Recent updates are in green text

Index:

FALL

Date	Event	Time	Location
August 24th	**Classes Begin**		
August 28th	College-wide Faculty & Staff Meeting	2:00 – 3:30 pm	Zoom
August 31st – Sept 4th	Arts Pass 101	Multiple	Multiple
September 4th	*Faculty Position Requests due to Dean's Office by 5:00 pm*		
September 4th	RPT Training for Dept/School RPT Chairs, Chairs/Directors, & Admins	2:00 – 3:00 pm	Zoom
September 9th	College Curriculum Committee Meeting (Training)	1:00 – 2:15 pm	Zoom
September 18th	College Council Meeting	2:00 – 4:00 pm	Zoom
September 25th	Faculty Counsel Committee (FCC) Meeting	2:00 – 4:00 pm	Zoom
September 25th	*FAF Grants Emailed Proposals Due to SAC/FAF Grant Reps by 5:00 pm*		
Sept 27th – Oct 11th	**Online Classes**		
September 30th	CFA Gala – Watch Party	7:00 – 8:30 pm	Online
October 1st	Staff Review - Phase 1 Completion Deadline		
October 1st	Career-line Review Training Meeting for Chairs/Directors, DRC Chairs, & Admins	2:00 – 3:30 pm	Zoom
October 9th	*FAF Grants Emailed Proposals Due to Dean's Office by 5:00 pm*		
October 16th	*URC Faculty Fellow Applications due to Department Office by 5:00 pm*		
October 23rd	FAF Grants Funding & Policy Virtual Meeting	3:00 pm – end	Zoom
October 23rd	*URC Faculty Fellow Applications due to Dean's Office by 5:00 pm*		
November 10th	College RPT Committee Pre-Meeting	2:00 – 3:00 pm	Zoom
November 13th	College Council Meeting	2:00 – 4:00 pm	Zoom
November 15th	*CFA Grant Applications Due to Dean's Office by 5:00 pm*		
November 23rd & 24th	College RPT Committee Meeting	1:00 – 5:00 pm each day	Zoom
November 30th	CFA Faculty Grants Committee Mtg	3:00 – 5:00 pm	Zoom
November 30th – December 3rd	**Online Classes**		
December 1st	*CFA Research Incentive Seed Grant Applications due to Dean's Office by 5:00pm*		
December 3rd	**Classes End**		
December 4th	College Curriculum Committee Meeting	2:00 – 5:00 pm	Zoom
December 7th – 11th	**Online Final Exams**		
December 21st	**Grades Due**		

