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FALL

Date	Event	Time	Location
August 10 th	New Faculty Orientation & Retreat	8:00 am - 5:00 pm	Jane's Home
August 20th	Classes Begin		
August 29 th	ArtsBash	11:00 am – 2:00 pm	Library Plaza
August 31 st	Training for Dept/School RPT Chair & Chairs/Directors	11:30 – 1:30 pm	CFA Conf. Room
September 4 th	<i>Faculty Position Requests due to Dean's Office by 5:00 pm</i>		
September 7 th	College-wide Faculty & Staff Meeting	3:00 pm – 5:00 pm	UMFA: Dumke Aud.
September 7 th	CFA Faculty & Staff Reception	5:00 – 6:30 pm	UMFA: Great Hall
September 14 th	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 14 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
September 21 st	<i>FAF Grants Proposals Due to SAC/FAF Grant Reps by 5:00 pm</i>		
September 26 th	Disting. Alumni Awards Legacy Assembly	7:00 – 8:30 pm	Kingsbury Hall
September 28 th	<i>FAF Grants Proposals Due to Dean's Office by 5:00 pm</i>		
September 28 th	Faculty Counsel Committee (FCC) Meeting	2:00 pm – 4:00 pm	CRCC 115
October 7th – 13th	Fall Break		
October 16 th	<i>URC Faculty Fellow Applications due to Dean's Office by 5:00 pm</i>		
October 18 th	Fall Dean's Tour	8:30 am – 12:30 pm	Begin in UMFA
October 19 th	FAF Grants Funding Meeting	3:00 pm – end	CRCC 215
October 19 th	Strategic Plan Town Hall #1	9:30 – 11:30 am	CRCC 215
October 22 nd	Strategic Plan Town Hall #2	2:00 – 4:00 pm	CRCC 215
November/Dec TBD	Career-line Faculty Workshop	TBD	TBD
November 2 nd	College RPT Committee Pre-Meeting	10:00 – 11:00 am	CFA Conf. Room
November 9 th	Career-line Policy Town Hall Meeting	2:00 – 4:00 pm	CRCC 115
November 15 th	<i>CFA Grant Applications Due to Dean's Office by 5:00 pm</i>		
Week of November 26 th	CFA Faculty Research Grants Committee Mtg	TBD	TBD
November 28 th & 29 th	College RPT Committee Meetings	1:00 – 5:00 pm	CFA Conf. Room
November 30 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
December 7 th	College Curriculum Committee Meeting	2:00 pm – 5:00 pm	CFA Conf. Room

SPRING

Date	Event	Time	Location
January 7th	Classes Begin		
January 15 th	BTSALP Arts Ed Research Symposium	8:30 – 1:00 pm	SAEC
January 18 th	<i>Dee Grant Applications Due by 5:00 pm</i>		
January 25 th	Career-line Review Training for DRC Chairs & Chairs/Directors	11:30 -1:30 pm	CFA Conf. Room
January 28 th	FAR Workshop #1	3:40 – 4:40 pm	MLIB 1705
February 1 st	<i>Staff Review Period Begins</i>		
February TBD	Staff Conference	TBD	TBD
February TBD	Career-line Faculty Workshop	TBD	TBD
February 1 st	FAR Workshop #2	10:00 – 11:00 am	MLIB Hoopes Room
February 1 st	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
February 8 th	<i>FAF Grants Proposals Due to SAC/FAF Grant Reps by 5:00 pm</i>		
February 13 th	CFA Scholarship Tea	4:00 – 5:30 pm	UMFA
February 15 th	<i>FAF Grants Proposals Due to Dean's Office by 5:00 pm</i>		
February 15 th	<i>FAR Deadline</i>		
February 15 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
February 22 nd	<i>CFA Grant Applications Due to Dean's Office by 5:00 pm</i>		
March 1 st	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
March 2 nd	ArtsLINK Conference	9:00 – 2:00 pm	SAEC
March 8 th	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 10th – 16th	Spring Break		
March 29 th	Faculty Counsel Committee (FCC) Meeting	2:00 pm – 4:00 pm	CRCC 115
April 1 st	<i>Faculty & Staff Excellence Award Nominations Due to Dean's Office by 5:00 pm</i>		
April 5 th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 18 th	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April TBD	Faculty Excellence Award Committee Mtg	TBD	TBD
April 18 th	CFA Dean's Tour	8:30 – 11:30 am	TBD
April 19 th	College Council Meeting	2:00 – 4:00 pm	CRCC 115
April 24 th	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	ART 158
April 25 th	<i>TFR & 1st Year Administrative Reviews Due to Dean's Office by 5:00 pm</i>		
April 30 th	<i>Staff Review Period Ends</i>		
May 2 nd	University Commencement	6:30 pm	Huntsman Center
May 3 rd	CFA Convocation	3:00 – 5:00 pm	Kingsbury Hall
June 15 th	MAT-FA Orientation	9:00 – 12:00 pm	SAEC

