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<u>Date</u>	Event	Time	<u>Location</u>
August 17th & 18th	New Faculty Orientation & Retreat		Snowbird Resort
August 21st	Classes Begin		
August 30 th	ArtsBash	11:00 am – 2:00 pm	Library Plaza
September 1st	Training for Dept/School RPT Chair & Chairs/	Directors 11:30 - 1:30 pm	CFA Conf. Room
September 8th	College-wide Faculty & Staff Meeting	2:00 pm – 4:00 pm	UMFA: Dumke
September 15th	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 15 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
September 26th	Distinguished Alumni/Awards Banquet	5:30 pm	Towers@Rice-Eccle
September 27 th	Disting. Alumni Awards Legacy Assembly	12:00 pm	Kingsbury Hall
October 2 nd	Faculty Position Requests due to Dean's Office b	y 5:00 pm	
October 6 th	FAF Grants Proposals Due to SAC/FAF Grant Re	<u>ps</u> by 5:00 pm	
October 8th - 15th	Fall Break		
October 16 th	URC Faculty Fellow Applications due to <u>Dean's C</u>	<u>Office</u> by 5:00 pm	
October 18 th	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:	00 pm	
October 27 th	Faculty Counsel Committee Meeting	2:00 pm - 4:00 pm	CRCC 115
November 3 rd	FAF Grants Funding Meeting	4:30 pm - end	CRCC 215
November 3 rd	College RPT Committee Pre-Meeting	10:00 - 11:00 am	CFA Conf. Room
November 15 th	CFA Grant Applications Due to <u>Dean's Office</u> by .	5:00 pm	
November 17 th	College Council Meeting	2:00 pm - 4:00 pm	CRCC 115
November 21st	College RPT Committee Meeting	1:00 – 5:00 pm	CFA Conf. Room
December 1st	CFA Faculty Research Grants Committee Mtg	12:00 - 1:30 pm	CFA Conf. Room
December 1st	College Curriculum Committee Meeting	2:00 pm – 5:00 pm	CFA Conf. Room

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<u>Date</u>	Event	Time	Location
January 8 th	Classes Begin		
January 19 th	Faculty Counsel Committee Meeting	2:00 pm – 4:00 pm	TBD
January 19 th	Dee Grant Applications Due by 5:00 pm		
January 26 th	Career-line Review Training for DRC Chairs & G	Chairs/Directors 11:30 -1:30 pr	n CFA Conf. Room
February TBD	Staff Conference	11:00 am – 2:30 pm	TBD
February 1 st	Staff Review Period Begins		
February 2 nd	Career-line Faculty Workshop	TBD	TBD
February 9 th	FAF Grants Proposals Due to <u>SAC/FAF Grant Re</u> p	o <u>s</u> by 5:00 pm	
February 15 th	FAR Deadline		
February 15 th	CFA Grant Applications Due to <u>Dean's Office</u> by S	5:00 pm	
February 16 th	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:0	00 pm	
February 16 th	College Council Meeting	2:00 pm – 4:00 pm	TBD
February 21st	CFA Scholarship Luncheon	11:45 – 2:00 pm	TBD
March 2 nd	FAF Grants Funding & Policy Meeting	3:00 pm – 6:00 pm	TBD
March 2 nd	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 3 rd	ArtsLink Conference	8:30 – 4:00 pm	SAEC
March 10 th	ArtsForce Networking Event	TBD	TBD
March 16 th	Faculty Counsel Committee Meeting	2:00 pm – 4:00 pm	TBD
March 18 th - 25 th	Spring Break		
April 2 nd	Faculty & Staff Excellence Award Nominations L	Due to <u>Dean's Office</u> by 5:00 pm	
April 6 th	CFA Dean's Tour	8:30 am – 2:00 pm	TBD
April 6 th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 12 th	Staff Excellence Award Committee Mtg	10:00 – 11:30 am	CFA Conf. Room
April 12 th	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 20 th	College Council Meeting	2:00 pm – 4:00 pm	TBD
April 26 th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	TBD
April 30 th	Staff Review Period Ends		
May 3 rd	Commencement	TBD	Huntsman Center
May 4 th	Convocation	TBD	Kingsbury Hall

Important Dates for Retention, Promotion & Tenure (RPT):

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 2017 Classroom observations may begin

May 2017 Internal/External evaluators contacted and asked to serve

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

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

August 2017 Notice given to faculty & staff of right to submit written recommendations

