

# **CFA Central Calendar for 2016-17**

Updated 1/12/17

Date	Event	Time	Location
August 15th & 16th	New Faculty Orientation & Retreat		Snowbird Resort
August 22nd	Classes Begin		
August 31st	ArtsBash	11:00 am – 2:00 pm	Library Plaza
September 2 <sup>nd</sup>	College-wide Faculty & Staff Meeting	3:00 pm – 5:00 pm	CRCC 115
September 16 <sup>th</sup>	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 16 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
September 21st	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
September 23 <sup>rd</sup>	College-wide: Strategic Pathways Meeting #1	3:00 – 5:00 pm	CRCC 115
September 28 <sup>th</sup>	ArtsForce Student Conference Kick-off	11:45 – 1:00 pm	Gould Auditorium
September 28 <sup>th</sup>	Distinguished Alumni/Awards Banquet	5:30 pm	Towers@Rice-Eccle
September 29 <sup>th</sup>	Disting. Alumni Awards Legacy Assembly	10:45 am	КН
September 30 <sup>th</sup>	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u>		
October 3 <sup>rd</sup>	CFA Grant Applications Due to <u>Department Office</u>	-	
October 7 <sup>th</sup>	College-wide: Strategic Pathways Meeting #2	3:00 – 5:00 pm	CRCC 115
October 10th - 14th	Fall Break	r	
October 10 <sup>th</sup>	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00	) nm	
October 17 <sup>th</sup>	CFA Grant Applications Due to Dean's Office by 5:0		
October 21st	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 215
October 28 <sup>th</sup>	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
October 28 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
November 9 <sup>th</sup>	Dee Grant Reception	5:00 – 6:30 pm	The Orangerie
November 11 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
November 22 <sup>nd</sup>	College RPT Committee Meeting	12:30 – 6:30 pm	CFA Conf. Room
December 1st	Faculty Position Requests Due to Dean's Office by		Gi ii Goin. Room
December 2 <sup>nd</sup>	College Curriculum Committee Meeting	1:00 pm – 4:00 pm	CFA Conf. Room
December 2	Conlege Curriculum Committee Meeting	1.00 pm - 4.00 pm	Gra Colli. Roolli
January 9 <sup>th</sup>	Classes Begin		
January 20 <sup>th</sup>	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 115
January 20 <sup>th</sup>	Dee Grant Applications Due by 5:00 pm		
January 31st	Staff Conference	11:00 am - 2:30 pm	SAEC – AWFK Aud.
February 1 <sup>st</sup>	Staff Review Period Begins	•	
February 3 <sup>rd</sup>	CFA Grant Applications Due to Department Office	by 5:00 pm	
February 10 <sup>th</sup>	FAF Grants Proposals Due to SAC/FAF Grant Reps		
February 15 <sup>th</sup>	FAR Deadline		
February 17 <sup>th</sup>	FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00	) pm	
February 17 <sup>th</sup>	CFA Grant Applications Due to <u>Dean's Office</u> by 5:0		
February 17 <sup>th</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
February 22 <sup>nd</sup>	CFA Scholarship Luncheon	11:45 am – 1:30 pm	SAEC - Black Box Theatre
March 3 <sup>rd</sup>	FAF Grants Meeting	3:00 pm – 6:00 pm	CRCC 115
March 3rd	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 8th	DoGS Meeting	9:30 – 11:00 am	CFA Conf. Room
March 13th - 17th	Spring Break		
March 24 <sup>th</sup>	FAF Grants Policy Meeting	3:00 pm - 5:00 pm	CRCC 215
March 24 <sup>th</sup>	Faculty Counsel Committee Meeting	3:00 – 5:00 pm	CRCC 115
April 3 <sup>rd</sup>	Faculty & Staff Excellence Award Nominations Du	e to Dean's Office by 5:00 pm	
April TBD	Tenure-line Faculty Workshop	TBD	TBD
April 7 <sup>th</sup>	College Curriculum Committee Meeting	1:00 - 3:00 pm	CFA Conf. Room
April 7 <sup>th</sup>	CFA Dean's Tour	8:00 am – 2:00 pm	TBD
April 13 <sup>th</sup>	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 14 <sup>th</sup>	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 21 <sup>st</sup>	College Council Meeting	3:00 pm – 5:00 pm	CRCC 115
April 26 <sup>th</sup>	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	ART 158
April 30 <sup>th</sup>	Staff Review Period Ends	F 100 Pm	
May 4 <sup>th</sup>	Commencement	6:30 pm	Huntsman Center
May 5 <sup>th</sup>	Convocation	9:00 am	KH
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#### <u>Important Dates for Retention, Promotion & Tenure (RPT):</u>