Important Dates for Retention, Promotion & Tenure (RPT):

Formal/Informal Reviews (Pre-tenure):

- Please refer to Department/School RPT Policies and University Policy for additional information regarding timeline/required materials.
- **Items in red are absolutely non-negotiable.**

Spring 2018	Classroom observations may begin
May 2018	Internal/External evaluators contacted and asked to serve
June 2018	Materials (CV, Statement, Research) and RPT Standards sent to evaluators
June-July 2018	File Accumulation (file is cumulative & should be kept current)
August 2018	Notice given to faculty & staff of right to submit written recommendations
Aug-Sep 2018	Classroom observations complete SAC reviews complete
Aug 31st	Training Mtg. for Department/School RPT Committee Chairs & Chairs/Directors 11:30 – 1:30 pm CFA Conf. Room
Sept 13th	SAC Reports Due
Sept 14th	RPT Files Close
Oct 5 th	All Dept/School RPT Committee Meetings should be complete by day's end
<i>Oct 7th-14th</i>	<i>Fall Break</i>
Oct 17 th	Draft of Dept/School 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)
Oct 24 th	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)
Oct 31st	Chair/Director's RPT Letter Due to Candidate
Nov 2nd	College RPT Committee Pre-Meeting 10:00 – 11:00 am CFA Conf. Room
Nov 8 th	Candidate Response Due by 5:00 pm
Nov 9th	RPT Files due to Dean's Office by 9:00 am
Nov 28th & 29th	College RPT Committee Meets 1:00 – 5:00 pm (each day) CFA Conf. Room
Dec 4 th	Draft of Report to Committee Due by noon
Dec 7 th	College RPT Committee Reports due to Dean's Office by 2:00 pm
Dec 7 th	Dean Begins RPT Reviews
March 2019	-Election of Department RPT Chair for AY 18-19 -Chair/Director determines reviews for upcoming academic year & notifies faculty -Determination of Candidates for Early Tenure/Promotion to Full Professor
Spring 2019	Classroom observations may begin
May 2019	Internal/External Reviewers contacted & asked to serve
June 2019	Materials (CV, Statement, Research) & RPT Standards sent to evaluators
June-July 2019	File Accumulation (file is cumulative & should be kept current)

First-Year Reviews (Administrative):

- Please refer to Dept/Sch 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 Retention, Promotion & Tenure (RPT) - continued:

Tenured Faculty Reviews (TFR or Post-Tenure Reviews):

- Please refer to Dept/Sch RPT Policies & College Policy for information re: timeline/required materials
- | | |
|------------------------------|--|
| Prior to Jan 1 st | Chair/Director Informs Candidate of TFR Review & Informs TFR Committee |
| Jan-Mar 2018 | Classroom observations complete |
| Feb 22 nd | Chair/Director Invites Faculty, Staff, & Student Input |
| March 22 nd | Letters from Faculty, Staff, & Students Due. Written Summary by Chair/Director submitted (if any). File must be complete by this date. |
| April 2 nd | Faculty member's written response due (if desired) |
| Between April 3-12 | TFR Committee meets to conduct reviews and prepare Reports. At least 5 days prior to meeting, shared-appointing unit (if any) submits written Report for file. |
| April 12 th | Department/School RPT Committee Meetings should be complete by day's end |
| April 13 th | Department/School TFR Report due to faculty member under review |
| April 24 th | Faculty member due date to respond to TFR Committee Report, if desired. |
| April 25th | Complete File due to Chair/Director and Dean's Office by 5:00 pm. Dean's Office will submit to SVP's office simultaneously. |
| Before May 13 | If Chair/Director, Dean, or Faculty Member Under Review disagrees with the Report, the party who chooses to seek review must notify UPTAC of that intention. |

