

**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 Dean and Faculty Fellow.

early/mid-August	Reminder of Wildcat Days schedule sent to all Department Chairs and Coordinators
early/mid-August	Reminder from Academic Affairs to COLA faculty of last day to give exam or quiz for the upcoming semester (in order to prepare their syllabi)
mid-August	Copies of hire letters and spreadsheets for fall adjunct teaching appointments & teaching adjustments due to Dean's Office
mid/late August	Department reserve balances to be confirmed by BSC
late August	New Faculty Orientation (Monday before classes begin)
late August	Fall semester 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	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
late August/early Sept.	Summer Session Independent Study & Internship payments made to faculty
August/September	PAT and OS performance evaluation process begins: refer to the HR website
September	Effort reporting certifications ongoing this month for employees with external funding salary support
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 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	Post-sabbatical reports due to Dean's Office from faculty on sabbatical during prior spring semester or 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 30	Reappointment letters for Lecturers (of the final appointment year) for those in their third year or thereafter
early October	Catalog material delivered to departments or programs for review
early October	College Promotion and Tenure ballot and election
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
October	Request from Dean's Office for performance ratings for OS/PAT/non-bargaining unit employees for potential merit increases (if applicable)
mid-October	UNH Homecoming (Saturday)
mid/late October	Final decisions made on JTerm/Spring Study Abroad programs based on student applications and deposits received
mid/late October	UNH Family weekend
late October	Lindberg Award Lecture
late October	Dean's meeting with newly elected college P & T committee
late October	Catalog copy is due in the Dean's Office
late October	PAT and OS performance evaluations due to Human Resources
early November	Initiate Cole Fund RFP (neuroscience and behavior faculty research fund)
early November	Although, by contract, P & T materials are due in the Dean's Office by December 15, the college P & T committees request submission of materials for candidates for promotion to the rank of Full Professor by early November (specific date will be announced)
November 15	Sabbatical applications due in the Dean's Office (unpaid leave applications are due at least 6 months before start of leave)
November 15	Deadline for pedagogical development leave applications for lecturer faculty
November	Initial request for proposed summer session course schedule
November	JTerm enrollment review and decisions on minimum enrollment targets
early December	List of sabbatical leave requests assembled and forwarded by the Dean to VPAA
early December	Hire letters for JTerm teaching assignments due in BSC
mid-December	Department Chairs and faculty informed of sabbatical decisions

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 Advisory Committee seeks nominees
December	Reminder from Academic Affairs to COLA faculty of last day to give exam or quiz for the upcoming semester (in order to prepare their syllabi)
December	Final list of spring per-course hire requests and teaching adjustments due using spreadsheets provided
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 clinical, research and affiliate faculty due to Dean's Office. Use reappointment form on COLA website; include CV (and annual evaluation for clinical and research) (January and March: dependent upon years of service)
early January	Notice sent from Dean's Office 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 & teaching adjustments 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
January	Academic Affairs confirms with Dean's Office the list of tenured faculty who are retiring at the end of the spring semester and are eligible for emeritus status (emeritus faculty informed over the summer by the President's Office)
January	Chairs nominate Senior and Principal Lecturer Faculty for emeritus status to Dean's Office for those who meet the qualifications of the

	USNH definition of a retiree (Dean forwards nomination to Academic Affairs)
late January	Invitation to faculty to apply to serve as on-site directors of the UNH Budapest & London Programs for the <u>following</u> spring academic semester (on campus duties begin in the fall recruitment season prior to Budapest & London residencies)
late January	Post-sabbatical reports due to Dean's Office from faculty on sabbatical during prior fall semester or calendar year
late January	Dean's Office prepares for annual COLA Earth Day event
February 1	The Promotion Committee (lecturer) will submit its recommendation to the Department Chair by February 1 of the year in which the case is heard
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 15	The Department Chair, having taken an independent and objective evaluation, will forward the committee recommendation and their own recommendation (lecturer) to the Dean by February 15
late February	Study Abroad applications due for Summer/Fall Programs
late February	Dean's Office (Faculty Fellow) sends student scholarship calendar to Chairs (with guidelines/directions)
March (& January)	Reappointment of clinical, research and affiliate faculty due to Dean's Office. Use reappointment form on COLA website; include CV (and annual evaluation for clinical and research). (January and March: dependent upon years of service)
March 1	Notice of non-reappointment to lecturers in 1 <sup>st</sup> or 2 <sup>nd</sup> year due Appointment letters to continuing lecturers in 1 <sup>st</sup> or 2 <sup>nd</sup> year due
March 1	Formal requests for revisions to major and minor requirements, as well as changes to electives, due to Dean's Office (for inclusion in new catalog)
early March	Faculty Development Grant applications due
early March	Dean's Award for Technological Creativity in the Curriculum applications due to Dean's Office
early March	Teaching Excellence Nominations due to Dean's Office

