



<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
August 15 <sup>th</sup> & 16 <sup>th</sup>	New Faculty Orientation & Retreat		Snowbird Resort
<b>August 22<sup>nd</sup></b>	<b>Classes Begin</b>		
August 31 <sup>st</sup>	ArtsBash	11:00 am – 2:00 pm	Library Plaza
September 2 <sup>nd</sup>	College-wide Faculty & Staff Meeting	3:00 pm – 5:00 pm	CRCC 115
September 16 <sup>th</sup>	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 16 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
September 21 <sup>st</sup>	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
September 23 <sup>rd</sup>	College-wide: Strategic Pathways Meeting #1	3:00 – 5:00 pm	CRCC 115
September 28 <sup>th</sup>	ArtsForce Student Conference Kick-off	11:45 – 1:00 pm	Gould Auditorium
September 28 <sup>th</sup>	Distinguished Alumni/Awards Banquet	5:30 pm	Towers@Rice-Eccle
September 29 <sup>th</sup>	Disting. Alumni Awards Legacy Assembly	10:45 am	KH
September 30 <sup>th</sup>	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u> by 5:00 pm		
October 3 <sup>rd</sup>	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm		
October 7 <sup>th</sup>	College-wide: Strategic Pathways Meeting #2	3:00 – 5:00 pm	CRCC 115
<b>October 10<sup>th</sup> – 14<sup>th</sup></b>	<b>Fall Break</b>		
October 10 <sup>th</sup>	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00 pm		
October 17 <sup>th</sup>	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
October 21 <sup>st</sup>	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 215
October 28 <sup>th</sup>	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
October 28 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
November 9 <sup>th</sup>	Dee Grant Reception	5:00 – 6:30 pm	The Orangerie
November 11 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
November 22 <sup>nd</sup>	College RPT Committee Meeting	12:30 – 6:30 pm	CFA Conf. Room
December 1 <sup>st</sup>	Faculty Position Requests Due to <u>Dean's Office</u> by 9:00 am		
December 2 <sup>nd</sup>	College Curriculum Committee Meeting	1:00 pm – 4:00 pm	CFA Conf. Room
<b>January 9<sup>th</sup></b>	<b>Classes Begin</b>		
January 20 <sup>th</sup>	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 115
January 20 <sup>th</sup>	Dee Grant Applications Due by 5:00 pm		
January 31 <sup>st</sup>	Staff Conference	11:00 am – 2:30 pm	SAEC – AWFK Aud.
February 1 <sup>st</sup>	Staff Review Period Begins		
February 3 <sup>rd</sup>	CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm		
February 10 <sup>th</sup>	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u> by 5:00 pm		
February 15 <sup>th</sup>	FAR Deadline		
February 17 <sup>th</sup>	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00 pm		
February 17 <sup>th</sup>	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
February 17 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
February 22 <sup>nd</sup>	CFA Scholarship Luncheon	11:45 am – 1:30 pm	SAEC – Black Box Theatre
March 3 <sup>rd</sup>	FAF Grants Meeting	3:00 pm – 6:00 pm	CRCC 115
March 3 <sup>rd</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 8 <sup>th</sup>	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
<b>March 13<sup>th</sup> – 17<sup>th</sup></b>	<b>Spring Break</b>		
March 24 <sup>th</sup>	FAF Grants Policy Meeting	3:00 pm – 5:00 pm	CRCC 215
March 24 <sup>th</sup>	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 115
April 3 <sup>rd</sup>	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 <sup>th</sup>	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 7 <sup>th</sup>	CFA Dean's Tour	8:00 am – 2:00 pm	TBD
April 13 <sup>th</sup>	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 14 <sup>th</sup>	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 21 <sup>st</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
April 26 <sup>th</sup>	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	ART 158
April 30 <sup>th</sup>	Staff Review Period Ends		
May 4 <sup>th</sup>	Commencement	6:30 pm	Huntsman Center
May 5 <sup>th</sup>	Convocation	9:00 am	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
<b>February 15<sup>th</sup></b>	<b>FAR closes</b>
March 3 <sup>rd</sup>	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
March 3 <sup>rd</sup>	SAC report for 5-year reviews and promotions due ( <b>must be complete at least 2 weeks prior to DRC meeting</b> )
March 3 <sup>rd</sup>	Outside letters of review for promotion due ( <b>must be complete at least 2 weeks prior to DRC meeting</b> )
March 6 <sup>th</sup>	File closes
<i>March 13<sup>th</sup>-17<sup>th</sup></i>	<i>Spring Break</i>
March 20 <sup>th</sup>	DRC reports due to DAC ( <b>must be complete at least 1 week prior to DAC meeting</b> )
March 20 <sup>th</sup> -27 <sup>th</sup>	DAC members review reports and files
March 28 <sup>th</sup>	DAC meeting and vote complete by day's end
<b>March 31<sup>st</sup></b>	<b>Chair/Director notifies candidates in writing of non-reappointment, if applicable, and provides copy of DRC report</b>
April 4 <sup>th</sup>	Chair/Director letters for promotions due to the Dean
April 4 <sup>th</sup>	Spreadsheet reporting DAC vote due to the Dean's Office
April 4 <sup>th</sup>	Chair/Director notifies relevant candidates of reappointment, including length of reappointment, and provides candidate with a copy of the DRC report
April 18 <sup>th</sup>	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:**

