

## CHAIR - COLLEGE DEADLINES/TIMELINE

### JULY

Non-Renewal Letters Due to College – Faculty AY	July 6
Sabbatical Request (Spring) Due to College	July 14

### AUGUST

MSU New Administrator Orientation/ Register for any AAN Workshops	Early August
Faculty Raise List & Provost Market Adjustments	Mid-August
CFIT Cycle II - Signatures for travel 1/1 - 3/1	Mid-August
MSU New Faculty Orientation	Late August
Academic Specialist Cont. System Review List	End of August

### SEPTEMBER

Work Copy Released to Department	End of September
Carryforward Distribution	Aug/Sept.

### OCTOBER

Faculty Raise Letters	October 1
Fall Planning Letter/Set Strategic Priorities	Early October
Designation B (Spring) Due to the College	Mid-October
Work Copy Due to the College (including IAH)	3 <sup>rd</sup> Week in October
Summer Budget Request – Work Copy Schedule	End of October

### NOVEMBER

Fall Budget Meeting with Dean and FO	End of October/Early November
Non-Renewal Letters Due to the College – Fall AN	November 24
Non-Renewal Letters Due to the College – Spring	November 28

### DECEMBER

TLE & A&I [Space] Meetings	Early December
RPT Recommendations Due to the College	Early December

### JANUARY

FT & Senior A.S. Promotions Due to the College	January 15
Salary Cohort Review	Mid-January
CFIT Cycle III - Signatures for travel 3/1-8/31	Mid-January
Work Copy Released to the Schedule of Courses	3 <sup>rd</sup> Week in January
FAIS	January 31

### FEBRUARY

HARP Applications Due to the College	Early February
Sabbaticals (Fall/AY) Due to the College	February 14
SSF, DCF, SCRAM Graduate Funding Due to the College	Mid-February
Designation B (Fall) Due to the College	Late February
A.S. Continuing System Due to the College	February 28

### MARCH

College & University Awards Deadline	Early March
Spring Ask Due to the College	Mid-March

### APRIL

Summer Session A Faculty Hiring Forms Due	Early April
Non-Renewal Letters due to the College – Spring AN	April 10
Support Staff Award Nominations Due to the College	Mid-April
Non-Renewal Letters Due to the College – Fall	April 19

### MAY

Fall/Spring Faculty Forms Due to the College for Budget/Raise	May 7
Complete Faculty HR Paperwork for next Fiscal Year	May 15
Summer Session B Faculty Hiring Forms Due	Late May
Fall/Spring GA Appointment Approvals	

### JUNE

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