Faculty (and set DOLA deadlines for letters of support from Dean) Faculty Research Fellowships, Programs, Projects, Interdisciplinary Conference Grants, Sidore Series Proposals Fellowships in Public Humanities

August-September  PAT and OS performance evaluation process: refer to the HR web site https://www.unh.edu/hr/coaching-performance

September  Effort reporting certifications ongoing this month for employees with external funding salary support

early September  Information to Chairs about promotion and tenure cases for the year, as well as notice of the deadlines for submitting cases to the College

early September  Initial request for proposed JTerm course schedule
early September Notice that applications for sabbatical leaves for the next academic year are due in the Dean’s Office by November 15
early September Reports due to Dean’s Office from faculty on sabbatical during prior academic year
early-mid September The final/complete schedule (including room assignments) for the spring semester Time and Room Schedule is due in the Dean’s Office
early-mid September Requests for non-tenure track instructional faculty (per-course staff) assignments and costs for spring are due in the Dean’s Office
late September Reminder from COLA Study Abroad to Study Away Directors seeking student Trout Scholars nominees
late September Center for the Humanities Faculty Fellow applications due
late September Study Abroad applications due for Jterm/Spring programs
September Preparations for Holden Lecturer Keynote (actual event/keynote date is flexible)
September Preparations for Heilbronner Lecturer Keynote (actual event/keynote date is flexible)
September Preparations for Rutman Lecturer Keynote (actual event/keynote date is flexible)
early October Catalog material delivered to departments or programs for review
early October College Promotion and Tenure ballot and election
mid October UNH Homecoming (Saturday)
October Faculty Scholars Program applications deadline
October Faculty Development grants due
October Reports on award of scholarships/fellowships supported by endowed funds due to Dean’s Office
October Department/course enrollment review for spring semester
October Course proposal forms for new or substantially modified courses are due in the Dean’s Office (for Executive Committee review) if the courses are to appear in the new catalog
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October</td>
<td>Request from Dean’s Office for performance ratings for OS/PAT/non-bargaining unit employees for potential merit increases</td>
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<tr>
<td>mid-late October</td>
<td>Final decisions made on Jterm/Spring Study Abroad programs based on student applications and deposits received</td>
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<tr>
<td>mid-late October</td>
<td>UNH Family weekend</td>
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<td>late October</td>
<td>Lindberg Award Lecture</td>
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<td>late October</td>
<td>Dean’s meeting with newly elected college P &amp; T committee</td>
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<td>late October</td>
<td>Catalog copy is due in the Dean’s Office</td>
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<td>late October</td>
<td>PAT and OS performance evaluations due to Human Resources</td>
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<td>early November</td>
<td>Although, by contract, P &amp; T materials are due in the Dean’s Office by December 15, the college P &amp; T committees request submission of materials for candidates for promotion to the rank of Full Professor by early November (specific date will be announced)</td>
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<tr>
<td>November 15</td>
<td>Sabbatical applications due in the Dean’s Office (unpaid leave applications are due at least 6 months before start of leave)</td>
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<td>November 15</td>
<td>Deadline for pedagogical development leave applications for lecturer faculty</td>
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<td>November</td>
<td>Letter to faculty regarding recommendations for the new Chair for those whose terms have expired (recommendations due by the end of Semester I)</td>
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<td>November</td>
<td>Initial request for proposed summer session course schedule</td>
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<td>November</td>
<td>Jterm enrollment review</td>
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<tr>
<td>early December</td>
<td>Notice of non-reappointment to lecturers in 3rd year or thereafter due. Appointment letters to continuing lecturers in 3rd year or thereafter due.</td>
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<td>early December</td>
<td>List of sabbatical leave requests assembled and forwarded by the Dean to VPAA</td>
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<td>early December</td>
<td>Hire letters for JTerm teaching assignments due in BSC</td>
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<td>mid-December</td>
<td>Department Chairs and faculty informed of sabbatical decisions</td>
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mid-December  JTerm decisions regarding minimum enrollments, cancellations communicated to Chairs/faculty

December  JTerm letters of offer (email) sent from DOLA/Chairs to faculty

December  Lindberg Selection Committee seeks nominees

December  Reminder from Academic Affairs to COLA faculty that last day to give exam or quiz for the upcoming semester (in order to prepare their syllabi)

December  Final list of per-course hire names using spreadsheet provided for spring semester is due

late-December  The initial schedule for the fall semester Time and Room Schedule is due in the Dean’s Office

late December  Next fiscal year support budget, TA, and graduate scholarship allocations distributed.