Formal/Informal Reviews (Pre-tenure):

• Please refer to Department/School RPT Policies and University Policy for additional information regarding timeline/required materials.

o Items in red are absolutely non-negotiable.

Spring 2016 Classroom observations may begin

May 2016 Internal/External evaluators contacted and asked to serve

June 2016 Materials (CV, Statement, Research) and RPT Standards sent to evaluators

June-July 2016 File Accumulation (file is cumulative & should be kept current)

August 2016 Notice given to faculty & staff of right to submit written recommendations

Aug-Sep 2016 Classroom observations complete

SAC reviews complete

September 15<sup>th</sup> RPT Files Close

October 7th All Dept/School RPT Committee Meetings should be complete by day's end

Oct 10<sup>th</sup>-14<sup>th</sup> Fall Break

October 17th Draft of Committee Reports sent to Committee for review (Drafts of reports may go to

members earlier than this date, but members must have no less than 2 business days and

no more than 5 business days to review the report before it is finalized)

October 24th Dept/School RPT Committee Report Due to Chair/Director and Candidate (or earlier, to

ensure no more than 5 business days for Committee to review prior to finalizing report)

October 31st Chair/Director's RPT Letter Due to Candidate

November 9<sup>th</sup> Candidate Response Due by 5:00 pm

November 10th RPT Files due to Dean's Office by 9:00 am

November 22<sup>nd</sup> College RPT Committee Meets 12:30 - 6:30 pm CFA Conf. Room

November 30<sup>th</sup> Draft of Report to Committee Due by 12:00 pm

December 5<sup>th</sup> College RPT Committee Reports due to Dean's Office by 2:00 pm

December 12<sup>th</sup> Candidate Response Due by 5:00 pm

December 13th Dean Begins RPT Reviews

March 2016 -Election of Department RPT Chair for AY 17-18

-Chair/Director determines reviews for upcoming academic year & notifies faculty

-Determination of Candidates for Early Tenure/Promotion to Full Professor

Spring 2017 Classroom observations may begin

May 2017 Internal/External Reviewers contacted & asked to serve

June 2017 Materials (CV, Statement, Research) & RPT Standards sent to evaluators

June-July 2017 File Accumulation (file is cumulative & should be kept current)

#### Post-Tenure Reviews:

 Please refer to Dept/School RPT Policies & College Policy for information re: timeline/required materials

Jan-Mar 2017 Classroom observations complete

Feb. 6th Chair/Director Informs Candidate of Post-Tenure RPT Review

Feb. 22<sup>nd</sup> Chair/Director Invites Faculty & SAC Input

March 22<sup>nd</sup> Letters from Faculty & SAC Due. File must be complete by this date.

March 30<sup>th</sup> Department/School RPT Committee Meetings should be complete by day's end

April 6th Department/School RPT Report due to Chair/Director

April 13th Chair/Director meets with Candidates & Delivers RPT Reports & Chair/Director Letters

April 24<sup>th</sup> Candidate Response Due by 5:00 pm

April 25th Complete File due to Dean's Office by 5:00 pm

#### First-Year Reviews (Administrative):

• Please refer to Dept/School RPT Policies for additional information re: timeline/required materials

April 25th Complete File due to Dean's Office by 5:00 pm

#### **Important Dates for Career-line Faculty Reviews & Appointments:**

- Please refer to the College of Fine Arts Statement for Appointment, Review, Reappointment, and Promotion of Career-line, Adjunct, and Visiting Faculty for additional information regarding timeline/required materials.
- Departments/School may set earlier deadlines to accommodate their internal processes.
- Items in red are absolutely non-negotiable.

