

ARTS & HUMANITIES IMPORTANT DEADLINES 2011-2012

THIRD YEAR REVIEW/NOTEBOOK DEADLINE

Procedure/Timetable letter from the Dean to 3rd year faculty member & dept. chair sent out **Aug 2011**

FACULTY HIRING PROCESS NOTE: EARLY SUBMISSIONS ARE ALWAYS WELCOME!

Department Chairs submit draft to Dean no later than **September 2, 2011**

Dean to submit final version to Provost no later than **September 14, 2011**

SABBATICAL APPLICATIONS

Due to Department Chair on **Sept. 2, 2011**

From the Chair to the Dean on **Sept. 9, 2011**

From the Dean to the Provost on **Sept. 28, 2011**

SPRING SEMESTER SABBATICAL REPORTS

Due to Dean and Provost on **Sept. 7, 2011**

TRAVEL REQUESTS FOR 2011-2012

THIS IS AN ON-LINE FORM @ [HTTP://WWW.HOPE.EDU/ADMIN/BUSINESS/FORMS/TRAVEL_FORM.PDF](http://www.hope.edu/admin/business/forms/travel_form.pdf)

PLEASE PROVIDE SUPPORTIVE DOCUMENTS @ YOUR TRAVEL. OBSERVER? PRESENTER? COLLEGE BUSINESS?

Travel Request/Absence Form due to your Chair by **Sept. 12, 2011**

Chair submit recommendations to Dean by **Sept. 19, 2011**

Travel Approval Results from Dean the week of **Sept. 26, 2011**

SPRING SCHEDULE REVIEW (REGISTRAR'S TIME LINE)

1st run-Pre-schedule **Sept. 15** return by **Sept. 22 (Thurs)**

2nd run-1st Revision **Sept. 30** return by **Oct. 6 (Thurs)**

3rd run-2nd Revision **Oct. 13** return by **Oct. 18 (Tues)**

4th run-Final Look **Oct. 20** return by **Oct. 21 (Live)**

ON-LINE, ON/Off-Campus Offering

Proposal to Chair **Sept.30** Chair to Dean **Oct.7**

1st run-Pre-schedule **Oct. 28 (Fri)**

2nd run-1st Revision **Nov. 11 (Fri)**

3rd run-Final Look **Nov. 16 (Wed)**

Nov. 18(Live)

FACULTY DEVELOPMENT GRANT REPORTS

Due to Dean and Provost on **Sept. 19, 2011**

CULTURAL AFFAIRS FUNDING

For events to occur Fall semester, due to Dean by **Sept. 23, 2011**

For events to occur Spring semester, due to Dean by **Nov. 21, 2011**

EARLY RETIREMENT REQUEST AND TOWSLEY RESEARCH SCHOLARS APPLICATIONS (WITH CHAIRPERSON ENDORSEMENT)

Due to Dean and Provost on **September 30, 2011**

TENURE

Due to Dean by **Oct. 3, 2011**

Due from Dean to Provost by **Nov. 4, 2011**

SPRING PART-TIME FACULTY REQUEST*

Due to Dean **Oct. 14, 2011**

Due from Dean to Provost **Oct. 21, 2011**

*Please send a STAFF pinkslip with course/credit details for any part-time opening you are anticipating hire so we can earmark for contract/budget purposes.

PROMOTION

Due to Dean by **Oct. 28, 2011**

Due from Dean to Provost by **Nov. 14, 2011**

CAPITAL BUDGET

Due to Dean by **Jan. 17, 2012**

Due from Dean to Provost by **Jan. 24, 2012**

HSRT CONTRACTS

Dean's Office issues new contracts by **Jan. 2, 2012**

FACULTY DEVELOPMENT GRANT APPLICATION

Due to Dean and Provost on **Jan. 6, 2012**

DEPARTMENT CHAIR EVALUATION

Due to Dean by **Jan. 16, 2012**

FACULTY EVALUATION/SERVICE TO HOPE

Due to Dean by **Jan. 23, 2012**

Due from Dean to Provost by **Feb. 20, 2012**

Faculty receiving special merit/equity increase informed by **Mar. 14, 2012**

FALL SCHEDULE REVIEW

1st run-Pre-schedule **Jan. 19** return by **Jan. 26 (Thurs)**

2nd run-1st Revision **Feb. 2** return by **Feb. 9 (Thurs)**

3rd run-2nd Revision **Feb. 15** return by **Feb. 21 (Tues)**

4th run-Final Look **Feb. 22** return by **Feb. 24 (Live)**

NOMINATION MEETINGS FOR BOARDS & COMMITTEES

Divisional Meeting (Arts Div & Humanities Div) will be held the **1st/2nd week of February 2012**

DAA CYCLE

Dean will send Dept. Chairs of each DAA-granting dept. and e-mail reminder of the base # of DAA's his/her dept. may offer by **Feb. 1, 2012**

HOPE COLLEGE CATALOG REVISIONS

Due to Provost by **Feb. 7, 2012**

FALL SEMESTER SABBATICAL LEAVE REPORTS

Due to Dean and Provost on **Feb. 13, 2012**

DEPARTMENT ANNUAL REPORT - REQUESTS FOR REGISTRAR DATA

Due to Registrar **March 1, 2012**

THIRD YEAR REVIEW/NOTEBOOK DEADLINE

Procedure/Timetable letter from the Dean to 3rd year faculty member & dept. chair sent out **Aug 2011**

Notebook is due to the Dean by **Mar. 6, 2012**

Dean will meet with faculty member, department chair, and all tenured members of the dept. in spring

OPERATING BUDGET

Due to Dean **Mar. 16, 2012**

Due from Dean to Provost **Mar. 30, 2012**

HONORS CONVOCATION AWARDS

Due to Cristina Ivey in the Provost Office by **Mar. 28, 2012**

PART-TIME LECTURERS FOR FALL & PROJECTIONS FOR SPRING*

Due to Dean by **Apr. 16, 2012**

Dean to submit pinkslip requests to Provost for Fall 2011 by **May 14, 2012**

Dean to submit to Provost PT faculty overview for next academic year by **May 23, 2012**

*Please send a STAFF pinkslip with course/credit details for **any part-time opening** you are anticipating hire so we can earmark for contract/budget purposes.

PATRONS FOR THE ARTS PROPOSALS

Due to Dean by **May 14, 2012** **NOTE: Later Date**

ANNUAL DEPARTMENTAL REPORTS

Reports due to Dean and Provost by **June 15, 2012***

*Any Department is welcome to send annual report to the Dean's Office prior to deadline for review (but not required)