

CFA Central Calendar for 2016-17

Updated 8/25/16

Date	Event	Time	Location
August 15th & 16th	New Faculty Orientation & Retreat		Snowbird Resort
August 22nd	Classes Begin		
August 31st	ArtsBash	11:00 am – 2:00 pm	Library Plaza
September 2nd	College-wide Faculty & Staff Meeting	3:00 pm – 5:00 pm	CRCC 115
September 16th	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 21st	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 28th	ArtsForce Student Conference Kick-off	11:45 – 1:00 pm	Gould Auditorium
September 28th	Distinguished Alumni/Awards Banquet	5:30 pm	Towers@Rice-Eccle
September 29th	Disting. Alumni Awards Legacy Assembly	10:45 am	KH
September 30 th	FAF Grants Proposals Due to SAC/FAF Grant Rep.	<u>s</u> by 5:00 pm	
October 3 rd	CFA Grant Applications Due to <u>Department Office</u>	e 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	0 pm	
October 17 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5:		
October 21st	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 215
October 28th	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 9th	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 1st	Faculty Position Requests Due to Dean's Office by		
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 Department Office	<u>e</u> by 5:00 pm	
February 10 th	FAF Grants Proposals Due to SAC/FAF Grant Rep.	<u>s</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	0 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 8th	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 24th	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	TBD
March 31 st	Faculty & Staff Excellence Award Nominations Di	ue 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 21st	College Council Meeting	3:00 pm – 5:00 pm	TBD
April 28 th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	TBD
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April 30 th	Staff Review Period Ends		
	Staff Review Period Ends Commencement	TBD	Huntsman Center

<u>Important Dates for Retention, Promotion & Tenure (RPT):</u>

Formal/Informal Reviews (Pre-tenure):

• Please refer to Department/School RPT Policies and University Policy for additional information regarding timeline/required materials.

o Items in red are absolutely non-negotiable.

Spring 2016 Classroom observations may begin

May 2016 Internal/External evaluators contacted and asked to serve

June 2016 Materials (CV, Statement, Research) and RPT Standards sent to evaluators

June-July 2016 File Accumulation (file is cumulative & should be kept current)

August 2016 Notice given to faculty & staff of right to submit written recommendations

Aug-Sep 2016 Classroom observations complete

SAC reviews complete

September 15th RPT Files Close

October 7th All Dept/School RPT Committee Meetings should be complete by day's end

Oct 10th-14th Fall Break

October 17th Draft of Committee Reports sent to Committee for review (Drafts of reports may go to

members earlier than this date, but members must have no less than 2 business days and

no more than 5 business days to review the report before it is finalized)

October 24th Dept/School RPT Committee Report Due to Chair/Director and Candidate (or earlier, to

ensure no more than 5 business days for Committee to review prior to finalizing report)

October 31st Chair/Director's RPT Letter Due to Candidate

November 9th Candidate Response Due by 5:00 pm

November 10th RPT Files due to Dean's Office by 9:00 am

November 22nd College RPT Committee Meets 12:30 - 6:30 pm CFA Conf. Room

November 30th Draft of Report to Committee Due by 5:00 pm

December 5th College RPT Committee Reports due to Dean's Office by 2:00 pm

December 12th Candidate Response Due by 5:00 pm

December 13th Dean Begins RPT Reviews

March 2016 -Election of Department RPT Chair for AY 17-18

-Chair/Director determines reviews for upcoming academic year & notifies faculty

-Determination of Candidates for Early Tenure/Promotion to Full Professor

Spring 2017 Classroom observations may begin

May 2017 Internal/External Reviewers contacted & asked to serve

June 2017 Materials (CV, Statement, Research) & RPT Standards sent to evaluators

June-July 2017 File Accumulation (file is cumulative & should be kept current)

Post-Tenure Reviews:

 Please refer to Dept/School RPT Policies & College Policy for information re: timeline/required materials

Jan-Mar 2017 Classroom observations complete

Feb. 6th Chair/Director Informs Candidate of Post-Tenure RPT Review

Feb. 22nd Chair/Director Invites Faculty & SAC Input

March 22nd Letters from Faculty & SAC Due. File must be complete by this date.