Spring 2016	Candidates to undergo 5-year reviews notified
Spring 2016	Candidates interested in going up for promotion notify Chair/Director
Jan-Feb 2017	DAC votes to establish membership of the DRC
Jan-Feb 2017	DRC convenes and elects its Chair
Jan-Feb 2017	DRC Chair assigns responsibility to committee members for preparing reports
February 15th	FAR closes
March 3 <sup>rd</sup>	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
March 3 <sup>rd</sup>	SAC report for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
March 3 <sup>rd</sup>	Outside letters of review for promotion due (must be complete at least 2 weeks prior to DRC meeting)
March 6th	File closes
March 13th-17th	Spring Break
March 20 <sup>th</sup>	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 20th-27th	DAC members review reports and files
March 28th	DAC meeting and vote complete by day's end
March 31st	Chair/Director notifies candidates in writing of non-reappointment, if applicable,
	and provides copy of DRC report
April 4 <sup>th</sup>	Chair/Director letters for promotions due to the Dean
April 4 <sup>th</sup>	Spreadsheet reporting DAC vote due to the Dean's Office
April 4 <sup>th</sup>	Chair/Director notifies relevant candidates of reappointment, including length of reappointment, and provides candidate with a copy of the DRC report
April 18 <sup>th</sup>	By end of day, if relevant, the Chair/Director provides candidates for whom the DAC voted "reappointment with plan for improvement" written instructions or expectations for achieving improvement(s) and meets with the candidate to discuss the plan
Spring 2017	Candidates to undergo 5-year reviews notified
Spring 2017	Candidates interested in going up for promotion consult with Chair/Director

#### **Initial Appointments:**

- DRC reviews file and writes a report
- DAC discusses and votes
- Dean approval necessary

#### Yearly Reviews:

- Occur every year during a multi-year contract
- Chair/Director reviews file
- Chair/Director discusses any problems with the instructor

#### Reappointments (single- or multi-year):

- DRC reviews file and writes a report
- DAC discusses and votes

#### 5-Year Reviews:

- DRC reviews file and writes a report
- DAC discusses and votes

#### Reappointments with Promotion:

- DRC reviews file and writes a report
- DAC discusses and votes
- Dean approval necessary

**Important Dates for Curriculum:** 

April 14<sup>th</sup>

August 25th

September 16th **College Curriculum Committee Meeting** 1:00 - 2:00 pm **CFA Conf. Room** October 24th Curriculum Forms Due to Dean's Office New courses & course revisions: for Fall 2017 New emphases, minors, majors, certificates, & program revisions: for Fall 2018 November 7<sup>th</sup> Dean's Office Returns Any Forms Needing Obvious Revision November 21st Revised Curriculum Forms Due to Dean's Office December 2<sup>nd</sup> **College Curriculum Committee Meeting** 1:00 - 4:00 pm **CFA Conf. Room** December 16th Curriculum Forms Needing Additional Revision Returned to Departments/School January 20th Finalized Curriculum Forms Due to Campus February 1st Catalog Changes Completion Deadline February 17th Curriculum Forms Due to Dean's Office New courses & course revisions: for Spring 2018 New emphases, minors, majors, certificates, & program revisions: for Fall 2018 Dean's Office Returns Any Forms Needing Obvious Revision March 3rd Revised Curriculum Forms Due to Dean's Office March 24th April 7th **College Curriculum Committee Meeting** 1:00 - 3:00 pm **CFA Conf. Room** 

Curriculum Forms Needing Additional Revision Returned to Departments/School

Important Dates for CFA Faculty Grants & Awards

October 3<sup>rd</sup> CFA Grant Applications Due to <u>Department Office</u> by 5:00 pm

Finalized Curriculum Forms Due to Campus

**URC/CFA Faculty Fellow Award Applications** 

**Incentive Seed Grant Applications** 

Creative & Scholarly Research Grant Applications

Research-in-Progress Grant Applications

October 17<sup>th</sup> CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm

October 28th CFA Faculty Research Grants Committee Mtg 3:00 – 4:30 pm CFA Conf. Room

