

SYRACUSE UNIVERSITY

College of Arts & Sciences

Updated Reporting Dates and Deadlines 2016-2017

Due	Item	Copies submitted to		Contact
		300 HL	441 HL	
10/4	Course Proposal Forms		2 copies + electronic	Ashley Fundahn x1414
10/7	All Tenure and Promotion Recommendations and Forms	Forms A&B 10 Paper & electronic copy + single items (see ToC template for details)		Cassidy Perreault x2875
10/10	Co-Curricular fee proposal		1	Curriculum, Instruction, and Programs x2014/x1011
10/17	Proposals for new/amended programs		2 copies + electronic	Ashley Fundahn
10/17	Administrative Leave of Absence Requests - Fall 2017 or AY 2017-2018		1	Cassidy Perreault
10/17	Research Leave Requests - Fall 2017 and Academic Year 2017-2018		3	Cassidy Perreault
10/31	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		Kathy Zubal-Strang x3949
2/1	Administrative Leave of Absence Requests - Spring 2018 semester		1	Cassidy Perreault
2/1	Research Leave Requests - Spring 2018 or Calendar Year 2018		3	Cassidy Perreault
3/1	Report/Recommendation (R&R's) and CV for untenured Faculty	1 copy + electronic		Kathy Zubal-Strang

c.c.: David Van Slyke, Dean; Michael Wasylenko, Senior Associate Dean; Administrative Assistants; A&S Dean's Cabinet