



FALL

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

SPRING

Date	Event	Time	Location
January 8th	Classes Begin		
January 19 th	Faculty Counsel Committee Meeting	2:00 pm – 4:00 pm	CRCC 115
January 19 th	<i>Dee Grant Applications Due by 5:00 pm</i>		
January 26 th	Career-line Review Training for DRC Chairs & Chairs/Directors	11:30 -1:30 pm	CFA Conf. Room
February 1 st	<i>Staff Review Period Begins</i>		
February 2 nd	Career-line Faculty Workshop 1	10:00 – 11:30 am	CFA Conf. Room
February 7 th	Staff Conference	9:00 – 1:30 pm	DGH
February 9 th	Career-line Faculty Workshop 2	2:00 – 3:30 pm	1705 MLIB
February 9 th	<i>FAF Grants Proposals Due to SAC/FAF Grant Reps by 5:00 pm</i>		
February 15 th	<i>FAR Deadline</i>		
February 15 th	<i>CFA Grant Applications Due to Dean's Office by 5:00 pm</i>		
February 16 th	<i>FAF Grants Proposals Due to Dean's Office by 5:00 pm</i>		
February 21 st	CFA Scholarship Tea	4:00 – 5:30 pm	DGH - Thompson
February 23 rd	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
March 2 nd	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
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	9:00 – 4:00 pm	UMFA Great Hall
March 16 th	Faculty Counsel Committee Meeting	2:00 pm – 4:00 pm	CRCC 115
March 18th – 25th	Spring Break		
April 2 nd	<i>Faculty & Staff Excellence Award Nominations Due to Dean's Office by 5:00 pm</i>		
April 6 th	CFA Dean's Tour	8:30 am – 2:00 pm	DGH - Thompson
April 6 th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 6 th	College Council Meeting	3:00 – 5:00 pm	CRCC 115
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 26 th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	ART 158
April 30 th	<i>Staff Review Period Ends</i>		
May 3 rd	Commencement	6:30 pm	Huntsman Center
May 4 th	Convocation	12:00 pm	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.
- **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 11:30 – 1:30 pm CFA Conf. Room
September 15th	RPT Files Close
October 6 th	All Dept/School RPT Committee Meetings should be complete by day's end
Oct 8 th -15 th	<i>Fall Break</i>
October 17 th	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 24 th	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 9 th	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 29 th	Draft of Report to Committee Due by noon
December 4 th	College RPT Committee Reports due to Dean's Office by 2:00 pm
December 11 th	Candidate Response Due by 5:00 pm
December 12 th	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. 7 th	Chair/Director Informs Candidate of RPT Review
Feb. 22 nd	Chair/Director Invites Faculty & SAC Input
March 22 nd	Letters from Faculty & SAC Due. File must be complete by this date.
March 30 th	Department/School RPT Committee Meetings should be complete by day's end
April 6 th	Department/School RPT Report due to Chair/Director
April 13 th	Chair/Director meets with Candidates & Delivers RPT Reports & Chair/Director Letters
April 24 th	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/Sch RPT Policies for additional information re: timeline/required materials

April 25th	Complete File due to Dean's Office by 5:00 pm
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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 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 26th	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 28 th	File closes
March 5 th	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 5 th -12 th	DAC members review reports and files
March 12 th - 16 th	DAC meets and votes (all voting must be completed by day's end on March 16 th)
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 Applications Due to <u>URC Office</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>Dean's Office</u> by 5:00 pm Tanner Humanities Faculty Fellow Award Applications Due to <u>Tanner</u> by 5:00 pm		
October 23 rd	URC Faculty Fellow Award Applications Due to <u>URC Office</u> by 5:00 pm		
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 1 st	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 5:00 pm Incentive Seed Grant Applications Research-in-Progress Grant Applications Creative & Scholarly Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications		
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 Due 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 17 th & 18 th	All Day	Snowbird Resort
Scholar Workshop	September 15 th	9:00 – 11:00 am	CFA Conf. Room
CFA Grant Development Workshop	October 20 th	12:00 – 2:00 pm	1140 MLIB
CFA Grant Development Workshop	December 8 th	12:00 – 2:00 pm	1140 MLIB
RPT Preparation Workshop	December 13 th	10:00 – 5:00 pm	Jane's Home
CFA Grant Development Workshop	January 26 th	12:00 – 2:00 pm	1705 MLIB
Career-line Faculty Workshop 1	February 2 nd	10:00 – 11:30	CFA Conf. Room
Career-line Faculty Workshop 2	February 9 th	2:00 – 3:30 pm	1705 MLIB
Scholar Workshop	February 23 rd	12:00 – 2:00 pm	TBD
CFA Grant Development Workshop	March 30 th	12:00 – 2:00 pm	TBD

