

SYRACUSE UNIVERSITY

College of Arts & Sciences

Reporting Dates and Deadlines 2017-2018

Due	Item	Copies submitted to		Contact
		300 HL	441 HL	
9/15	Programs (Majors/Minors/Graduate) – New Proposals		2 copies + electronic	Ashley Fundahn X1414
10/2	Course Proposal Forms and Course Revisions		2 copies + electronic	Ashley Fundahn
10/2	Advanced Placement Credit		1	Ashley Fundahn
10/6	All Tenure and Promotion Recommendations and Forms	Forms A&B 3 Paper & electronic copy + single items (see ToC template for details)		Cassidy Perreault x2875
10/13	Administrative Leave of Absence Requests - Fall 2018 or AY 2018-2019		1	Cassidy Perreault
10/16	Programs (Majors/Minors/Graduate) – Changes and Revised Proposals		1 copy + electronic	Curriculum, Instruction, and Programs x2014/x1011
10/19	Research Leave Requests - Fall 2018 and Academic Year 2018-2019		2	Cassidy Perreault
10/27	Proposals for Liberal Arts Core - 2017-2018		2 copies + electronic	Ashley Fundahn
1/15	EMERITUS faculty recommendations and CV		1	Cassidy Perreault
1/23	Curriculum Vitae Update Forms (faculty and department chairs)	1 copy + electronic		Kathleen Kenny x3949
2/9	Administrative Leave of Absence Requests - Spring 2019 semester		1	Cassidy Perreault
2/9	Research Leave Requests - Spring 2019 or Calendar Year 2019		2	Cassidy Perreault
3/1	Report/Recommendation (R&R's) and CV for untenured Faculty	1 copy + electronic		Kathleen Kenny

c.c.: David Van Slyke, Dean; Carol Faulkner, Associate Dean for Academic Affairs; Andrew London, Associate Dean for Finance and Administration; Administrative Assistants; A&S Dean's Cabinet

Updated: Oct. 12, 2017