early March	Liberal Arts Ph.D. Dissertation Acceleration Stipend applications due to Dean's Office
early March	Liberal Arts Associate Professor Summer Stipend applications due to Dean's Office
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	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
March 19	Review of/edits to program "quickview" text and promotional one-page flyers due to Susan Dumais
March 22	Burnham Estate Faculty Summer Residency Fellowship applications due to Dean's Office
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 (typically large venue events often held on consecutive Fridays/Saturday)
March/April	Percent-time staff work schedules confirmed via BSC for next academic year
March/April	Report Trout Scholars names to Financial Aid
March/April	VPAA makes recommendations on P & T cases
early April	Information about Chairs/Coordinators summer plans and/or proxies due to Dean's Office
early April	Request for evaluations of untenured faculty

early/mid-April	Summer compensation from external funds requests sent to PI's from the 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	Department/course enrollment review for fall semester
April 15	List of possible recipients for gift/endowment funded scholarships for next academic year due to BSC (requests received after May 1 will not be processed)
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 15	Chairs/Coordinators to send list of potential Promotion and/or Tenure cases for following AY to Dean's Office
mid-April	Black Family Weekend
mid-April	Visiting Faculty/Scholar requests due to Dean's Office (prior to start of appointment); please contact BSC prior to initiating request
April 22	COLA Annual Earth Day event (see calendar for details)
late April	Requests for pre-tenure reviews (due end of May)
late April	Summer supplements/miscellaneous stipend (non-research) requests are due in the Dean's Office
late April	Reminder of Departmental Annual Report with projections of tenure-track recruitment for the following academic year
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; Angela reviews and forwards to Dean's Office for approval
early May	Chair recommendations re: lecturer merit increases due to Dean (dependent upon contract)
early May	Departments 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
early May	Summer classes minimum target enrollment deadline review/decisions
early May	Last day to revise academic catalog
May	Chairs send their reviews to Clinical Lecturer, Research Faculty and Assistant Professors
May 3	Hire letters for summer teaching assignments due in BSC
May 15	Chairs receive lecturer faculty annual activities reports inclusive of all teaching, professional, service and administrative activities completed during the prior academic year as well as self-assessment narrative of the past year and plans for the upcoming year
May 21	Annual review of Lecturer Faculty due from Chairs to Dean's Office (refer to UNH LU CBA and Dean's Office for specific guidelines)
May 28	COLA Teaching Assistant & Scholarship assignments and spreadsheets due to Christine Michaels-Etter with copies of appointment letters
late May	Honors Convocation
late May	Commencement
late May	Revisions to leave applications due to Dean's Office
late May	Annual reviews of untenured tenure-track faculty due to Dean's Office (refer to Dean's Office for specific guidelines)

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)
early June	Chairs send their reviews of Clinical and Research Faculty, including any peer observations, 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
June	New Student and Transfer Student Orientation Programs
June 15	Post-tenure reviews of Associate and Full Professors (that are scheduled for review) due to Dean's Office (refer to Dean's Office for specific guidelines)
mid-June	Renew adjunct staff (not teaching) positions for new Fiscal Year by sending new hire letter to BSC
mid-June	Fall adjunct teaching requests and teaching adjustments due to Dean's Office
late June	Department Annual reports due to Dean's Office
late June	Departments pick up non-confidential Promotion and Tenure materials (if hard copy materials submitted) from Dean's Office
late June	Notice sent to Chairs/Coordinators about dates to hold for August Wildcat Days
late June	Annual AAUP tenure track faculty review due
late June	5-year update of program reviews due to Dean's Office
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
July	Hire letters for Fall adjunct teaching assignments & teaching adjustments due in BSC

at any time

Send building repair and renovation requests to the Dean; requests are forwarded to VPAA