



Date	Event	Time	Location
August 15 th & 16 th	New Faculty Orientation & Retreat		Snowbird Resort
August 22nd	Classes Begin		
August 31 st	ArtsBash	11:00 am – 2:00 pm	Library Plaza
September 2 nd	College-wide Faculty & Staff Meeting	3:00 pm – 5:00 pm	CRCC 115
September 16 th	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 16 th	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
September 21 st	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
September 23 rd	College-wide: Strategic Pathways Meeting #1	3:00 – 5:00 pm	CRCC 115
September 28 th	ArtsForce Student Conference Kick-off	11:45 – 1:00 pm	Gould Auditorium
September 28 th	Distinguished Alumni/Awards Banquet	5:30 pm	Towers@Rice-Eccle
September 29 th	Disting. Alumni Awards Legacy Assembly	10:45 am	KH
September 30 th	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u> by 5:00 pm		
October 3 rd	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm		
October 7 th	College-wide: Strategic Pathways Meeting #2	3:00 – 5:00 pm	CRCC 115
October 10th – 14th	Fall Break		
October 10 th	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00 pm		
October 17 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
October 21 st	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 215
October 28 th	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
October 28 th	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
November 9 th	Dee Grant Reception	5:00 – 6:30 pm	The Orangerie
November 11 th	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
November 22 nd	College RPT Committee Meeting	12:30 – 6:30 pm	CFA Conf. Room
December 1 st	Faculty Position Requests Due to <u>Dean's Office</u> by 5:00 pm		
December 2 nd	College Curriculum Committee Meeting	1:00 pm – 4:00 pm	CFA Conf. Room
January or February – Career-line Faculty Workshop TBD			
January 9th	Classes Begin		
January 20 th	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	TBD
January 20 th	Dee Grant Applications Due by 5:00 pm		
February TBD	Staff Conference	11:00 am – 2:30 pm	TBD
February 1 st	Staff Review Period Begins		
February 3 rd	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm		
February 10 th	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u> by 5:00 pm		
February 15 th	FAR Deadline		
February 17 th	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00 pm		
February 17 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
February 17 th	College Council Meeting	3:00 pm – 5:00 pm	TBD
February 22 nd	CFA Scholarship Reception	3:30 pm – 5:00 pm	DGH: Thompson
March 3 rd	FAF Grants Meeting	3:00 pm – 6:00 pm	TBD
March 3 rd	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 8 th	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
March 13th – 17th	Spring Break		
March 24 th	FAF Grants Policy Meeting	3:00 pm – 5:00 pm	TBD
March 24 th	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	TBD
March 31 st	Faculty & Staff Excellence Award Nominations Due to <u>Dean's Office</u> by 5:00 pm		
April TBD	Tenure-line Faculty Workshop	TBD	TBD
April 7 th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 7 th	CFA Dean's Tour	8:00 am – 2:00 pm	TBD
April 13 th	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 14 th	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 21 st	College Council Meeting	3:00 pm – 5:00 pm	TBD
April 28 th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	TBD
April 30 th	Staff Review Period Ends		
May 4 th	Commencement	TBD	Huntsman Center
May 5 th	Convocation	TBD	KH

Important Dates for Career-line Faculty Reviews & Appointments:

- Please refer to the College of Fine Arts Statement for Appointment, Review, Reappointment, and Promotion of Career-line, Adjunct, and Visiting Faculty for additional information regarding timeline/required materials.
- Departments/School may set earlier deadlines to accommodate their internal processes.
- **Items in red are absolutely non-negotiable.**

Spring 2016	Candidates to undergo 5-year reviews notified
Spring 2016	Candidates interested in going up for promotion notify Chair/Director
Jan-Feb 2017	DAC votes to establish membership of the DRC
Jan-Feb 2017	DRC convenes and elects its Chair
Jan-Feb 2017	DRC Chair assigns responsibility to committee members for preparing reports
February 15th	FAR closes
March 3 rd	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
March 3 rd	SAC report for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
March 3 rd	Outside letters of review for promotion due (must be complete at least 2 weeks prior to DRC meeting)
March 6 th	File closes
<i>March 13th-17th</i>	<i>Spring Break</i>
March 20 th	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 20 th -27 th	DAC members review reports and files
March 28 th	DAC meeting and vote complete by day's end
March 31st	Chair/Director notifies candidates in writing of non-reappointment, if applicable, and provides copy of DRC report
April 4 th	Chair/Director letters for promotions due to the Dean
April 4 th	Spreadsheet reporting DAC vote due to the Dean's Office
April 4 th	Chair/Director notifies relevant candidates of reappointment, including length of reappointment, and provides candidate with a copy of the DRC report
April 18 th	By end of day, if relevant, the Chair/Director provides candidates for whom the DAC voted "reappointment with plan for improvement" written instructions or expectations for achieving improvement(s) and meets with the candidate to discuss the plan
Spring 2017	Candidates to undergo 5-year reviews notified
Spring 2017	Candidates interested in going up for promotion consult with Chair/Director

