# Updated Reporting Dates and Deadlines 2016-2017

<table>
<thead>
<tr>
<th>Due</th>
<th>Item</th>
<th>Copies submitted to</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/4</td>
<td>Course Proposal Forms</td>
<td>2 copies + electronic</td>
<td>Ashley Fundahn x1414</td>
</tr>
<tr>
<td>10/7</td>
<td>All Tenure and Promotion Recommendations and Forms</td>
<td>Forms A&amp;B 10 Paper &amp; electronic copy + single items (see ToC template for details)</td>
<td>Cassidy Perreault x2875</td>
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<tr>
<td>10/10</td>
<td>Co-Curricular fee proposal</td>
<td>1</td>
<td>Curriculum, Instruction, and Programs x2014/x1011</td>
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<tr>
<td>10/17</td>
<td>Proposals for new/amended programs</td>
<td>2 copies + electronic</td>
<td>Ashley Fundahn</td>
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<tr>
<td>10/17</td>
<td>Administrative Leave of Absence Requests - Fall 2017 or AY 2017-2018</td>
<td>1</td>
<td>Cassidy Perreault</td>
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<tr>
<td>10/17</td>
<td>Research Leave Requests - Fall 2017 and Academic Year 2017-2018</td>
<td>3</td>
<td>Cassidy Perreault</td>
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<tr>
<td>10/31</td>
<td>Proposals for Liberal Arts Core - 2017-2018</td>
<td>2 copies + electronic</td>
<td>Ashley Fundahn</td>
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<td>1/15</td>
<td>EMERITUS faculty recommendations and CV</td>
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<td>1/23</td>
<td>Curriculum Vitae Update Forms (faculty and department chairs)</td>
<td>1 copy + electronic</td>
<td>Kathy Zubal-Strang x3949</td>
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<tr>
<td>2/1</td>
<td>Administrative Leave of Absence Requests - Spring 2018 semester</td>
<td>1</td>
<td>Cassidy Perreault</td>
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<tr>
<td>2/1</td>
<td>Research Leave Requests - Spring 2018 or Calendar Year 2018</td>
<td>3</td>
<td>Cassidy Perreault</td>
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<tr>
<td>3/1</td>
<td>Report/Recommendation (R&amp;R’s) and CV for untenured Faculty</td>
<td>1 copy + electronic</td>
<td>Kathy Zubal-Strang</td>
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</tbody>
</table>

c.c.: David Van Slyke, Dean; Michael Wasylenko, Senior Associate Dean; Administrative Assistants; A&S Dean’s Cabinet

Updated: August 30, 2016