Important Dates for Career-line & Adjunct 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 2018	Candidates to undergo 5-year reviews notified
Spring 2018	Candidates interested in going up for promotion notify Chair/Director
Nov 9th	Career-line Policy Town Hall Meeting 2:00 – 4:00 pm CRCC 115
Jan-Feb 2019	DAC votes to establish membership of the DRC
Jan-Feb 2019	DRC convenes and elects its Chair
Jan-Feb 2019	DRC Chair assigns responsibility to committee members for preparing reports
January 25th	Training Meeting for DRC Chairs & Department Chairs/School Directors 11:30 – 1:30 pm CFA Conference Room
February 28 th	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
February 28 th	SAC report for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
February 28 th	Outside letters of review for promotion due (must be complete at least 2 weeks prior to DRC meeting)
February 28th	File closes
March 4 th	DRC reports due to DAC (must be complete at least 1 week prior to DAC meeting)
March 4 th -11 th	DAC members review reports and files
<i>March 11th - 15th</i>	<i>Spring Break</i>
March 18 th – 22 nd	DAC meets and votes (all voting must be completed by day's end on March 22 nd)
March 28th	Chair/Director notifies candidates in writing of non-reappointment, if applicable, and provides copy of DRC report to candidate(s)
March 29 th	Chair/Director letters for promotions & promotion files due to the Dean
March 29 th	Spreadsheet reporting DAC vote due to the Dean's Office
March 29 th	Chair/Director notifies relevant candidates of reappointment, including length of reappointment, and provides candidate with a copy of the DRC report
April 12 th	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 2019	Candidates to undergo 5-year reviews notified
Spring 2019	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: **Note: due to pending new "CFA Career-line Policy" all 5-year reviews will be postponed in AY19**

- ~~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 Graduate Student Grants

January 18 th	CFA Graduate Research Excellence Fellowship Application due to Graduate School
March 8 th	U of U Endowed Beverley Taylor Sorenson Arts Learning Program TA Application Due to Arts Ed Committee

Important Dates for CFA Faculty Grants & Awards

August 20 th	URC Faculty Research & Creative Grant Applications Due to <u>URC Office</u> by 5:00 pm		
October 2 nd	URC Faculty Fellow Award Applications Due to <u>Department Office</u> by 5:00 pm Tanner Humanities Faculty Fellow Award Applications Due to <u>Dept Office</u> by 5:00 pm		
October 16 th	URC Faculty Fellow Award Applications Due to <u>Dean's Office</u> by 5:00 pm Tanner Humanities Faculty Fellow Award Applications Due to <u>Tanner</u> by 5:00 pm		
October 23 rd	URC Faculty Fellow Award Applications Due to <u>URC Office</u> by 5:00 pm		
November 15 th	URC Faculty Research & Creative Grant Applications Due to <u>URC Office</u> by 5:00 pm CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm Incentive Seed Grant Applications Research-in-Progress Grant Applications Creative & Scholarly Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications		
November 27 th	CFA Faculty Research Grants Committee Mtg	1:00 – 3:00 pm	CFA Conf. Room
January 18 th	Dee Grant Applications Due by 5:00 pm		
February 1 st	CFA Faculty Research Grants Committee Mtg For CFA Faculty Fellow Applications (unsuccessful with URC)	3:00 – 4:30 pm	CFA Conf. Room
February 22 nd	CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm Incentive Seed Grant Applications Research-in-Progress Grant Applications Creative & Scholarly Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications		
March 8 th	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 1 st	Faculty & Staff Excellence Award Nominations Due by 5:00 pm		
April TBD	Faculty Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room