SPRING

Date	Event	Time	Location
January 11^h	**Classes Begin**		
January 12th	BTSALP Arts Ed Research Symposium	8:30 – 12:30 pm	SAEC
January 22nd	*Dee Grant Applications Due by 5:00 pm*		
January 29th	Tenured Faculty Review (TFR) Training for Chairs/Directors, RPT Chairs & Admins	2:00 – 3:30 pm	Zoom
January 29th	*FAF Grants Emailed Proposals Due to SAC/FAF Grant Reps by 5:00 pm*		
January 29th	CFA Faculty Grants Committee Mtg	3:30 – 5:00 pm	Zoom
February 1st	*Staff Review Period Begins*		
February 10th	*FAF Grants Emailed Proposals Due to Dean's Office by 5:00 pm*		
February 15th	*FAR/U-CV Deadline*		
February 26th	College Council Meeting	2:00 pm – 4:00 pm	TBD
February 26th	*CFA Grant Applications Due to Dean's Office by 5:00 pm*		
February 26th	FAF Grants Funding & Policy Virtual Meeting	After College Council meeting	Zoom
February 27th	ArtsLINK Conference	8:30 – 2:00 pm	SAEC
March TBD	*Unit Nominations for Academic Excellence/Utah Flagship 4-year Scholarship Awards Due to Dean's Office by 5:00 pm*		
March TBD	*Unit Nominations for T53 Scholarship Nominations Due to Dean's Office by 5:00 pm*		
March 1st	*Faculty & Staff Excellence Award Nominations Due to Dean's Office by 5:00 pm*		
March 1st	*Unit Nominations for Outstanding Seniors Due to Dean's Office by 5:00 pm*		
March 5th	*Student Deadline for FAAB Scholarship Application*		
March 5th	*Student Deadline for Fine Arts House Scholarship Application*		
March 12th	CFA Faculty Grants Committee Mtg	3:00 – 4:30 pm	Zoom
March 19th	*Unit Nominations for FAAB Scholarship Due to Dean's Office by 5:00 pm*		
March TBD	ArtsForce Networking Event	TBD	TBD
March 7th – 14th	**Spring Break**		
March 19th	*Student Applications for CFA Convocation Speaker Due to Dean's Office*		
March 24th	*Student Deadline for CFA Siciliano/Ware/Summer Study Scholarship Applications*		
March 26th	Faculty Counsel Committee (FCC) Meeting (as needed)	2:00 pm – 4:00 pm	TBD
March or April TBD	Staff Conference	TBD	TBD
April 1st	*U of U Endowed Beverley Taylor Sorenson Arts Learning Program Undergraduate Fellowship Application Due to Arts Ed Committee*		
April 2nd	College Curriculum Committee Meeting	1:00 – 3:00 pm	TBD
April TBD	Staff Excellence Award Committee Mtg	TBD	TBD
April TBD	Faculty Excellence Award Committee Meeting	TBD	TBD
April 23rd	*Faculty Committee Names for 2021-22 Due to Dean's Office by 5:00 pm*		
April 23rd	College Council Meeting	2:00 – 4:00 pm	TBD
April 27th	*TFR & 1st Year Administrative Reviews Due to Dean's Office by 5:00 pm*		
April 27th	**Classes End**		
April 28th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	TBD
April 30th	*Staff Review Period Ends*		
May 6th	University Commencement	6:30 pm	Huntsman Center
May 7th	CFA Convocation	TBD	Kingsbury Hall
May 17th	**Grades Due**		

SUMMER

Date	Event	Time	Location
May 17th	**Classes Begin**		
June 12th	MAT-FA Orientation	9:00 – 12:00 pm	SAEC
August 4th	**Classes End**		

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

Formal/Informal Reviews (Pre-tenure):
- o 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 2020	Classroom observations may begin
May 2020	Internal/External evaluators contacted and asked to serve
June 2020	Materials (CV, Statement, Research) and RPT Standards sent to evaluators
June-July 2020	File Accumulation (file is cumulative & should be kept current)
August 2020	Notice given to faculty & staff of right to submit written recommendations
Aug-Sept 2020	Classroom observations complete
	SAC reviews complete
Sept. 4th	**Training Mtg. for Department/School RPT Committee Chairs, Chairs/Directors, and Admins 2:00 – 3:00 pm Zoom**
Sept 14th	**SAC Reports Due**
Sept 15th	**RPT Files Close**
Sept 27th – Oct 9th	*Online Classes in lieu of Fall Break*
Oct 9th	All Dept/School RPT Committee Meetings should be complete by day's end
Oct 16th	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)
Oct 23rd	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)
Oct 30th	**Chair/Director's RPT Letter Due to Candidate**
Nov 9th	Candidate Response Due by 5:00 pm
Nov 10th	**RPT Files Due to Dean's Office by 9:00 am**
Nov 10th	**College RPT Committee Pre-Meeting 2:00 – 3:00 pm Zoom**
Nov 23rd & 24th Zoom	**College RPT Committee Meets 1:00 – 5:00 pm each day**
Dec 4th	Draft of Report to Committee Due by noon
Dec 8th	College RPT Committee Reports due to Dean's Office by 2:00 pm
Dec 8th	Dean Begins RPT Reviews
March 2021	-Election of Department RPT Chair for AY 21-22
	-Chair/Director determines reviews for upcoming academic year & notifies faculty
	-Determination of Candidates for Early Tenure/Promotion to Full Professor
Spring 2021	Classroom observations may begin
May 2021	Internal/External Reviewers contacted & asked to serve
June 2021	Materials (CV, Statement, Research) & RPT Standards sent to evaluators
June-July 2021	File Accumulation (file is cumulative & should be kept current)

First-Year Reviews (Administrative):
- Please refer to Dept/Sch RPT Policies for additional information re: timeline/required materials

April 27th	**Complete File due to Dean's Office by 5:00 pm**

Tenured Faculty Reviews (TFR or Post-Tenure Reviews):
- Please refer to Dept/Sch RPT Policies & College Policy for information re: timeline/required materials
- Items in red are absolutely non-negotiable.