Initial Appointments:

- DRC reviews file and writes a report
- DAC discusses and votes
- Dean approval necessary

Yearly Reviews:

- Occur every year during a multi-year contract
- Chair/Director reviews file
- Chair/Director discusses any problems with the instructor

Reappointments (single- or multi-year):

- DRC reviews file and writes a report
- DAC discusses and votes

5-Year Reviews:

- DRC reviews file and writes a report
- DAC discusses and votes

Reappointments with Promotion:

- DRC reviews file and writes a report
- DAC discusses and votes
- Dean approval necessary

Important Dates for Curriculum:

September 16th	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
October 24 th	Curriculum Forms Due to Dean's Office New courses & course revisions: for Fall 2017 New emphases, minors, majors, certificates, & program revisions: for Fall 2018		
November 7 th	Dean's Office Returns Any Forms Needing Obvious Revision		
November 21 st	Revised Curriculum Forms Due to Dean's Office		
December 2nd	College Curriculum Committee Meeting	1:00 – 4:00 pm	CFA Conf. Room
December 16 th	Curriculum Forms Needing Additional Revision Returned to Departments/School		
January 20 th	Finalized Curriculum Forms Due to Campus		
February 1 st	Catalog Changes Completion Deadline		
February 17 th	Curriculum Forms Due to Dean's Office New courses & course revisions: for Spring 2018 New emphases, minors, majors, certificates, & program revisions: for Fall 2018		
March 3 rd	Dean's Office Returns Any Forms Needing Obvious Revision		
March 24 th	Revised Curriculum Forms Due to Dean's Office		
April 7th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 14 th	Curriculum Forms Needing Additional Revision Returned to Departments/School		
August 25 th	Finalized Curriculum Forms Due to Campus		

Important Dates for CFA Faculty Grants & Awards

October 3 rd	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm URC/CFA Faculty Fellow Award Applications Incentive Seed Grant Applications Creative & Scholarly Research Grant Applications Research-in-Progress Grant Applications		
October 17 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
October 28 th	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
January 20 th	Dee Grant Applications Due by 5:00 pm		
February 3 rd	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm Incentive Seed Grant Applications Creative & Scholarly Research Grant Applications Research-in-Progress Grant Applications		
February 17 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
March 3 rd	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 31 st	Faculty & Staff Excellence Award Nominations Due by 5:00 pm		
April 14 th	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room

CFA Executive Committee Meetings

Regular Executive Committee Meetings are held from 9:00 – 11:00 am in CFA Conference Room

Fall:

August 11th & 12th
Executive Committee Retreat @ Jane's Home
August 26th
September 9th
September 23rd
October 28th
November 11th
December 2nd

Spring:

January 13th
January 27th
February 10th
February 24th
March 10th
March 31st
April 14th
May 12th

Important Dates for the College of Fine Arts Advisory Board (FAAB)

Event	Date	Time	Location
FAAB Meeting	September 15 th	8:30 – 10:00 am	Location TBD
Distinguished Alumni Awards Legacy Assembly	September 29 th	10:45 – 12:15 pm	Kingsbury Hall
FAAB Meeting	November 17 th	8:30 – 10:00 am	Location TBD
FAAB Holiday Social	December 9 th	6:00 – 8:30 pm	Dean Tymas-Jones' Home
FAAB Meeting	January 19 th	8:30 – 10:00 am	Location TBD
CFA Scholarship Reception	February 22 nd	3:30 – 5:00 pm	DGH: Thompson
Dean's Tour	April 7 th	8:30 – 2:00 pm	Location TBD
FAAB Meeting	April 20 th	8:30 – 10:00 am	Location TBD
FAAB Social	June 15 th	4:00 – 6:30 pm	Location TBD