<b>September 16<sup>th</sup></b>	<b>College Curriculum Committee Meeting</b>	<b>1:00 – 2:00 pm</b>	<b>CFA Conf. Room</b>
October 24 <sup>th</sup>	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 <sup>th</sup>	Dean's Office Returns Any Forms Needing Obvious Revision		
November 21 <sup>st</sup>	Revised Curriculum Forms Due to Dean's Office		
<b>December 2<sup>nd</sup></b>	<b>College Curriculum Committee Meeting</b>	<b>1:00 – 4:00 pm</b>	<b>CFA Conf. Room</b>
December 16 <sup>th</sup>	Curriculum Forms Needing Additional Revision Returned to Departments/School		
January 20 <sup>th</sup>	Finalized Curriculum Forms Due to Campus		
February 1 <sup>st</sup>	Catalog Changes Completion Deadline		
February 17 <sup>th</sup>	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 <sup>rd</sup>	Dean's Office Returns Any Forms Needing Obvious Revision		
March 24 <sup>th</sup>	Revised Curriculum Forms Due to Dean's Office		
<b>April 7<sup>th</sup></b>	<b>College Curriculum Committee Meeting</b>	<b>1:00 – 3:00 pm</b>	<b>CFA Conf. Room</b>
April 14 <sup>th</sup>	Curriculum Forms Needing Additional Revision Returned to Departments/School		
August 25 <sup>th</sup>	Finalized Curriculum Forms Due to Campus		

**Important Dates for CFA Faculty Grants & Awards**

October 3 <sup>rd</sup>	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 <sup>th</sup>	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
October 28 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
January 20 <sup>th</sup>	Dee Grant Applications Due by 5:00 pm		
February 3 <sup>rd</sup>	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 <sup>th</sup>	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
March 3 <sup>rd</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 31 <sup>st</sup>	Faculty & Staff Excellence Award Nominations Due by 5:00 pm		
April 14 <sup>th</sup>	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 11<sup>th</sup> & 12<sup>th</sup>  
Executive Committee Retreat @ Jane's Home  
August 26<sup>th</sup>  
September 9<sup>th</sup>  
September 23<sup>rd</sup>  
October 28<sup>th</sup>  
November 11<sup>th</sup>  
December 2<sup>nd</sup>

### Spring:

January 13<sup>th</sup>  
January 27<sup>th</sup>  
February 10<sup>th</sup>  
February 24<sup>th</sup>  
March 10<sup>th</sup>  
March 31<sup>st</sup>  
April 14<sup>th</sup>  
May 12<sup>th</sup>

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

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
FAAB Meeting	September 15 <sup>th</sup>	8:30 – 10:00 am	DGH
Distinguished Alumni Awards Legacy Assembly	September 29 <sup>th</sup>	10:45 – 12:15 pm	Kingsbury Hall
FAAB Meeting	November 17 <sup>th</sup>	8:30 – 10:00 am	MCD
FAAB Holiday Social	December 6 <sup>th</sup>	6:00 – 9:00 pm	Alta Club
FAAB Meeting	January 19 <sup>th</sup>	8:30 – 10:00 am	Location TBD
CFA Scholarship Luncheon	February 22 <sup>nd</sup>	11:45 – 1:30 pm	DGH: Thompson
Dean's Tour	April 7 <sup>th</sup>	8:30 – 2:00 pm	Location TBD
FAAB Meeting	April 20 <sup>th</sup>	8:30 – 10:00 am	Location TBD
FAAB Social	June 15 <sup>th</sup>	4:00 – 6:30 pm	Location TBD

## **Important Dates for Arts Education Committee & Youth Arts Division**

### Youth Arts Division Meetings

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

### Arts Education Committee Meetings

September 14 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
November 16 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
January 18 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
March 8 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
April 19 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
May 10 <sup>th</sup>	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 3<sup>rd</sup> Thursday of each month from 10:00 – 12:00 pm