Prior to Jan 1st	Chair/Director Informs Candidate of TFR Review & Informs TFR Committee
Jan-Mar 2021	Classroom observations complete
Jan 29th	**Training Meeting for Department/School RPT Committee Chairs, Chairs/Directors, and Admins**
	2:00 – 3:30 pm Zoom
Feb 22nd	Chair/Director Invites Faculty, Staff, & Student Input
March 26th	Letters from Faculty, Staff, & Students Due.
	Written Summary by Chair/Director submitted (if any).
	File must be complete by this date.
April 2nd	Faculty member's written response due (if desired)
Between April 3-12	TFR Committee meets to conduct reviews and prepare Reports. At least 5 days prior to meeting, shared-appointing unit (if any) submits written Report for file.
April 12th	Department/School RPT Committee Meetings should be complete by day's end
April 13th	Department/School TFR Report due to faculty member under review
April 26th	Faculty member due date to respond to TFR Committee Report, if desired.
April 27th	**Complete File due to Chair/Director and Dean's Office by 5:00 pm. Dean's Office will submit to SVP's office simultaneously.**
Before May 13	If Chair/Director, Dean, or Faculty Member Under Review disagrees with the Report, the party who chooses to seek review must notify UPTAC of that intention.

Important Dates for Career-line & Adjunct 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.
- **Training Meeting for Department/School Review Committee Chairs, Chairs/Directors, and Admins   Oct. 1st, 2:00 – 3:30 pm, Zoom**

DATE	CAREER-LINE & ADJUNCT *INFORMAL* REVIEW (each year that is not a Formal review)	CAREER-LINE *FORMAL* REVIEW (the final year of appointment)	ADJUNCT FORMAL REVIEW (the final year of appointment)
Oct 1	• Department Chair/School Director notifies Career-Line & Adjunct faculty who are scheduled for an informal review that the file will close on February 1st	• Department Chair/School Director notifies the Review Committee Chair which Career-Line faculty members are up for formal review • Department Chair/School Director notifies Career-Line who are scheduled for an formal review that the file will close on February 1st	• Department Chair/School Director notifies the Review Committee Chair which Adjunct faculty members are up for formal review • Department Chair/School Director notifies Adjunct faculty who are scheduled for a formal review that the file will close on February 1st
Oct 15		• Faculty member notifies Department Chair/School Director if they would like to be considered for promotion • Chair of Review Committee deadline for designating who will conduct peer teaching evaluations	• Faculty member notifies Department Chair/School Director if they would like to be considered for promotion
Dec 1		• Department Chair/School Director solicits comments from faculty, staff, & SAC • Review Committee Chair requests portfolio from faculty members up for formal review	• Review Committee Chair requests resume and syllabi from faculty members up for formal review
Feb 1	• Files are closed (teaching evaluations, syllabi)	• Files are closed (CV, syllabi, personal statement, teaching evaluations, summary of employment responsibilities, prior review reports, peer teaching reviews)	• Files are closed (CV, syllabi, teaching evaluations)
Feb 1		• Review Committee Chair circulates files to committee members	• Review Committee Chair circulates candidates file to committee members
Feb 15		• Review Committee draft report complete	
Feb 21		• Review Committee report approval deadline	• Review Committee report due to FAC
Mar 1	• Department Chair/School Director deadline for submitting written summary to the faculty member	• Review Committee shares report with candidate • Candidate has 5 days to respond or waive right	
March 7		• Candidate response deadline • Deadline for Review Committee Chair to share report with FAC	
Mar 1-15	• *If* issues/problems are evident to the Department Chair/School Director, at some point during this two week period they will meet with the faculty member to discuss	• FAC meets to discuss & vote	
Mar 15	• *If* there was a meeting, the Department Chair/School Director will share a summary report of the meeting with the faculty member • Candidate has 5 days to respond or waive the right	• FAC vote deadline	• FAC vote deadline
Mar 17		• Candidate and Department Chair/School Director receive copy of vote & summary report	
Mar 22		• Department Chair/School Director reviews entire file & makes independent recommendation, shares with candidate • Candidate has 5 days to respond or waive the right	
Mar 29		• Department Chair/School Director forwards file & FAC voting spreadsheet to Dean	• Department Chair/School Director forwards file & FAC voting spreadsheet to Dean
Mar 31		• Deadline for Department Chair/School Director to notify candidate of decision	• Deadline for Department Chair/School Director to notify candidate of decision

