

2016-2017 Academic DEADLINES

ACTION	Arts & Sciences Due Date
Tenure & Promotion; candidates submit applications to dept chair prior to this date	September 5, 2016
Position Description for (FALL Only) Graduate & Academic Staff	RETAIN IN DEPT (see #1 below)
AY 16-17 Equipment Requests	TBA - Contingent on funding
Academic Record Supplements via Digital Measures	October 3, 2016
Tenure & Promotion; Chairperson Decisions are made	October 14, 2016
Tenure & Promotion; submit to Blackboard	October 21, 2016
Student Technology Fee Proposals	TBA - Contingent on funding
Developmental Leave Applications	October 21, 2016
2nd Year Faculty	November 4, 2016
Evaluations for (FALL only) Graduate & Academic Staff	RETAIN IN DEPT (see #1 below)
Adjunct Faculty List	TBA by Provost (antic Nov/Dec)
1st Year Faculty	January 4, 2017
Position Description for (Spr Only) Graduate & Academic Staff	RETAIN IN DEPT (see #1 below)
3rd-5th Year Faculty	February 8, 2017
Emeritus Nominations	TBA (anticipate early February)
Staff Performance Evaluations	TBA by HR (antic date of March 1); send to A&S for review
Tenured Faculty Evaluations (includes annual & triennial)	February 17, 2017
Annual Evaluations for Nontenure-track faculty	February 24, 2017
Nominations for Chester Fritz Professor	TBA (estimate late November)
Evaluations for (Spr & AY) Graduate & Academic Staff	RETAIN IN DEPT (see #1 below)
Position Description/Page 2 of Contract	April 14, 2017
Notice of intent for tenure and/or promotion to dept chair & Dean's office	April 17, 2017
Applicants submit tenure and/or promotion materials to external reviewers	June 1, 2017

UND Policy states that all instructional staff must be evaluated.

(CHANGES EFFECTIVE AY 2010-2011)

1) Position description and evaluation forms for graduate students and part-time academic staff no longer must come to A&S for review. However, it is still the responsibility of each department to outline job expectations (via position description form or letter of understanding), conduct proper evaluations and maintain documentation which can be provided to administration upon request.