Important Dates for Arts Education Committee & Youth Arts Division

Youth Arts Division Meetings

September 28 th	9:30 AM – 11:00 AM	SAEC 1237
November 30 th	9:30 AM – 11:00 AM	SAEC 1237
January 25 th	9:30 AM – 11:00 AM	SAEC 1237
March 22 nd	9:30 AM – 11:00 AM	SAEC 1237
May 24 th	9:30 AM – 11:00 AM (tentative)	SAEC 1237

Arts Education Committee Meetings

September 14 th	9:30 AM – 11:00 AM	SAEC 1253
November 16 th	9:30 AM – 11:00 AM	SAEC 1253
January 18 th	9:30 AM – 11:00 AM	SAEC 1253
March 8 th	9:30 AM – 11:00 AM	SAEC 1253
April 19 th	9:30 AM – 11:00 AM	SAEC 1253
May 10 th	9:30 AM – 11:00 AM	SAEC 1253 (for those teaching in the MAT)

Important Dates for Budget Officers

Fine Arts Business Meetings are held on the 3rd Thursday of each month from 10:00 – 12:00 pm

Preliminary FY18 Budget Review

January 17th – 27th (for Departments & Dean's Office)

Dean's Office Budget Narrative Due

January 27th

BPC Open for Entry (non-personnel)

Week of January 30th (Tentative)

Dean's Office Budget Roundtable

February 2nd

Departments/School Initial Budget Narratives Due

February 10th

Departments/School Budget Hearings with the Dean

February 15th - 24th

Professional Affiliates' Budget Proposals Due

February 21st

Professional Affiliates Budget Hearings

Week of February 27th

BPC Entry Deadline

March 24th

Salary Proposal Addendum to Budget Narrative Due

June 14th (Tentative)

Internal DMU Entry Deadline

June 21st (Tentative)

2016-17 CFA Student Meetings/Important Dates

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 26 th	Welcome SAC Mtg/Leadership Role Training	3:00 – 4:30 pm	CRCC 115
Sept. 9 th	FAF Grants Process Review & Leader Training	3:00 – 5:00 pm	CRCC 115
Sept. 14 th	SAC RPT Reviews complete (Confer with Department) http://www.finearts.utah.edu/students/student-advisory-committee		
Sept. 16 th	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Sept. 29 th	Distinguished Alumni Awards Legacy Assembly	10:45 – 12:15 pm	KH
Sept. 30 th	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Oct. 10 th	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Oct. 21 st	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
Oct. 28 th	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
Nov. 11 th	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Jan. 13 th	Spring Welcome Back Meeting	3:00 – 5:00 pm	TBD
Feb. 10 th	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Feb. 17 th	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Feb. 17 th	College Council Meeting	3:00 – 5:00 pm	TBD
Feb. 22 nd	CFA Scholarship Reception	3:30 – 5:00 pm	DGH: Thompson
Feb. 27 th	FAF Grants Prep Meeting	3:00 – 5:00 pm	TBD
March 3 rd	FAF Grants Meeting	3:00 – 6:00 pm	TBD
March 3 rd	SAC Reviews of Career-line Faculty complete (Confer with Department)		
March 22 nd	SAC Reviews for Post-tenure Faculty complete (Confer with Department)		
March 24 th	FAF Grants Policy Meeting	3:00 – 5:00 pm	TBD
April 21 st	SAC Leader Transition Meeting	2:00 – 3:00 pm	TBD
April 21 st	College Council	3:00 – 5:00 pm	TBD

2016-17 ArtsForce Event Calendar:

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 31 st	ArtsBash	11:00 – 2:00 pm	Library Plaza
Sept. 9 th	The Party: Versa Style	7:30 pm	KH
Sept. 28 th	<i>ArtsForce</i> Kickoff	11:45 – 1:00 pm	Gould Auditorium
Sept. 29 th	Distinguished Alumni Award Legacy Assembly	10:45 – 12:15 pm	KH
Oct. 6 th	<i>ArtsForce</i> Workshop	3:30 pm	SSB 350
Oct. 7 th	UtahPresents: Matt Haimovitz	7:30 pm	KH
Oct. 28 th	<i>ArtsForce</i> Workshop	3:00 pm	SSB 350
Nov. 4 th	<i>ArtsForce</i> Workshop	3:00 pm	SSB 350
Jan. 17 th	UtahPresents: Taylor Mac & Bill T. Jones	7:30	KH
Feb. 11 th	UtahPresents: The Nile Project	TBD	TBD