

**Academic Affairs  
Schedule of Deadlines 2024-2025**

**August 2024**

16	FY25 Estimated Spending Plans Due from deans and directors to the Provost.	Ginger Walker
26	First day of class Fall 2024	

**September 2024**

2	Decennial Program Review: Graduate programs scheduled for review begin the self-study process following Academic Program Review (HOP 02-202) and THECB Graduate Program Review Guidelines <a href="https://www.sfasu.edu/acadaffairs/evaluations-reviews/formal-academic-program-reviews">https://www.sfasu.edu/acadaffairs/evaluations-reviews/formal-academic-program-reviews</a>	Forrest Lane
2	Request from Provost to deans to initiate faculty development leave proposals for 2025/2026	Provost
2	Syllabus and CV must be uploaded for classes offered Fall 2024 (7 days after 1 <sup>st</sup> class day)	Provost
4	Schedule of Classes for Spring 2025 available to Department Chairs	Registrar
9 – Dec 13	Follow up meetings for all decennial reviews and selected annual program reviews completed in AY24, as determined by the Provost (Thursdays 3 – 5pm)	Provost Office
13	Faculty data management updates due in Banner for Fall 2024	Strategic Analytics & Institutional Research
13	Course sections updates due in Banner for Fall 2024. Faculty teaching load credits programmatically loaded for each faculty/course section for Fall 2024.	Strategic Analytics & Institutional Research
16	Faculty teaching load credit reports emailed to faculty data managers for review and action as needed.	Strategic Analytics & Institutional Research
16	Signed faculty contracts due back	Deans
22	Fall 2024 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean)	Strategic Analytics & Institutional Research

**October 2024**

1	Schedule of Classes available for Spring 2025 to Deans	Registrar
1	Decennial Program Review: Identify external reviewer/s as required by HOP 02-202 and submit recommendation to college Dean and ORGS Dean	Forrest Lane
2	One-year and triennial online evaluations OPEN for Academic Affairs Leadership. Leadership evaluation details found on Provost page <a href="https://www.sfasu.edu/acadaffairs/evaluations-reviews/leadership-evaluations">https://www.sfasu.edu/acadaffairs/evaluations-reviews/leadership-evaluations</a>	Strategic Analytics & Institutional Research
21	Nominations for Minnie Stevens Piper Foundation Distinguished Professorship Award due	Provost Office
29	Spring Early Registration	Registrar

**November 2024**

4	All curriculum proposals must be entered by the <i>originator</i> into Curriculog	Marc Guidry
4	One-year and triennial on-line evaluations CLOSED for Academic Affairs Leadership.	Strategic Analytics & Institutional Research

2	Requests for outside employment for academic year 2023/2024	Provost Office
25	Faculty Development Leave applications due	Deans Office
<b>December 2024</b>		
2	Call for nominations UTS Academy of Distinguished Teachers (submission due mid-March)	Provost Office
6	Confirm list of tenure/promotion applicants for 2025/2026 with <a href="mailto:brewersj@sfasu.edu">brewersj@sfasu.edu</a>	Provost Office
6	Faculty Development Leave applications due (2025/2026)	Provost Office
7	Faculty Development Leave applications submitted to committee for review	Chair FDL Committee
14	Complete online application to add course to the core effective 2024/2025	Marc Guidry
16	All undergraduate curriculum changes due to Undergraduate Curriculum Committee and graduate curriculum changes to the Graduate Council ( <b>except for TCCNS process due May 24</b> )	Provost Office
<b>January 2025</b>		
1	Call for nominations for the UTS Regents' Outstanding Teaching Awards (ROTA) (submission due end of May 2025)	Provost Office
12	Last day to submit an online calendar year (1/1 – 12/31/23) Faculty Activity Report	Strategic Analytics & Institutional Research
15	1 <sup>st</sup> day of class Spring 2025	
17	Updated FY25 spending plans and projected year-end balances due from deans and directors.	Ginger Walker
22	Syllabus and CV must be uploaded for classes offered Spring 2025 (7 days after 1 <sup>st</sup> class day)	Provost Office
30	Completed staff evaluations due	Provost
31	Completed staff evaluations due from Provost to HR	Human Resources
<b>February 2025</b>		
1	Decennial Program Review: Draft of self-study report due to ORGS Dean	Forrest Lane
2	Faculty data management updates due in Banner for Spring	Strategic Analytics & Institutional Research
2	Spring 2024 course section updates due in Banner. Faculty teaching load credits programmatically loaded for each faculty and course section	Strategic Analytics & Institutional Research
3	Faculty teaching load credit reports emailed to faculty data managers for review and action as needed	Strategic Analytics & Institutional Research
14	Fall 2024 faculty teaching load credit updates due in Banner (SIAASGN) (as applicable and approved by the college dean)	Strategic Analytics & Institutional Research
20	Promotion and Tenure Portfolios due electronically	Provost Office
25	Schedule of classes for Summer 2025 and Fall 2025 available online	Registrar
28	Undergraduate curriculum changes for 2025/2026 due from Undergraduate Curriculum Committee	Provost
28	Graduate curriculum changes for 2025/2026 due from Graduate Council	Provost
27	Faculty Development Leave Committee recommendations due	Provost

**March 2025**

1	Decennial Program Review: Self-study report sent to external review team	Forrest Lane
3	Faculty Awards Recipients due to Provost, one from each college for: - Teaching Excellence Awards - Scholarly/Research Excellence - Service Excellence	Provost Office
14	Provost recommendation for Faculty Development Leave Awards (2025/2026) & faculty notified	President
25	Tenure and Promotion recommendations from Provost	President
31	Physical inventory due	Purchasing

**April 2025**

15	Faculty evaluations for calendar year Jan 1 – Dec 31, 2024 due from deans	Provost
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**May 2025**

6	Post Tenure recommendations due from deans	Provost Office
30	Updated FY25 spending plans and projected year-end balances due from deans and director.	Ginger Walker
30	All assessment results submitted and assessment plans update in Nuventive software Faculty feedback on annual APR submitted in Nuventive Improve	Marc Guidry/Chris Wilson
31	Decennial Program Review: External review team completes site visit, if applicable	Forrest Lane

**June 2025**

1	Decennial Program Review: External review team submits report to ORGS Dean	Forrest Lane
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**July 2025**

1	Decennial Program Review: Action plan in response to external review due to College Dean	Academic Unit
15	Decennial Program Review: College Dean provides written feedback on action plan to the academic unit	College Dean

**August 2025**

1	Decennial Program Review: Action plans submitted to ORGS Dean	Forrest Lane
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