Aug-Sep 2017 Classroom observations complete

SAC reviews complete

September 1st Training Mtg. for Department/School RPT Committee Chairs & Chairs/Directors

September 15th RPT Files Close

October 6th All Dept/School RPT Committee Meetings should be complete by day's end

Oct 8th-15th Fall Break

October 17th Draft of Dept/School 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 3rd College RPT Committee Pre-Meeting 10:00 – 11:00 am CFA Conf. Room

November 9th Candidate Response Due by 5:00 pm

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

November 21st College RPT Committee Meets 1:00 - 5:00 pm CFA Conf. Room

November 29th Draft of Report to Committee Due by noon

December 4th College RPT Committee Reports due to Dean's Office by 2:00 pm

December 11th Candidate Response Due by 5:00 pm

December 12th Dean Begins RPT Reviews

March 2018 -Election of Department RPT Chair for AY 18-19

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

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

Spring 2018 Classroom observations may begin

May 2018 Internal/External Reviewers contacted & asked to serve

June 2018 Materials (CV, Statement, Research) & RPT Standards sent to evaluators

June-July 2018 File Accumulation (file is cumulative & should be kept current)

Post-Tenure Reviews:

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

Jan-Mar 2018 Classroom observations complete

Feb. 7th Chair/Director Informs Candidate of 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

<u>First-Year Reviews (Administrative):</u>

• Please refer to Dept/Sch 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 o 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 2017	Candidates to undergo 5-year reviews notified
Spring 2017	Candidates interested in going up for promotion notify Chair/Director
Jan-Feb 2018	DAC votes to establish membership of the DRC
Jan-Feb 2018	DRC convenes and elects its Chair
Jan-Feb 2018	DRC Chair assigns responsibility to committee members for preparing reports
January 26 th	Training Meeting for DRC Chairs & Department Chairs/School Directors
,	11:30 - 1:30 pm CFA Conference Room
February 28 th	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
February 28 th	SAC report for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
February 28 th	Outside letters of review for promotion due (must be complete at least 2 weeks prior to DRC meeting)
February 28th	File closes
March 5 th	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 5th-12th	DAC members review reports and files
March 12th - 16th	DAC meets and votes (all voting must be completed by day's end on March 16th)
$March~19^{th}$ – 23^{rd}	Spring Break
March 28th	Chair/Director notifies candidates in writing of non-reappointment, if applicable, and
	provides copy of DRC report to candidate(s)
March 30 th	Chair/Director letters for promotions & promotion files due to the Dean
March 30 th	Spreadsheet reporting DAC vote due to the Dean's Office
March 30 th	Chair/Director notifies relevant candidates of reappointment, including length of reappointment, and provides candidate with a copy of the DRC report
April 13 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 2018	Candidates to undergo 5-year reviews notified
Spring 2018	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 CFA Faculty Grants & Awards

August 20 th	URC Faculty Research & Creative Grant Applicat	ions Due to <u>URC Offic</u>	<u>ce</u> by 5:00 pm		
October 2 nd	URC Faculty Fellow Award Applications Due to <u>Department Office</u> by 5:00 pm Tanner Humanities Faculty Fellow Award Applications Due to <u>Dept Office</u> by 5:00 pm				
October 16 th	URC Faculty Fellow Award Applications Due to <u>I</u> Tanner Humanities Faculty Fellow Award Applic		•		
October 23 rd	URC Faculty Fellow Award Applications Due to <u>I</u>	JRC Office by 5:00 pm	n		
November 15 th	URC Faculty Research & Creative Grant Applications Due to <u>URC Office</u> by 5:00 pm CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm Incentive Seed Grant Applications Research-in-Progress Grant Applications Creative & Scholarly Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications				
December 1st	CFA Faculty Research Grants Committee Mtg	12:00 – 1:30 pm	CFA Conf. Room		
January 19 th	Dee Grant Applications Due by 5:00 pm				
February 15 th	CFA Grant Applications Due to <u>Dean's Office</u> by 5 Incentive Seed Grant Applications Research-in-Progress Grant Applications Creative & Scholarly Research Grant Appl Make Time for Research Grant Application	ilications (unsuccessf	ul with URC)		
March 2 nd	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room		
April 2 nd	Faculty & Staff Excellence Award Nominations D	ue by 5:00 pm			
April 12 th	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room		