Important Dates for CFA Faculty Grants & Awards

September 15th   URC Faculty Small Grant Applications Due to <u>URC Office</u> by 5:00 pm

September 20th   URC Faculty Fellow Applications Due to <u>Department Office</u> by 5:00 pm

September 18th   University Teaching Grant Applications Due to <u>Office of Academic Affairs</u> by 5:00pm

October 15th   Tanner Humanities Faculty Fellow Award Applications Due to <u>Dept Office</u> by 5:00 pm

October 16th   URC Faculty Fellow Applications Due to <u>Department Office</u> by 5:00 pm

October 23rd   URC Faculty Fellow Applications Due to <u>Dean's Office</u> by 5:00 pm

October 30th   URC Faculty Fellow Applications Due to <u>URC Office</u> by 5:00 pm

October 31st   Tanner Humanities Faculty Fellow Award Applications Due to <u>Tanner</u> by 5:00 pm

November 15th   URC Faculty Small 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
        Research-in-Progress Grant Applications
        Faculty Research Grant Applications (unsuccessful with URC)
        Make Time for Research Grant Applications
        Faculty Teaching Grant Applications

November 30th   CFA Faculty Grants Committee Mtg   3:00 – 5:00 pm   Zoom

December 1st   CFA Incentive Seed Grant Applications due to *Dean's Office* by 5:00pm

January 8th   University Teaching Grant Applications Due to <u>Office of Academic Affairs</u> by 5:00pm

January 22nd   Dee Grant Applications Due by 5:00 pm

January 29th   CFA Faculty Grants Committee Mtg   3:30 – 5:00 pm   Zoom
For CFA Faculty Fellow Applications (unsuccessful with URC)

February 26th   CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm
        Research-in-Progress Grant Applications
        Faculty Research Grant Applications (unsuccessful with URC)
        Make Time for Research Grant Applications
        Faculty Teaching Grant Applications

March 1st   Faculty & Staff Excellence Award Nominations Due by 5:00 pm

March 5th   University Teaching Grant Applications Due to <u>Office of Academic Affairs</u> by 5:00pm

March 12th   CFA Faculty Grants Committee Mtg   3:00 – 4:30 pm   Zoom

March 15th   URC Faculty Small Grant Applications Due to <u>URC Office</u> by 5:00 pm

April TBD   Faculty Excellence Award Committee Meeting   TBD   TBD

Important Dates for Graduate Student Grants

January 17th   CFA Graduate Research Fellowship Application Due to Graduate School

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

Event	Date	Time	Location
College-wide Faculty & Staff Mtg	August 28th	2:00 – 4:00 pm	Zoom
College Council Meeting	September 18th	2:00 – 4:00 pm	Zoom
FCC Meeting	September 25th	2:00 – 4:00 pm	Zoom
College Council Meeting	November 13th	2:00 – 4:00 pm	Zoom
College Council Meeting	February 26th	2:00 – 4:00 pm	Zoom
FCC Meeting (if necessary)	March 26th	2:00 – 4:00 pm	Zoom
College Council Meeting	April 23rd	2:00 – 4:00 pm	Zoom