Preliminary FY18 Budget Review

January 17<sup>th</sup> – 27<sup>th</sup> (for Departments & Dean's Office)

Dean's Office Budget Narrative Due

January 27<sup>th</sup>

BPC Open for Entry (non-personnel)

Week of January 30<sup>th</sup> (Tentative)

Dean's Office Budget Roundtable

February 2<sup>nd</sup>

Departments/School Initial Budget Narratives Due

February 10<sup>th</sup>

Departments/School Budget Hearings with the Dean

February 15<sup>th</sup> - 24<sup>th</sup>

Professional Affiliates' Budget Proposals Due

February 21<sup>st</sup>

Professional Affiliates Budget Hearings

Week of February 27<sup>th</sup>

BPC Entry Deadline

March 24<sup>th</sup>

Salary Proposal Addendum to Budget Narrative Due

June 14<sup>th</sup> (Tentative)

Internal DMU Entry Deadline

June 21<sup>st</sup> (Tentative)

## 2016-17 CFA Student Meetings/Important Dates

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 26 <sup>th</sup>	Welcome SAC Mtg/Leadership Role Training	3:00 – 4:30 pm	CRCC 115
Sept. 9 <sup>th</sup>	FAF Grants Process Review & Leader Training	3:00 – 5:00 pm	CRCC 115
Sept. 14 <sup>th</sup>	SAC RPT Reviews complete (Confer with Department) <a href="http://www.finearts.utah.edu/students/student-advisory-committee">http://www.finearts.utah.edu/students/student-advisory-committee</a>		
Sept. 16 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Sept. 29 <sup>th</sup>	Distinguished Alumni Awards Legacy Assembly	10:45 – 12:15 pm	KH
Sept. 30 <sup>th</sup>	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Oct. 10 <sup>th</sup>	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Oct. 21 <sup>st</sup>	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
Oct. 28 <sup>th</sup>	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
Nov. 11 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Jan. 13 <sup>th</sup>	Spring Welcome Back Meeting	3:00 – 6:00 pm	CRCC 115
Feb. 10 <sup>th</sup>	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Feb. 17 <sup>th</sup>	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Feb. 17 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Feb. 22 <sup>nd</sup>	CFA Scholarship Luncheon	11:45 – 1:30 pm	DGH: Thompson
Feb. 27 <sup>th</sup>	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
March 3 <sup>rd</sup>	FAF Grants Meeting	3:00 – 6:00 pm	CRCC 115
March 3 <sup>rd</sup>	SAC Reviews of Career-line Faculty complete (Confer with Department)		
March 22 <sup>nd</sup>	SAC Reviews for Post-tenure Faculty complete (Confer with Department)		
March 24 <sup>th</sup>	FAF Grants Policy Meeting	3:00 – 5:00 pm	CRCC 215
April 21 <sup>st</sup>	SAC Leader Transition Meeting	2:00 – 3:00 pm	CRCC 115
April 21 <sup>st</sup>	College Council	3:00 – 5:00 pm	CRCC 115

## 2016-17 ArtsForce Event Calendar:

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 31 <sup>st</sup>	ArtsBash	11:00 – 2:00 pm	Library Plaza
Sept. 9 <sup>th</sup>	The Party: Versa Style	7:30 pm	KH
Sept. 28 <sup>th</sup>	<i>ArtsForce</i> Kickoff	11:45 – 1:00 pm	Gould Auditorium
Sept. 29 <sup>th</sup>	Distinguished Alumni Award Legacy Assembly	10:45 – 12:15 pm	KH
Oct. 6 <sup>th</sup>	<i>ArtsForce</i> Workshop	3:30 pm	SSB 350
Oct. 7 <sup>th</sup>	UtahPresents: Matt Haimovitz	7:30 pm	KH
Oct. 28 <sup>th</sup>	<i>ArtsForce</i> Workshop	3:00 pm	SSB 350
Nov. 4 <sup>th</sup>	<i>ArtsForce</i> Workshop	3:00 pm	SSB 350
Jan. 17 <sup>th</sup>	UtahPresents: Taylor Mac & Bill T. Jones	7:30 pm	KH
Jan. 27 <sup>th</sup>	<i>ArtsForce</i> Workshop & Lunch	1:00 pm	SSB 350
Mar. 4 <sup>th</sup>	<i>ArtsForce</i> Business of Arts Symposium and Annual Networking Lunch	9:00 – 2:00pm	Salt Air, Union