Important Dates for Faculty Professional Development

Event	Date	Time	Location
New Faculty Orientation & Retreat	August 17th & 18th	All Day	Snowbird Resort
Scholar Workshop	September 15 th	9:00 – 11:00 am	TBD
CFA Grant Development Workshop	October 20th	12:00 – 2:00 pm	TBD
CFA Grant Development Workshop	December 8th	12:00 – 2:00 pm	TBD
RPT Preparation Workshop	December 13th	9:00 – 4:00 pm	TBD
CFA Grant Development Workshop	January 26 th	12:00 – 2:00 pm	TBD
Career-line Faculty Workshop	February 2 nd	TBD	TBD
Scholar Workshop	February 23 rd	12:00 – 2:00 pm	TBD
CFA Grant Development Workshop	March 30 th	12:00 – 2:00 pm	TBD
Tenure-line Faculty Workshop	April 13 th	TBD	TBD

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 10 th & 11 th	January 12 th
Executive Committee Retreat @ Jane's Home	January 26 th
September 1st	February 9 th
September 22 nd	February 23 rd
October 6 th	March 9 th
October 27 th	March 30 th
November 10 th	April 13 th
December 8 th	April 27 th
	May 11 th

Important Dates for College Council & Faculty Counsel Committee (FCC)

Event	Date	Time	Location
College Council Meeting	September 15 th	2:00 - 4:00 pm	CRCC 115
FCC Meeting	October 27 th	2:00 - 4:00 pm	CRCC 115
College Council Meeting	November 17th	2:00 - 4:00 pm	CRCC 115
FCC Meeting	January 19 th	2:00 - 4:00 pm	TBD
College Council Meeting	February 16 th	2:00 - 4:00 pm	TBD
FCC Meeting	March 16 th	2:00 - 4:00 pm	TBD
College Council Meeting	April 20 th	2:00 - 4:00 pm	TBD

Important Dates for Arts Education Committee & Youth Arts Division

Youth Arts Division Meeti	ngs	
September 6 th	9:30 AM - 11:00 AM	SAEC 1237
November 8 th	9:30 AM - 11:00 AM	SAEC 1237
January 24 th	9:30 AM - 11:00 AM	SAEC 1237
March 28 th	9:30 AM - 11:00 AM	SAEC 1237
Arts Education Committee	e Meetings	
September 13 th	9:45 AM - 11:15 AM	SAEC 1253
November 8th	9:45 AM - 11:15 AM	SAEC 1253
January 24 th	9:45 AM - 11:15 AM	SAEC 1253
March 7 th	9:45 AM - 11:15 AM	SAEC 1253
April 11 th	9:45 AM - 11:15 AM	SAEC 1253
May 9 th	9:45 AM - 11:15 AM	SAEC 1253

Important Dates for Curriculum:

September 15 th	College Curriculum Committee Meeting	1:00 - 2:00 pm	CFA Conf. Room	
October 20 th	Curriculum Forms Due to Dean's Office New courses, course revisions, & program revisions: for Fall 2018 New emphases, minors, majors, certificates, & new programs: for Fall 2019			
November 3 rd	Dean's Office Returns Any Forms Needing Obvio	ous Revision		
November 17 th	Revised Curriculum Forms Due to Dean's Office			
December 1st	College Curriculum Committee Meeting	2:00 - 5:00 pm	CFA Conf. Room	
December 15 th	Curriculum Forms Needing Additional Revision	Returned to Departn	nents/Schools	
January 22 nd	Finalized Curriculum Forms Due to Campus			
February 2 nd	Catalog Changes Completion Deadline			
February 16 th	Curriculum Forms Due to Dean's Office New courses, course revisions, & program New emphases, minors, majors, certificat		0	
March 2 nd	Dean's Office Returns Any Forms Needing Obvio	ous Revision		
March 23 rd	Revised Curriculum Forms Due to Dean's Office			
April 6 th	College Curriculum Committee Meeting	1:00 - 3:00 pm	CFA Conf. Room	
April 13 th	Curriculum Forms Needing Additional Revision	Returned to Departn	nents/Schools	
August 25 th	Finalized Curriculum Forms Due to Campus			