CFA Executive Committee Meetings

Regular Executive Committee Meetings will be held from 9:00 – 11:00 am via Zoom

Fall:
- August 13th & 14th
  - Executive Committee Retreat
- August 28th
- September 11th (Chairs & Directors Only)
- September 25th
- October 9th (Chairs & Directors Only)
- October 23rd
- November 6th (Chairs & Directors Only)
- November 20th
- December 11th

Spring:
- January 8th (Chairs & Directors Only)
- January 22nd
- February 5th (Chairs & Directors Only)
- February 19th
- March 5th (Chairs & Directors Only)
- March 19th
- April 2nd (Chairs & Directors Only)
- April 16th
- May 14th

Important Dates for the College of Fine Arts Advisory Board (FAAB) & School of Music Board (SoM)

Event	Date	Time	Location
FAAB Meeting	September 10	8:30-10 am	Zoom
Arts Ambassadors	September 17	3-5 pm	Zoom
SoM Advisory Board	September 24	12-1 pm	Zoom
CFA Gala	September 30	TBD, evening	Zoom
Film Friday	October 2	1:30 pm	Zoom
SoM Camerata Awards	November 6	TBD	Subject to change
FAAB Meeting	November 12	9-10:30 am	Zoom
Arts Ambassadors	November 19	3-5 pm	Zoom
FAAB Meeting	January 7	9-10:30 am	Zoom
Arts Ambassadors	January 14	3-5 pm	Zoom
SoM Advisory Board	February 4	12-1 pm	Zoom
Arts Ambassadors	February 11	3-5 pm	Zoom
U Giving Day	Feb. 23 + Feb. 24	All day	Online
FAAB Meeting	March 11	9-10:30 am	Zoom
SoM Advisory Board	April 8	12-1 pm	Location TBD
Arts Ambassadors	April 22	3-5 pm	Zoom
FAAB Meeting	April 29	9-10:30 am	Zoom

Important Dates for Arts Education Committee & Youth Arts Division

Arts Education Committee Meetings
September 8th	9:30 – 11:30 am	SAEC, Bev's Room – first floor
October 13th	9:30 – 11:30 am	SAEC, Bev's Room – first floor
November 10th	9:30 – 11:30 am	SAEC, Bev's Room – first floor
January 26th	9:30 – 11:30 am	SAEC, Bev's Room – first floor
March 23rd	9:30 – 11:30 am	SAEC, Bev's Room – first floor
April 13th	9:30 – 11:30 am	SAEC, Bev's Room – first floor

MAT-FA Faculty Meetings
November 17th	9:30 – 11:30 am	SAEC, Bev's Room – first floor
May 11th	9:30 – 11:30 am	SAEC, Bev's Room – first floor

Youth Arts Division Meetings
August 13th	9:30 – 10:30 am	Zoom
October 1st	9:30 – 10:30 am	Zoom
December 3rd	9:30– 10:30 am	Zoom
January 28th	9:30 – 10:30 am	Zoom
April 1st	9:30 – 10:30 am	Zoom
May 20th *(tentative)*	9:30 – 10:30 am	Zoom

BTSALP Arts Education Research Symposium	January 12th	8:30 – 12:30 pm	SAEC
ArtsLINK Conference	February 27th	8:30 – 2:00 pm	SAEC
MAT-FA Student Orientation	June 12th	9:00 – 12:00 pm	SAEC

Important Dates for Curriculum:

September 4th   **College Curriculum Committee Training Mtg   9:30 – 11:00 am   Zoom**

October 16th   Curriculum Forms Due to Dean's Office
                        New courses, course revisions, & program revisions: for Fall 2021
                        New emphases, minors, majors, certificates, & new programs: for Fall 2021

October 30th   Dean's Office Returns Any Forms Needing Obvious Revision

November 13th   Revised Curriculum Forms Due to Dean's Office

December 4th   **College Curriculum Committee Meeting   2:00 – 5:00 pm   Zoom**

December 14th   Curriculum Forms Needing Additional Revision Returned to Departments/Schools

January 20th   Finalized Curriculum Forms Due to Campus
                        Catalog Changes Completion Deadline