Important Dates for Faculty Professional Development

Event	Date	Time	Location
New Faculty Orientation & Retreat	August 10 th	8:00 – 5:00 pm	Jane's Home
CFA Grant Development Workshop	October 5 th	9:00 – 11:00 am	MLIB 1140
Career-line Faculty Workshop	Nov. 2 nd	2:00 – 4:00 pm	MLIB Dumke
CFA Grant Dev. Wkshp – Intro to NEA	December 7 th	9:00 – 11:00 am	TBD
RPT Preparation Workshop	December 7 th	10:00 – 12:00 pm	CFA Conf. Room
CFA Grant Development Workshop	January 25 th	9:00 – 11:00 am	TBD
Career-line Faculty Workshop	February TBD	TBD	TBD
CFA Grant Development Workshop	March 29 th	9:00 – 11:00 am	TBD

Important Dates for College Council & Faculty Counsel Committee (FCC)

Event	Date	Time	Location
College-wide Faculty & Staff Mtg	September 7 th	3:00 – 5:00 pm	UMFA Dumke Aud.
Faculty & Staff Reception	September 7 th	5:00 – 6:30 pm	UMFA Great Hall
College Council Meeting	September 14 th	2:00 – 4:00 pm	CRCC 115
FCC Meeting	September 28 th	2:00 – 4:00 pm	CRCC 115
College Council Meeting	November 30 th	2:00 – 4:00 pm	CRCC 115
College Council Meeting	February 15 th	2:00 – 4:00 pm	CRCC 115
FCC Meeting	March 29 th	2:00 – 4:00 pm	CRCC 115
College Council Meeting	April 19 th	2:00 – 4:00 pm	CRCC 115

CFA Executive Committee Meetings

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

Fall:

August 13th & 14th
Executive Committee Retreat @ Jane's Home
August 31st
September 14th
September 28th
October 26th (tentative)
November 9th
November 30th
December 14th

Spring:

January 18th
February 1st
February 15th
March 1st
March 22nd
April 12th
April 26th
May 10th

Important Dates for the College of Fine Arts Advisory Board (FAAB) & School of Music Board (SoM)

Event	Date	Time	Location
Distinguished Alumni Awards			
Legacy Assembly	September 26 th	7:00 – 8:30 pm	Kingsbury Hall
FAAB & SoM Board Meeting	October 1 st	11:00 – 2:00 pm	Rice Eccles Stadium
Fall Dean's Tour	October 18 th	8:30 – 11:30 pm	Begin in UMFA
FAAB Meeting	November 8 th	8:30 – 10:00 am	Babcock Theatre
FAAB Meeting	January 17 th	8:30 – 10:00 am	TBD
SoM Board Meeting	February 7 th	11:45 – 1:30 pm	DGH
CFA Scholarship Tea	February 13 th	4:00 – 5:30 pm	UMFA
FAAB Meeting	March 21 st	8:30 – 10:00 am	TBD
SoM Board Meeting	April 4 th	11:45 – 1:30 pm	DGH
Spring Dean's Tour	April 18 th	8:30 – 11:30 am	TBD
FAAB Social	June 20 th	4:00 – 6:30 pm	TBD

Important Dates for Arts Education Committee & Youth Arts Division

BTSALP Arts Education Research Symposium	January 15 th	8:30 – 1:00 PM	SAEC
ArtsLINK Conference	March 2 nd	9:00 – 2:00 PM	SAEC
MAT-FA Student Orientation	June 15 th	9:00 – 12:00 PM	SAEC

Arts Education Committee Meetings

September 5 th	9:30 AM – 11:30 AM	SAEC 1237
November 7 th	9:30 AM – 11:30 AM	SAEC 1237
January 9 th	9:30 AM – 11:30 AM	SAEC 1237
March 6 th	9:30 AM – 11:30 AM	SAEC 1237
April 3 rd	9:30 AM – 11:30 AM	SAEC 1237
May 8 th	9:30 AM – 11:30 AM	SAEC 1237

