

# SYRACUSE UNIVERSITY

## College of Arts & Sciences

### Updated 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<br>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                   | <u>Forms A&amp;B</u> 3 Paper & electronic copy + single items (see ToC template for details) |                       | Cassidy Perreault<br>x2875                           |
| 10/13 | Administrative Leave of Absence Requests - Fall 2017 or AY 2017-2018 |  | 1                     | Cassidy Perreault                                    |
| 10/13 | Research Leave Requests - Fall 2017 and Academic Year 2017-2018      |  | 2                     | Cassidy Perreault                                    |
| 10/16 | Programs (Majors/Minors/Graduate) – Changes and Revised Proposals    |  | 1 copy + electronic   | Curriculum, Instruction, and Programs<br>x2014/x1011 |
| 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<br>x3949                              |
| 2/9   | Administrative Leave of Absence Requests - Spring 2018 semester      |  | 1                     | Cassidy Perreault                                    |
| 2/9   | Research Leave Requests - Spring 2018 or Calendar Year 2018          |  | 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: August 1, 2017