March 30th Department/School RPT Committee Meetings should be complete by day's end

April 6th Department/School RPT Report due to Chair/Director

April 13th Chair/Director meets with Candidates & Delivers RPT Reports & Chair/Director Letters

April 24th Candidate Response Due by 5:00 pm

April 25th Complete File due to Dean's Office by 5:00 pm

First-Year Reviews (Administrative):

• Please refer to Dept/School RPT Policies for additional information re: timeline/required materials

April 25th Complete File due to Dean's Office by 5:00 pm

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 15 th	FAR closes
March 3rd	Reports of classroom observation for 5-year reviews and promotions due (must be
	complete at least 2 weeks prior to DRC meeting)
March 3rd	SAC report for 5-year reviews and promotions due (must be complete at least 2 weeks
	prior to DRC meeting)
March 3rd	Outside letters of review for promotion due (must be complete at least 2 weeks prior to
	DRC meeting)
March 6th	File closes
March 13th-17th	Spring Break
March 20 th	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 20th-27th	DAC members review reports and files
March 28th	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:

August 25th

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

Important Dates for CFA Faculty Grants & Awards

October 3rd CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm

Finalized Curriculum Forms Due to Campus

URC/CFA Faculty Fellow Award Applications

Incentive Seed Grant Applications

Creative & Scholarly Research Grant Applications

Research-in-Progress Grant Applications

October 17th CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm

October 28th CFA Faculty Research Grants Committee Mtg 3:00 – 4:30 pm CFA Conf. Room

January 20th Dee Grant Applications Due by 5:00 pm

February 3rd CFA Grant Applications Due to Department Office by 5:00 pm

Incentive Seed Grant Applications

Creative & Scholarly Research Grant Applications

Research-in-Progress Grant Applications

February 17th CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm

March 3rd CFA Faculty Research Grants Committee Mtg 3:00 – 4:30 pm CFA Conf. Room

March 31st Faculty & Staff Excellence Award Nominations Due by 5:00 pm

April 14th 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

<u>Fall:</u>	<u>Spring:</u>
August 11 th & 12 th	January 13 th
Executive Committee Retreat @ Jane's Home	January 27 th
August 26 th	February 10 th
September 9 th	February 24 th
September 23 rd	March 10 th
October 28 th	March 31st
November 11 th	April 14 th
December 2 nd	May 12 th

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 29th	10:45 – 12:15 pm	Kingsbury Hall
FAAB Meeting	November 17 th	8:30 – 10:00 am	Location TBD
FAAB Holiday Social	December 9th	6:00 – 8:30 pm	Dean Tymas-Jones' Hom
FAAB Meeting	January 19 th	8:30 – 10:00 am	Location TBD
CFA Scholarship Reception	February 22nd	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

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September 28th	9:30 AM - 11:00 AM	SAEC 1237
November 30th	9:30 AM - 11:00 AM	SAEC 1237
January 25 th	9:30 AM - 11:00 AM	SAEC 1237
March 22nd	9:30 AM - 11:00 AM	SAEC 1237
May 24th	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 16th	9:30 AM - 11:00 AM	SAEC 1253
January 18 th	9:30 AM - 11:00 AM	SAEC 1253
March 8th	9:30 AM - 11:00 AM	SAEC 1253
April 19 th	9:30 AM - 11:00 AM	SAEC 1253

May 10th 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

Date:	Event:	Time:	Location:
Aug. 26th	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-advi	sory-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. 21st	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	-	
March 24 th	FAF Grants Policy Meeting	3:00 – 5:00 pm	TBD
April 21st	SAC Leader Transition Meeting	2:00 – 3:00 pm	TBD
April 21st	College Council	3:00 – 5:00 pm	TBD

2016-17 ArtsForce Event Calendar:

Date:	Event:	Time:	Location:
Aug. 31st	ArtsBash	11:00 - 2:00 pm	Library Plaza
Sept. 9th	The Party: Versa Style	7:30 pm	KH
Sept. 28th	ArtsForce Kickoff	11:45 - 1:00 pm	Gould Auditorium
Sept. 29th	Distinguished Alumni Award Legacy Assembly	10:45 - 12:15 pm	KH
Oct. 6th	ArtsForce Workshop	3:30 pm	SSB 350
Oct. 7 th	UtahPresents: Matt Haimovitz	7:30 pm	KH
Oct. 28th	ArtsForce Workshop	3:00 pm	SSB 350
Nov. 4th	ArtsForce 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