Youth Arts Division Meetings

August 15 th	9:30 AM – 11:30 AM	SAEC 1253
October 17 th	9:30 AM – 11:30 AM	SAEC 1253
January 16 th	9:30 AM – 11:30 AM	SAEC 1253
March 20 th	9:30 AM – 11:30 AM	SAEC 1253
May 15 th	9:30 AM – 11:30 AM	SAEC 1253

Important Dates for Curriculum:

September 14th	College Curriculum Committee Training Mtg	1:00 – 2:00 pm	CFA Conf. Room
October 19 th	Curriculum Forms Due to Dean's Office New courses, course revisions, & program revisions: for Fall 2019 New emphases, minors, majors, certificates, & new programs: for Fall 2020		
November 2 nd	Dean's Office Returns Any Forms Needing Obvious Revision		
November 16 th	Revised Curriculum Forms Due to Dean's Office		
December 7th	College Curriculum Committee Meeting	2:00 – 5:00 pm	CFA Conf. Room
December 14 th	Curriculum Forms Needing Additional Revision Returned to Departments/Schools		
January 18 th	Faculty Curriculum Proposals Entered in Kualu		
January 22 nd	Finalized Curriculum Forms Due to Campus		
February 1 st	Kualu Clean-Up (Delete Old/Obsolete Requests)		
February 1 st	Catalog Changes Completion Deadline		
February 1 st	Department/School Curriculum Committee Meeting held by this date		
February 15 th	Curriculum Forms Due to Dean's Office New courses, course revisions, & program revisions: for Spring 2020 New emphases, minors, majors, certificates, & new programs: for Fall 2020		
March 1 st	Dean's Office Returns Any Forms Needing Obvious Revision		
March 22 nd	Revised Curriculum Forms Due to Dean's Office		
April 5th	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 12 th	Curriculum Forms Needing Additional Revision Returned to Departments/Schools		
July 12 th	Delete old/obsolete proposals in Kualu for new cycle. (Clean-up)		
August 23 rd	Finalized Curriculum Forms Due to Campus		

Important Dates for Budget Officers

Fine Arts Business Meetings are held on the 3rd Thursday of each month from 10:00 – 11:30 am

Preliminary FY20 Budget Review

January 14th – 25th (for Departments/Schools & Dean's Office)

Dean's Office Budget Narrative Due

January 25th

BPC Open for Entry (non-personnel)

Week of January 28th (Tentative)

Dean's Office Budget Roundtable

February 6th

Department/School Initial Budget Narratives Due

February 8th

Department/School Budget Hearings with the Dean

February 18th – March 1st

BPC Entry Deadline

March 22nd (Tentative)

Salary Proposal Addendum to Budget Narrative Due

June 14th (Tentative)

Internal DMU Entry Deadline

June 20th (Tentative)

2018-19 CFA Student Meetings/Important Dates

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug 24 th	Welcome & Leadership Role Meeting – SAC/FAF Reps	3:00 – 5:00 pm	CRCC 115
Sept 13 th	SAC RPT Reports complete (Confer with Department) http://www.finearts.utah.edu/students/student-advisory-committee		
Sept 14 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Sept 21 st	FAF Grant Applications Due to <u>FAF Grants Reps</u> by 5:00 pm		
Sept 28 th	FAF Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
Oct 5 th	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
Oct 19 th	FAF Grants Funding Meeting	3:00 pm – end	CRCC 215
Nov 30 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Feb 8 th	FAF Grant Applications Due to <u>FAF Grants Reps</u> by 5:00 pm		
Feb 13 th	Scholarship Tea	4:00 – 5:30 pm	UMFA
Feb 15 th	FAF Grant Applications Due to <u>Dean's Office</u> by 5:00 pm		
Feb 15 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Feb 22 nd	FAF Grants Prep Meeting	3:00 – 5:00 pm	CRCC 115
March 1 st	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
April 19 th	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115

2018-19 ArtsForce Event Calendar:

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
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More details about ArtsForce events will come later in the year. In the meantime, please go to artsforceutah.com for up-to-date information.