January (all month)  Student SXD (suspension/exclusion/dismissal) process (decisions and meetings with students and parents), and ASAC meetings

January (& March)  Reappointment of research and affiliate faculty due to Dean’s Office. Use reappointment form; include CV and annual evaluation. (January and March: dependent upon years of service)

early January  Notice to faculty, staff and students regarding nominations for Teaching Excellence Award

early January  Request for review of non-tenure track faculty needs for the following year

early January  Hire letters for spring adjunct teaching assignments due in BSC

mid/Late January  Notice of intent to resign/retire due from lecturers (120 days before end of AY)

January  Reminder from COLA Study Abroad to Study Away Directors regarding March deadline for Trout Scholars nominees

late January  Invitation to faculty to apply to serve as resident director of the UNH London Program for the following spring academic semester (on campus duties begin in the fall recruitment season prior to London residency)

late January  Reminder from Dean’s Office to faculty who were on sabbatical in the prior fall semester is sent, requesting reports on sabbatical to be sent to Dean’s Office at this time
early February  Dean’s P & T recommendations due to VPAA

early February  Notice to all COLA faculty about Burnham Estate Faculty Fellowship Residential Awards, Shulman Professorship, and other COLA awards

February 1  Department Promotion Committee (lecturer) submits recommendation to Dean

late February  Study Abroad applications due for Summer/Fall Programs

March (&January)  Reappointment of research, affiliate faculty due to Dean’s Office. Use reappointment form; include CV and annual evaluation (January and March: dependent upon years of service)

March 1  Notice of non-reappointment to lecturers in 1st or 2nd year due. Appointment letters to continuing lecturers in 1st or 2nd year due

March  Faculty Development Grant applications due

early March  Request from College Executive Committee for nominations of faculty for election to COLA and University Committees

early March  The final/complete schedule (including room assignments) for the fall semester Time and Room schedule is due in the Dean’s Office

early March  Requests for changes to major or minor requirements or electives due to Dean’s Office

March/April  Percent-time staff work schedules confirmed via BSC for next academic year

early March  BSC receives next FY endowment payout schedules and merges with scholarship request data

mid March  Dean’s Office will send Chairs and Coordinators a list of undergraduate student scholarships and need-based students to consider

mid March  UNH Spring Recess (no classes but offices open)

March 15  Dean informs candidate and Provost of lecturer promotion decisions

late March  Final decisions made on Summer/Fall Study Abroad Programs based on student applications and deposits received
late March/early April  COLA Admitted Student/Open Houses (four large venue events held on consecutive Fridays/2019 dates are 3/29, 4/5, 4/12, and 4/19)