January 20<sup>th</sup> Dee Grant Applications Due by 5:00 pm

February 3<sup>rd</sup> CFA Grant Applications Due to Department Office by 5:00 pm

**Incentive Seed Grant Applications** 

Creative & Scholarly Research Grant Applications

Research-in-Progress Grant Applications

February 17<sup>th</sup> CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm

March 3<sup>rd</sup> CFA Faculty Research Grants Committee Mtg 3:00 – 4:30 pm CFA Conf. Room

March 31st Faculty & Staff Excellence Award Nominations Due by 5:00 pm

April 14<sup>th</sup> Faculty Excellence Award Committee Mtg 3:00 – 4:30 pm CFA Conf. Room

## **CFA Executive Committee Meetings**

Regular Executive Committee Meetings are held from 9:00 – 11:00 am in CFA Conference Room

<u>Fall:</u>	<u>Spring:</u>
August 11 <sup>th</sup> & 12 <sup>th</sup>	January 13 <sup>th</sup>
Executive Committee Retreat @ Jane's Home	January 27 <sup>th</sup>
August 26 <sup>th</sup>	February 10 <sup>th</sup>
September 9 <sup>th</sup>	February 24 <sup>th</sup>
September 23 <sup>rd</sup>	March 10 <sup>th</sup>
October 28 <sup>th</sup>	March 31st
November 11 <sup>th</sup>	April 14 <sup>th</sup>
December 2 <sup>nd</sup>	May 12 <sup>th</sup>

### Important Dates for the College of Fine Arts Advisory Board (FAAB)

Event	Date	Time	Location
FAAB Meeting	September 15th	8:30 – 10:00 am	DGH
Distinguished Alumni Awards			
Legacy Assembly	September 29th	10:45 - 12:15 pm	Kingsbury Hall
FAAB Meeting	November 17 <sup>th</sup>	8:30 – 10:00 am	MCD
FAAB Holiday Social	December 6th	6:00 – 9:00 pm	Alta Club
FAAB Meeting	January 19 <sup>th</sup>	8:30 – 10:00 am	Location TBD
CFA Scholarship Luncheon	February 22 <sup>nd</sup>	11:45 – 1:30 pm	DGH: Thompson
Dean's Tour	April 7 <sup>th</sup>	8:30 – 2:00 pm	Location TBD
FAAB Meeting	April 20 <sup>th</sup>	8:30 – 10:00 am	Location TBD
FAAB Social	June 15 <sup>th</sup>	4:00 – 6:30 pm	Location TBD

## **Important Dates for Arts Education Committee & Youth Arts Division**

September 28th	9:30 AM – 11:00 AM	SAEC 1237
November 30th	9:30 AM - 11:00 AM	<b>SAEC 1237</b>
January 25 <sup>th</sup>	9:30 AM - 11:00 AM	<b>SAEC 1237</b>
March 22nd	9:30 AM - 11:00 AM	<b>SAEC 1237</b>
May 24th	9:30 AM - 11:00 AM (tentative)	<b>SAEC 1237</b>

## **Arts Education Committee Meetings**

September 14 <sup>th</sup>	9:30 AM - 11:00 AM	SAEC 1253
November 16th	9:30 AM - 11:00 AM	SAEC 1253
January 18 <sup>th</sup>	9:30 AM - 11:00 AM	SAEC 1253
March 8th	9:30 AM - 11:00 AM	SAEC 1253
April 19 <sup>th</sup>	9:30 AM - 11:00 AM	SAEC 1253

May 10<sup>th</sup> 9:30 AM – 11:00 AM SAEC 1253 (for those teaching in the MAT)

#### **Important Dates for Budget Officers**

Fine Arts Business Meetings are held on the 3rd Thursday of each month from 10:00 – 12:00 pm

Preliminary FY18 Budget Review
January 17<sup>th</sup> – 27<sup>th</sup> (for Departments & Dean's Office)

Dean's Office Budget Narrative Due January 27<sup>th</sup>

BPC Open for Entry (non-personnel)
Week of January 30<sup>th</sup> (Tentative)

