

**Arts and Sciences Supplement to
Vice President Sullivan's
2003-2004 Academic Due Dates and Other Dates**

<u>ITEM</u>	<u>FROM(THROUGH)</u>	<u>TO</u>	<u>DATE</u>
Rec. on Non-Tenured faculty(Nine-Month Notice)	Depts.	Dean	August 4, 2003 (to VPAA August 5)
Dept. P&T Comm Rec. (List of Members)	Depts.	Dean	August 22, 2003 (to VPAA August 25)
Part-time Faculty Report	Depts.	Dean	August 29, 2003 to (VPAA Sept. 17)
Fall Course Schedule/ Class Roll Corrections	Depts.	Registrar	August 29, 2003
Faculty workload Report (List of faculty teaching fewer than 12 hrs./more than 12 hrs.	Depts.	Dean	Sept. 17, 2003
Spring 2004 Schedule	Depts.	Dean	Sept. 11, 2003
Spring 2004 Schedule	Depts.	Registrar	Sept. 12, 2003
P&T Recommendations	Depts.	Dean	Oct. 10, 2003 (To VPAA Nov. 4)
Rec. on Non-tenured Faculty (Six month Notice) 2 nd yr. for non- tenured faculty at ASU	Depts.(Dean)	VPAA	Oct. 31, 2003 (To VPAA Nov. 4)
Student Evaluations of Faculty	Depts.	Computer Svcs.	Dec. 1-5, 2003
Part-Time Faculty Report	Depts.	Dean	Jan. 15, 2004 (To PR Jan. 16) (To VPAA Jan. 28)
Spring Course Schedule/Class Roll	Depts.	Registrar	Jan. 16 2004

Draft Summer 2004 Schedules	Depts.	Dean Registrar	Jan.23, 2004
Faculty Workload Report(List of faculty reaching fewer than 12 hrs./more than 12 hrs.)	Depts.	Dean	Jan. 23, 2004 (To VPAA Jan. 28)
Summer 2004 Schedules	Depts.	Registrar (Copy to Dean)	Jan. 30, 2004
Rec. on Non-tenured Faculty (Three month Notice) for non-tenured faculty in first yr.	Depts.	Dean	Feb. 3, 2004 (to VPAA Feb. 4)
Chair Evaluation of Faculty, Faculty Annual Reports (1 copy of each)	Depts.	Dean	Mar. 5, 2004
Fall 2004 Schedule	Depts.	(Registrar) Copy to Dean	Mar. 14, 2004
Chair's meetings with Dean: Evaluations of 2003-2004/Setting Role Model Agreements for 2004-2005			Mar. 17-28, 2004
Comprehensive Program Review	Depts.	Dean	March 30, 2004
Rec. for Reappointment, Part-time and Temporary	Depts.	Dean	Apr. 09, 2004 (to VPAA Apr. 12)
List of Pre-Tenure Reviewees	Depts.	Dean	April 19, 2004
Student Evaluation of Faculty	Depts.	Computer Svcs.	Apr.26-30, 2004
Summer Course Corrections	Depts.	Dean	May 12, 2004 (To Registrar May 28, 2004)