March-April  Report Trout Scholars names to Financial Aid
March-April  VPAA makes recommendations on P & T cases
early April  Request for evaluations of untenured faculty.
early April  List of possible recipients for gift/endowment funded scholarships for next academic year due to BSC by April 15 (requests received after May 1 will not be processed)
early/mid-April  Summer compensation from external funds requests sent to PI’s from the BSC
April 15  Department recommendations for AAUP tenure track faculty merit/equity due to Dean
April 15  Pedagogical development leave applications for lecturer faculty due
April 15  Completed department spreadsheets for student scholarships due to Dean’s Office, then to BSC
April  Reminder to faculty of final COLA faculty meeting of the year
April  Requests for nominations (undergraduate seniors) for the Malcolm and Virginia Smith Prize
April  Per-course faculty assignments for Summer Session are due in the Dean’s Office
April  Division elections held by current Division Chairs for subsequent academic year positions (Division Chair, Policies Committee, Honors liaison, etc)
April  Requests from Chairs/Coordinators for potential Promotion and Tenure cases for following AY
April  Department/course enrollment review for fall semester
April  Lecturer faculty reviews and activity reports due
mid April  Request for completion of Faculty Annual Reports, and post-tenure reviews
mid April  Information about Chairs/Coordinators summer plans due to Dean’s Office
mid April  Black Family Weekend
late April  Requests for pre tenure reviews (due May 31)
late April  Summer supplements/miscellaneous stipend (non-research) requests are due in the Dean’s Office
late April  Request for Departmental Annual Report with projections of tenure-track recruitment for the following academic year (typically due June 15)
late April  Hire letters for summer teaching assignments due in BSC
April/May  COLA Student Fellow interviews and selection for following academic year
early May  Unity Day (university-wide student/faculty/staff volunteer day), last Saturday in May prior to classes ending
early May  Summer compensation from external funds requests due to Angela-Prescott Bell in BSC to review and forward to Dean’s Office for approval
early May  Chair recommendations re: lecturer merit increases due to Dean (dependent upon contract)
early May  Written lecturer performance reviews due
early May  Departments should name the Chairs of their upcoming Promotion and Tenure Committee(s)
early May  Catalog edits due to COLA Dean’s Office and Graduate Dean’s Office (through Courseleaf)
early May  UNH Student Awards Ceremony (May 8, 2019)
mid May  PAT, Academic Administrator, & Fiscal Year Faculty leave balances collected as of end of April by BSC
late May  Honors Convocation (May 17, 2019)
late May  Commencement (May 18, 2019)
late May  entry for FAR reports for Clinical, Lecturer, Research, and Tenured/Tenure-track faculty due
late May  Chairs send their reviews to Clinical Lecturer, Research Faculty and Assistant Professors
May-June  President’s P & T decisions go to Academic Affairs Committee of Board of Trustees

May-June  Student SXD (suspension/exclusion/dismissal) process (decisions and meetings with students and parents) and ASAC meetings

May-June  Confirmation of next academic year faculty leaves prior to processing (BSC confirms with departments just prior to processing)

June-July  Board of Trustees acts on P & T decisions, after which the documentation is returned to Chairs (or chairs of departmental Promotion & Tenure committees if Dept. Chair was under review) and the original narratives are returned from VPAA to the Dean’s Office to create the permanent record in COLA

early June  Final requests for non-tenure track instructional adjunct faculty assignments and costs for Fall are due in the Dean’s Office

early June  Chairs send their reviews of Clinical Lecturer, Research Faculty and Assistant Professors, including any peer observations to Dean’s Office (Brett Gibson point of contact)

June  New Student and Transfer Student Orientation Programs

mid-June  Department Annual reports, and post tenure reviews due to Dean’s Office

early June  The initial schedule for the following spring semester’s Time and Room schedule is due in the Dean’s Office

mid June  Renew adjunct staff positions for new Fiscal Year by sending new hire letter to BSC

late June  Departments pick up non-confidential Promotion and Tenure materials (if hard copy materials submitted) from Dean’s Office to return to Department

late June  Notice sent to Chairs/Coordinators about dates to hold for August Wildcat Days

late June  Annual AAUP tenure track faculty review due

early July  Final list of per-course faculty requests for fall semester due

July  Time and Attendance Records as of June 30 for Exempt Staff and Fiscal Year Faculty for fiscal year due to Meghan Proctor in Human Resources (this does not apply to Operating Staff (OS))
<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>June-July</td>
<td>Final list of grad assistant assignments – both TA &amp; Scholarships due in BSC with hire/award letters (please use spreadsheet provided)</td>
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<tr>
<td>July</td>
<td>Hire letters for Fall adjunct teaching assignments due in BSC</td>
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<tr>
<td>at any time</td>
<td>Building repair and renovation requests to go to Dean, to be forwarded to VPAA</td>
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<tr>
<td>year-round</td>
<td>Visiting Faculty/Scholar requests due to Dean’s Office (prior to start of appointment)</td>
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