Important Date	s for the	College of	Fine Arts A	Advisory	7 Board ((FAAB)
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Event	Date	Time	Location
FAAB Meeting	September 14 th	8:30 – 10:00 am	Location TBD
Distinguished Alumni Awards			
Legacy Assembly	September 27 th	12:00 – 1:30 pm	Kingsbury Hall
FAAB Meeting	November 16th	8:30 – 10:00 am	Location TBD
FAAB Holiday Social	December TBD	6:00 – 8:30 pm	Location TBD
FAAB Meeting	January 18 th	8:30 – 10:00 am	Location TBD
CFA Scholarship Luncheon	February 21st	11:45 – 1:30 pm	Location TBD
Dean's Tour	April 6 th	8:30 – 2:00 pm	Location TBD
FAAB Meeting	April 19 th	8:30 – 10:00 am	Location TBD
FAAB Social	June 14 th	4:00 – 6:30 pm	Location TBD

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Important Dates for Budget Officers

Fine Arts Business Meetings are held on the 3rd Thursday of each month from 10:00 – 11:30 am

Preliminary FY19 Budget Review
January 16th – 26th (for Departments/Schools & Dean's Office)

Dean's Office Budget Narrative Due January 26th

BPC Open for Entry (non-personnel)
Week of January 29th (Tentative)

Dean's Office Budget Roundtable February 7th

Department/School Initial Budget Narratives Due February 9th

Department/School Budget Hearings with the Dean February 15th - 28th

BPC Entry Deadline
March 23rd (Tentative)

Salary Proposal Addendum to Budget Narrative Due June 14th (Tentative)

Internal DMU Entry Deadline June 21st (Tentative)

2017-18 CFA Student Meetings/Important Dates

Date:	Event:	Time:	Location:		
Aug. 25th	Welcome SAC Mtg/Leadership Role Training	3:00 - 4:30 pm	CRCC 215		
Sept. 1st	FAF Grants Process Review & Leader Training	3:00 - 4:30 pm	CRCC 215		
Sept. 13 th	SAC RPT Reviews complete (Confer with Department)	RPT Reviews complete (Confer with Department)			
	http://www.finearts.utah.edu/students/student-advisory-committee				
Sept. 15 th	College Council Meeting	2:00 pm - 4:00 pm	CRCC 115		
Sept. 27 th	Distinguished Alumni Awards Legacy Assembly	12:00 - 1:45 pm	KH		
Oct. 6 th	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm				
Oct. 18th	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm				
Oct. 27 th	FAF Grants Prep Meeting	3:00 - 5:00 pm	CRCC 215		
Nov. 3 rd	FAF Grants Funding Meeting	4:30 pm - end	CRCC 215		
Nov. 17 th	College Council Meeting	2:00 pm - 4:00 pm	CRCC 115		
Jan. 12 th	Spring Welcome Back Meeting	3:00 - 4:30 pm	TBD		
Feb. 9th	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm				
Feb. 16th	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm				
Feb. 16 th	College Council Meeting	2:00 pm - 4:00 pm	TBD		
Feb. 21st	Scholarship Luncheon	11:45 - 1:30 pm	TBD		
Feb. 23 rd	FAF Grants Prep Meeting	4:30 - 6:00 pm	TBD		
March 2nd	FAF Grants Funding & Policy Meeting	3:00 pm – end	TBD		
March 2nd	SAC Reviews of Career-line Faculty complete (Confer with Department)				
March 21st	SAC Reviews for Post-tenure Faculty complete (Confer with Department)				
April 20th	College Council Meeting	2:00 pm - 4:00 pm	TBD		
April TBD	SAC Leader Transition Meeting	TBD	TBD		

2017-18 ArtsForce Event Calendar:

Date:	Event:	Time:	Location:
Aug. 30th	ArtsBash	11:00 - 2:00 pm	Library Plaza
Sept. 15 th	ArtsForce Workshop	3:00 - 4:30 pm	Career Services Library
Sept. 26 th	ArtsForce Kick-Off	12:15 - 1:30 pm	UMFA Grand Hall
Sept. 27 th	Distinguished Alumni Award Legacy Assembly	12:00 - 1:45 pm	KH
Oct. 20th	ArtsForce Workshop	3:00 - 4:30 pm	Career Services Library
Nov. 3 rd	ArtsForce Workshop	3:00 - 4:30 pm	Career Services Library
Jan. TBD	ArtsForce Workshop	TBD	TBD
Feb. TBD	ArtsForce Workshop	TBD	TBD
March 10 th	ArtsForce Annual Networking Event	TBD	TBD