

2018-2019 Academic Deadlines

| Action | Arts & Sciences Due Date |
|--|---|
| Tenure & Promotion; candidates submit applications to dept chair | September 5, 2018 |
| Position Description for Graduate & Academic Staff | Retain in Dept (see #1 below) |
| Equipment Requests | October 31, 2018 (tentative) |
| Academic Record Supplements via Digital Measures | October 1, 2018 |
| Tenure & Promotion; chair recommendations | October 15, 2018 |
| Tenure & Promotion; submit to Blackboard | October 19, 2018 |
| Developmental Leave Applications | October 23, 2018 |
| Faculty Evaluations (includes <u>tenure-track</u> , annual & triennial) | November 19, 2018 |
| 1st Year <u>Special</u> Appointment Evaluations | February 25, 2019 |
| Graduate & Academic Staff Evaluations | Retain in Dept (see #1 below) |
| Adjunct Faculty renewals | TBA by VPAA (antic Nov/Dec) new requests accepted as needed |
| Emeritus Nominations | November 23, 2018 |
| Staff Performance Evaluations | TBA by HR (antic March 1); send to A&S for review |
| Department Chair Self-Evaluations | January 31, 2019 |
| Chester Fritz Professor Nominations | Anticipated February 15, 2019 (A&S) |
| Position Description/Page 2 of Contract | April 15, 2019 |
| Tenure & Promotion; notice of intent to chair & Dean's office | April 1, 2019 |
| Chair Election Results | March 15, 2019 |

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.

2018-2019 Arts & Sciences Research Initiative Deadlines

| Research Initiative | Due Date | Awards Announced | Award Date | Award Spent | Final Report Due |
|---|------------------|-------------------|--|-------------------|---|
| Fine Arts & Humanities Scholarship | October 5, 2018 | November 2, 2018 | January 1, 2019 (start) | December 31, 2019 | January 31, 2020 |
| Undergraduate Research/Creative Activity | October 19, 2018 | November 16, 2018 | January 1, 2019 (start) | August 15, 2019 | October 18, 2019 |
| Applied Research | October 26, 2018 | November 16, 2018 | January 1, 2019 (start) | December 31, 2019 | January 31, 2020 |
| Faculty Grant Writing | November 9, 2018 | December 7, 2018 | Fall buyout 8/16-12/31/19 Spring buyout 1/1-5/15/20 | N/A | Fall: prop. subm. 9/30/20 Spr: prop. subm. 2/15/21 |
| Joyce and Aqueil Ahmad Endowment for the Promotion of Peace & Nonviolence | October 26, 2018 | November 16, 2018 | 1/1/2019 (start) | December 31, 2019 | January 31, 2020 |
| Itterman Professional Development | November 2, 2018 | December 7, 2018 | January 1, 2019 | December 31, 2019 | January 31, 2020 |

Updated 8/1/2018

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