Dean's Office Budget Roundtable February 2<sup>nd</sup>

Departments/School Initial Budget Narratives Due February 10<sup>th</sup>

Departments/School Budget Hearings with the Dean February 15<sup>th</sup> - 24<sup>th</sup>

Professional Affiliates' Budget Proposals Due February 21st

Professional Affiliates Budget Hearings Week of February 27<sup>th</sup>

BPC Entry Deadline March 24<sup>th</sup>

Salary Proposal Addendum to Budget Narrative Due June 14<sup>th</sup> (Tentative)

Internal DMU Entry Deadline June 21st (Tentative)

## 2016-17 CFA Student Meetings/Important Dates

Date:	Event:	Time:	Location:
Aug. 26th	Welcome SAC Mtg/Leadership Role Training	3:00 - 4:30 pm	CRCC 115
Sept. 9 <sup>th</sup>	FAF Grants Process Review & Leader Training	3:00 - 5:00 pm	CRCC 115
Sept.14 <sup>th</sup>	SAC RPT Reviews complete (Confer with Department)		
	http://www.finearts.utah.edu/students/student-advi	sory-committee	
Sept. 16 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Sept. 29 <sup>th</sup>	Distinguished Alumni Awards Legacy Assembly	10:45 – 12:15 pm	KH
Sept. 30 <sup>th</sup>	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Oct. 10 <sup>th</sup>	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Oct. 21st	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
Oct. 28 <sup>th</sup>	FAF Grants Meeting	4:30 – 11:00 pm	CRCC 115
Nov. 11 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Jan. 13 <sup>th</sup>	Spring Welcome Back Meeting	3:00 – 6:00 pm	CRCC 115
Feb. 10 <sup>th</sup>	FAF Grants Due to <u>FAF Grants Reps</u> by 5:00 pm		
Feb. 17 <sup>th</sup>	FAF Grants Due to <u>Dean's Office</u> by 5:00 pm		
Feb. 17 <sup>th</sup>	College Council Meeting	3:00 – 5:00 pm	CRCC 115
Feb. 22 <sup>nd</sup>	CFA Scholarship Luncheon	11:45 – 1:30 pm	DGH: Thompson
Feb. 27 <sup>th</sup>	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
March 3 <sup>rd</sup>	FAF Grants Meeting	3:00 – 6:00 pm	CRCC 115
March 3 <sup>rd</sup>	SAC Reviews of Career-line Faculty complete (Confer w		
March 22 <sup>nd</sup>	SAC Reviews for Post-tenure Faculty complete (Confer	-	
March 24 <sup>th</sup>	FAF Grants Policy Meeting	3:00 – 5:00 pm	CRCC 215
April 21st	SAC Leader Transition Meeting	2:00 – 3:00 pm	CRCC 115
April 21st	College Council	3:00 – 5:00 pm	CRCC 115

## 2016-17 ArtsForce Event Calendar:

Date:	Event:	Time:	Location:
Aug. 31st	ArtsBash	11:00 – 2:00 pm	Library Plaza
Sept. 9th	The Party: Versa Style	7:30 pm	KH
Sept. 28th	ArtsForce Kickoff	11:45 - 1:00 pm	Gould Auditorium
Sept. 29th	Distinguished Alumni Award Legacy Assembly	10:45 - 12:15 pm	KH
Oct. 6th	ArtsForce Workshop	3:30 pm	SSB 350
Oct. 7 <sup>th</sup>	UtahPresents: Matt Haimovitz	7:30 pm	KH
Oct. 28th	ArtsForce Workshop	3:00 pm	SSB 350
Nov. 4 <sup>th</sup>	ArtsForce Workshop	3:00 pm	SSB 350
Jan. 17 <sup>th</sup>	UtahPresents: Taylor Mac & Bill T. Jones	7:30 pm	KH
Jan. 27 <sup>th</sup>	ArtsForce Workshop & Lunch	1:00 pm	SSB 350
Mar. 4th	ArtsForce Business of Arts Symposium and	9:00 – 2:00pm	Salt Air, Union
	Annual Networking Lunch		