



**College of Education
 Personnel Calendar
 2022-2023**

Fall 2022

AUGUST	
Meetings Week – Tuesday, August 16 to Friday, August 19, 2022	
August 19 <i>College Council Pre-Meeting 1:00PM-1:30PM</i> <i>Joint Meeting 1:30PM-3:00PM</i>	
Tasks	Due Date
Sabbatical Leave Requests due to departments	August 19
SEPTEMBER	
September 9 <i>College Council Meeting 9:00AM-11:00AM</i> - Review Department Chair Survey Evaluation Template	
September 23 <i>College Council Meeting 9:00AM-11:00AM</i> - Consider Sabbatical Leave Requests	
Tasks	Due Date
Sabbatical Leave Requests due to the Dean’s Office	September 12
Tenure and Promotion Requests due to department offices	September 12
Department Chair Annual Report of Accomplishments due to the Dean’s Office	September 30



OCTOBER

October 14

College Council Meeting 9:00AM-11:00AM

- Consider Sabbatical Leave Requests

October 21

College Council Meeting 9:00AM-11:00AM

Tasks

Due Date

Department Chair evaluation survey distributed to faculty and staff

October 3

Department Chair evaluation survey closes

October 17

Sabbatical Leaves due to the Provost's Office

October 17

Tenure and Promotion Requests due to the Dean's Office

October 24

November

November 4

College Council Meeting 9:00AM-11:00AM

- Consider Tenure and Promotion Requests

November 11

College Council Meeting 9:00AM-11:00AM

- Consider Tenure and Promotion Requests

November 18

College Council Meeting 9:00AM-11:00AM

- Consider Tenure and Promotion Requests

DECEMBER

December 2

College Council Meeting 9:00AM-11:00AM

Tasks

Due Date

Tenure and Promotion Requests due to the Provost's Office

December 5



JANUARY	
Meetings Week – Monday, January 9 to Friday, January 13, 2023	
January 13 <i>College Council Meeting 9:00AM-11:00AM</i>	
January 20 <i>College Council Meeting 9:00AM-11:00AM</i>	
FEBRUARY	
February 3 <i>College Council Meeting 9:00AM-11:00AM</i>	
February 17 <i>College Council Meeting 9:00AM-11:00AM</i> - Review Deans’ Survey Evaluation	
Tasks	Due Date
Faculty Service Reports due to Department Offices	February 3
Departments begin review of non-tenured faculty toward tenure	February 3 – May 8
MARCH	
Spring Recess – Monday, March 12 to Friday, March 19, 2023	
March 10 <i>College Council Meeting 9:00AM-11:00AM</i> - Consider Merit Ratings	
March 24 <i>College Council Meeting 9:00AM-11:00AM</i>	
Tasks	Due Date
Faculty Service Reports due to the Dean’s Office	March 1
The Deans’ Survey Evaluation distributed to faculty and staff	March 20
The Deans’ Survey Evaluation closes	March 31
DPCs reconsider faculty merit ratings	March 13 – April 17



APRIL	
Sabbatical Workshop – First Week in April	
April 7 <i>College Council Meeting 9:00AM-11:00AM</i> - Discuss the Results of the Deans’ Survey Evaluation	
April 21 <i>College Council Meeting 9:00AM-11:00AM</i> - Discuss Appeals of Merit Ratings	
Tasks	Due Date
Appeals of Merit Ratings due to the Dean’s Office	April 17

MAY	
May 5 <i>College Council Meeting 9:00AM-11:00AM</i>	
Tasks	Due Date
Faculty going up for tenure and/or promotion to submit external reviewers’ information to Department Chair	May 1
Faculty notified of action regarding merit-rating appeals Copies of letters due to the Dean’s Office	May 5
Reminder sent from departments to faculty to begin sabbatical reports for fall	May 5
Letters to faculty regarding progress toward tenure and third year reviews	May 5
Department Chairs to send requests to external reviewers	May 1 through June 30

*Dates and times are subject to change
 To be reviewed and adopted by the College Council.