CFA Executive Committee Meetings

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

Fall:

August 10th & 11th
Executive Committee Retreat @ Jane's Home
September 1st
September 22nd
October 6th
October 27th
November 10th
December 8th

Spring:

January 12th
January 26th
February 9th
February 23rd
March 9th
March 30th
April 13th
April 27th
May 11th

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 17 th	2:00 – 4:00 pm	CRCC 115
FCC Meeting	January 19 th	2:00 – 4:00 pm	CRCC 115
College Council Meeting	February 23 rd	2:00 – 4:00 pm	CRCC 115
FCC Meeting	March 16 th	2:00 – 4:00 pm	CRCC 115
College Council Meeting	April 20 th	2:00 – 4:00 pm	CRCC 115

Important Dates for Arts Education Committee & Youth Arts Division

Youth Arts Division Meetings

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 Meetings

September 13 th	9:45 AM – 11:15 AM	SAEC 1253
November 8 th	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 15th	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 Obvious 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 Departments/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 revisions: for Spring 2019 New emphases, minors, majors, certificates, & new programs: for Fall 2019		
March 2 nd	Dean's Office Returns Any Forms Needing Obvious Revision		
March 23 rd	Revised Curriculum Forms Due to Dean's Office		
April 6th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 13 th	Curriculum Forms Needing Additional Revision Returned to Departments/Schools		
July 15 th	Delete old/obsolete proposals in Kuali for new cycle. (Clean-up)		
August 25 th	Finalized Curriculum Forms Due to Campus		

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

Event	Date	Time	Location
FAAB Meeting	September 21 st	8:30 – 10:00 am	UMFA Board Room
Distinguished Alumni Awards Legacy Assembly	September 27 th	12:00 – 1:30 pm	Kingsbury Hall
FAAB Meeting	November 16 th	8:30 – 10:00 am	KH – Founders Room
FAAB Meeting	January 18 th	8:30 – 10:00 am	PTC Board Room
CFA Scholarship Tea	February 21 st	4:00 – 5:30 pm	DGH – Thompson
Dean's Tour	April 6 th	8:30 – 2:00 pm	DGH - Thompson
FAAB Meeting	April 19 th	8:30 – 10:00 am	Tanner Dance

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

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 25 th	Welcome SAC Mtg/Leadership Role Training	3:00 – 4:30 pm	CRCC 215
Sept. 1 st	FAF Grants Process Review & Leader Training	3:00 – 4:30 pm	CRCC 215
Sept. 13 th	SAC 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. 18 th	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	CRCC 115
Feb. 9 th	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Feb. 16 th	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Feb. 21 st	Scholarship Tea	4:00 – 5:30 pm	DGH - Thompson
Feb. 23 rd	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Feb. 23 rd	FAF Grants Prep Meeting	4:30 – 6:00 pm	CRCC 115
March 2 nd	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
March 2 nd	SAC Reviews of Career-line Faculty complete (Confer with Department)		
April 20 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
April 20 th	SAC Leader Transition Meeting	4:00 – 5:00 pm	CRCC 115

2017-18 ArtsForce Event Calendar:

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug. 30 th	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 Great Hall
Sept. 27 th	Distinguished Alumni Award Legacy Assembly	12:00 – 1:45 pm	KH
Oct. 20 th	ArtsForce Workshop	3:00 – 4:30 pm	Career Services Library
Nov. 3 rd	ArtsForce Workshop	3:00 – 4:30 pm	Career Services Library
Jan. 26 th	ArtsForce Workshop	3:00 – 4:30 pm	Career & Prof. Dev. Ctr. Lib.
Feb. 9 th	ArtsForce Workshop	3:00 – 4:30 pm	Career & Prof. Dev. Ctr. Lib.
Feb. 23 rd	ArtsForce Workshop	3:00 – 4:30 pm	Career & Prof. Dev. Ctr. Lib.
March 10 th	ArtsForce Annual Networking Event	9:00 – 4:00 pm	UMFA Great Hall & Dumke Aud.