

College of Arts and Sciences  
Summary of Upcoming Deadlines Contracts and Department CBA-Related Policies

<i>Due to CAS</i>	<b>Tenure-related faculty</b>	<b>Career instructors/ researchers</b>	<b>Adjunct instructors/ researchers</b>	<b>Officers of Administration</b>	<b>Dean's Office Contact</b>
<b>December 1</b>			Fall Evaluations - suggested due date		<i>Miriam Bolton</i>
<b>March 1</b>			Winter Evaluations - suggested due date		<i>Miriam Bolton</i>
<b>March 7</b>					<i>Miriam Bolton</i>
<b>March 21</b>					<i>Miriam Bolton</i>
<b>March 20</b>		Promotion files			<i>Miriam Bolton</i>
<b>March 25</b>				Contract renewal via HR's new spreadsheet process & evaluation	<i>Reviews - Miriam Bolton Contracts - Anna Duncan</i>
<b>April 1</b>	Contracts for NEW tenure-related faculty				<i>Anna Duncan</i>
<b>April 4</b>					<i>Miriam Bolton</i>
<b>April 8</b>	Contract renewals via spreadsheet and contract renewal reviews				<i>Reviews - Associate Deans Contracts - Anna Duncan</i>
<b>April 15</b>	3rd and 6th year post-tenure reviews				<i>Miriam Bolton</i>
<b>April 16</b>					<i>Miriam Bolton</i>
<b>April 15 <i>tentative</i></b>		2015-16 contract renewals and reviews			<i>Reviews - Miriam Bolton Contracts - Anna Duncan</i>
<b>May 1</b>	Annual reviews for untenured tenure-track faculty not undergoing contract renewal				<i>Miriam Bolton</i>
<b>June 1</b>			Spring Evaluations - suggested due date		<i>Miriam Bolton</i>
<b>July 15</b>			Contracts for <b>new hires</b> and renewals		<i>Anna Duncan</i>