## 2019-2020 Academic Deadlines

<table>
<thead>
<tr>
<th>Action</th>
<th>Arts &amp; Sciences Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure &amp; Promotion; candidates submit applications to dept chair</td>
<td>September 6, 2019</td>
</tr>
<tr>
<td>Position Description for Graduate &amp; Academic Staff</td>
<td>Retain in Dept</td>
</tr>
<tr>
<td>Equipment Requests</td>
<td>October 31, 2019 (tentative)</td>
</tr>
<tr>
<td>Academic Record Supplements via Digital Measures</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Tenure &amp; Promotion; chair recommendations</td>
<td>October 14, 2019</td>
</tr>
<tr>
<td>Tenure &amp; Promotion; submit to Blackboard</td>
<td>October 18, 2019</td>
</tr>
<tr>
<td>Developmental Leave Applications</td>
<td>October 23, 2019</td>
</tr>
<tr>
<td>Faculty Evaluations (includes tenure-track, annual &amp; triennial evaluations and special appointments.)</td>
<td>November 19, 2019</td>
</tr>
<tr>
<td>1st Year Special Appointment Evaluations</td>
<td>February 25, 2020</td>
</tr>
<tr>
<td>Graduate &amp; Academic Staff Evaluations</td>
<td>Retain in Dept</td>
</tr>
<tr>
<td>Adjunct Faculty renewals</td>
<td>TBA by VPAA (antic Nov/Dec) new requests accepted as needed</td>
</tr>
<tr>
<td>Emeritus Nominations</td>
<td>accepted on an ongoing basis</td>
</tr>
<tr>
<td>Staff Performance Evaluations</td>
<td>TBA by HR (antic March 1); send to A&amp;S for review</td>
</tr>
<tr>
<td>Department Chair Self-Evaluations</td>
<td>January 21, 2020</td>
</tr>
<tr>
<td>Chester Fritz Professor Nominations</td>
<td>February 15, 2020</td>
</tr>
<tr>
<td>Position Decrption/Page 2 of Contract</td>
<td>April 1, 2020</td>
</tr>
<tr>
<td>Tenure &amp; Promotion; notice of intent to chair &amp; Dean's office</td>
<td>April 15, 2020</td>
</tr>
<tr>
<td>Chair Election Results</td>
<td>March 15, 2020</td>
</tr>
</tbody>
</table>

**UND Policy states that all instructional staff must be evaluated.**

## 2019-2020 Arts & Sciences Research Initiative Deadlines

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Due Date</th>
<th>Announced</th>
<th>Award Date</th>
<th>Award Spent</th>
<th>Final Report Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Travel and Professional Development Awards</td>
<td>Rolling 15th of month (September - May)</td>
<td>Monthly 1st Week (October-June)</td>
<td>Monthly</td>
<td>6/30/2020</td>
<td>N/A</td>
</tr>
<tr>
<td>Undergraduate Research/Creative Activity</td>
<td>October 25, 2019</td>
<td>November 15, 2019</td>
<td>January 1, 2020 (start)</td>
<td>August 15, 2020</td>
<td>October 18, 2020</td>
</tr>
<tr>
<td>Faculty Grant Writing</td>
<td>October 11, 2019</td>
<td>November 15, 2019</td>
<td>Fall buyout 8/16-12/31/19 Spring buyout 1/1-5/15/20</td>
<td>December 31, 2020</td>
<td>Fall: prop. subm. 9/30/20 Spr: prop. subm. 2/15/21</td>
</tr>
<tr>
<td>Itterman Professional Development</td>
<td>March 6, 2020</td>
<td>April 3, 2020</td>
<td></td>
<td>December 31, 2020</td>
<td>January 31, 2021</td>
</tr>
</tbody>
</table>

Updated 9/10/2019

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