January 29th   Kuali Clean-Up (Delete Old/Obsolete Requests)
                        Department/School Curriculum Committee Meeting held by this date

February 12th   Curriculum Forms Due to Dean's Office
                        New courses, course revisions, & program revisions: for Spring 2022
                        New emphases, minors, majors, certificates, & new programs: for Fall 2022

February 26th   Dean's Office Returns Any Forms Needing Obvious Revision

March 12th   Revised Curriculum Forms Due to Dean's Office

April 2nd   **College Curriculum Committee Meeting   1:00 – 3:00 pm   TBD**

April 9th   Curriculum Forms Needing Additional Revision Returned to Departments/Schools

July 10th   Delete old/obsolete proposals in Kuali for new cycle. (Clean-up)

August 25th   Finalized Curriculum Forms Due to Campus

Important Dates for Budget Officers

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

The budget timeline dates below are *tentative*. Final deadlines will be available November/December 2020.

Preliminary FY22 Budget Review
[for Departments/Schools & Dean's Office]
January 13th – February 11th (Tentative)

BPC Open for Entry (non-personnel)
Week of January 25th (Tentative)

Dean's Office Budget Narrative Due
January 29th (Tentative)

Dean's Office Budget Roundtable
February 10th

EPM Training
February 11th (Tentative)

Department/School Draft Budget Narratives Due
February 19th (Tentative)

Affiliates Draft Budget Narratives Due
February 26th (Tentative)

Department/School Budget Hearings with the Dean
March 1 – 5th (Tentative)

Affiliates Budget Hearings with the Dean
March 8-12th (Tentative)

BPC Entry Deadline
March 19th (Tentative)

Salary Proposal Addendum to Budget Narrative Due
June 11th (Tentative)

Internal DMU Entry Deadline
June 18th (Tentative)

Student Arts Engagement Grant Proposals
[contingent on Fine Arts Fees budget surplus]
June 18th

2020-21 CFA Student Meetings/Important Dates

Date:	Event:	Time:	Location:
Aug 28th	Welcome & Leadership Role Virtual Meeting – SAC/FAF Reps	3:30 – 4:30 pm	Zoom
Sept 14th	SAC RPT Reports complete (Confer with Department) http://www.finearts.utah.edu/students/student-advisory-committee		
Sept 17th	Expedited FAF Grant Emailed Proposals Due to Dean's Office	5:00 pm	
Sept 18th	College Council Meeting	2:00 pm – 4:00 pm	Zoom
Sept 25th	Fall FAF Grant Emailed Proposals Due to FAF Grants Reps	5:00 pm	
Sept 25th	Expedited FAF Grants Virtual Funding & Policy Meeting	3:00 pm – end	Zoom
Oct 9th	Fall FAF Grants Emailed Proposals Due to Dean's Office	5:00 pm	
Oct 16th	Fall FAF Grants Prep Virtual Meeting	3:00 – 4:30 pm	Zoom
Oct 23rd	Fall FAF Grants Funding & Policy Virtual Meeting	3:00 pm – end	Zoom
Nov 13th	College Council Meeting	2:00 pm – 4:00 pm	Zoom
Jan 29th	Spring FAF Grant Emailed Proposals Due to FAF Grants Reps	5:00 pm	
Jan 29th	Spring FAF Grant Electronic Status Report Due to Dean's Office	5:00 pm	
Feb 10th	Spring FAF Grant Emailed Proposals Due to Dean's Office	5:00 pm	
Feb 19th	Spring FAF Grants Prep Virtual Meeting	3:00 pm – 4:30	Zoom
Feb 26th	Spring FAF Grants Funding & Policy Virtual Meeting	After College Council meeting	Zoom
Feb 26th	College Council Meeting	2:00 pm – 4:00 pm	Zoom
April 23rd	College Council Meeting	2:00 pm – 4:00 pm	Zoom

2020-21 ArtsForce Event Calendar:

Date:	Event:	Time:	Location:
March	ArtsForce Networking Event	TBA	TBA

More details about ArtsForce events will come later in the year. In the meantime, please go to artsforceutah.com for up-to-date information.