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**FALL**

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

## SPRING

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
<b>January 7<sup>th</sup></b>	<b>Classes Begin</b>		
January 15 <sup>th</sup>	BTSALP Arts Ed Research Symposium	8:30 – 1:00 pm	SAEC
January 18 <sup>th</sup>	<i>Dee Grant Applications Due by 5:00 pm</i>		
January 25 <sup>th</sup>	Career-line Review Training for DRC Chairs & Chairs/Directors	11:30 -1:30 pm	CFA Conf. Room
January 28 <sup>th</sup>	FAR Workshop #1	3:40 – 4:40 pm	MLIB 1705
February 1 <sup>st</sup>	<i>Staff Review Period Begins</i>		
February TBD	Staff Conference	TBD	TBD
February TBD	Career-line Faculty Workshop	TBD	TBD
February 1 <sup>st</sup>	FAR Workshop #2	10:00 – 11:00 am	MLIB Hoopes Room
February 1 <sup>st</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
February 8 <sup>th</sup>	<i>FAF Grants Proposals Due to SAC/FAF Grant Reps by 5:00 pm</i>		
February 13 <sup>th</sup>	CFA Scholarship Tea	4:00 – 5:30 pm	UMFA
February 15 <sup>th</sup>	<i>FAF Grants Proposals Due to Dean's Office by 5:00 pm</i>		
February 15 <sup>th</sup>	<i>FAR Deadline</i>		
February 15 <sup>th</sup>	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
February 22 <sup>nd</sup>	<i>CFA Grant Applications Due to Dean's Office by 5:00 pm</i>		
March 1 <sup>st</sup>	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
March 2 <sup>nd</sup>	ArtsLINK Conference	9:00 – 2:00 pm	SAEC
March 8 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
March 8 <sup>th</sup>	<i>Nominations for Academic Excellence/Utah Flagship 4-year Scholarship Awards Due</i>		
<b>March 10<sup>th</sup> – 16<sup>th</sup></b>	<b>Spring Break</b>		
March 18 <sup>th</sup>	<i>Nominations for FAAB Scholarships Due</i>		
March 18 <sup>th</sup>	<i>Nominations for Outstanding Seniors Due to Dean's Office</i>		
March 22 <sup>nd</sup>	<i>Deadline for CFA Siciliano/Ware/Summer Study Scholarships</i>		
March 22 <sup>nd</sup>	<i>Deadline for T53 Scholarship Nominations</i>		
March 29 <sup>th</sup>	Faculty Counsel Committee (FCC) Meeting	2:00 pm – 4:00 pm	CRCC 115
April 1 <sup>st</sup>	<i>Faculty &amp; Staff Excellence Award Nominations Due to Dean's Office by 5:00 pm</i>		
April 5 <sup>th</sup>	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 18 <sup>th</sup>	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April TBD	Faculty Excellence Award Committee Mtg	TBD	TBD
April 18 <sup>th</sup>	CFA Dean's Tour	8:30 – 11:30 am	TBD
April 19 <sup>th</sup>	<i>Faculty Committee Names for 2019-20 Due to Dean's Office by 5:00 pm</i>		
April 19 <sup>th</sup>	College Council Meeting	2:00 – 4:00 pm	CRCC 115
April 24 <sup>th</sup>	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	ART 158
April 25 <sup>th</sup>	<i>TFR &amp; 1<sup>st</sup> Year Administrative Reviews Due to Dean's Office by 5:00 pm</i>		
April 30 <sup>th</sup>	<i>Staff Review Period Ends</i>		
May 2 <sup>nd</sup>	University Commencement	6:30 pm	Huntsman Center
May 3 <sup>rd</sup>	CFA Convocation	3:00 – 5:00 pm	Kingsbury Hall
June 15 <sup>th</sup>	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
<b>Aug 31st</b>	<b>Training Mtg. for Department/School RPT Committee Chairs &amp; Chairs/Directors</b> <b>11:30 – 1:30 pm</b> <b>CFA Conf. Room</b>
<b>Sept 13<sup>th</sup></b>	<b>SAC Reports Due</b>
<b>Sept 14<sup>th</sup></b>	<b>RPT Files Close</b>
Oct 5 <sup>th</sup>	All Dept/School RPT Committee Meetings should be complete by day's end
<i>Oct 7<sup>th</sup>-14<sup>th</sup></i>	<i>Fall Break</i>
Oct 17 <sup>th</sup>	Draft of Dept/School Committee Reports sent to Committee for review (Drafts of reports may go to members earlier than this date, but <b>members must have no less than 2 business days and no more than 5 business days to review the report before it is finalized</b> )
Oct 24 <sup>th</sup>	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)
<b>Oct 31<sup>st</sup></b>	<b>Chair/Director's RPT Letter Due to Candidate</b>
<b>Nov 2<sup>nd</sup></b>	<b>College RPT Committee Pre-Meeting</b> <b>10:00 – 11:00 am</b> <b>CFA Conf. Room</b>
Nov 8 <sup>th</sup>	Candidate Response Due by 5:00 pm
<b>Nov 9<sup>th</sup></b>	<b>RPT Files due to Dean's Office by 9:00 am</b>
<b>Nov 28<sup>th</sup> &amp; 29<sup>th</sup></b>	<b>College RPT Committee Meets</b> <b>1:00 – 5:00 pm (each day)</b> <b>CFA Conf. Room</b>
Dec 4 <sup>th</sup>	Draft of Report to Committee Due by noon
Dec 7 <sup>th</sup>	College RPT Committee Reports due to Dean's Office by 2:00 pm
Dec 7 <sup>th</sup>	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 25<sup>th</sup>      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 <sup>st</sup> | Chair/Director Informs Candidate of TFR Review & Informs TFR Committee   |
| Jan-Mar 2018                 | Classroom observations complete  |
| Feb 22 <sup>nd</sup>         | Chair/Director Invites Faculty, Staff, & Student Input   |
| March 22 <sup>nd</sup>       | Letters from Faculty, Staff, & Students Due. Written Summary by Chair/Director submitted (if any). <b>File must be complete by this date.</b>                  |
| April 2 <sup>nd</sup>        | 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 <sup>th</sup>       | Department/School RPT Committee Meetings should be complete by day's end   |
| April 13 <sup>th</sup>       | Department/School TFR Report due to faculty member under review  |
| April 24 <sup>th</sup>       | Faculty member due date to respond to TFR Committee Report, if desired.  |
| <b>April 25<sup>th</sup></b> | <b>Complete File due to Chair/Director and Dean's Office by 5:00 pm. Dean's Office will submit to SVP's office simultaneously.</b>                             |
| 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
<b>Nov 9<sup>th</sup></b>	<b>Career-line Policy Town Hall Meeting 2:00 – 4:00 pm CRCC 115</b>
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
<b>January 25<sup>th</sup></b>	<b>Training Meeting for DRC Chairs &amp; Department Chairs/School Directors 11:30 – 1:30 pm CFA Conference Room</b>
February 28 <sup>th</sup>	Reports of classroom observation for 5-year reviews and promotions due (must be complete at least 2 weeks prior to DRC meeting)
February 28 <sup>th</sup>	SAC report for 5-year reviews and promotions due ( <b>must be complete at least 2 weeks prior to DRC meeting</b> )
February 28 <sup>th</sup>	Outside letters of review for promotion due ( <b>must be complete at least 2 weeks prior to DRC meeting</b> )
<b>February 28<sup>th</sup></b>	<b>File closes</b>
March 4 <sup>th</sup>	DRC reports due to DAC ( <b>must be complete at least 1 week prior to DAC meeting</b> )
March 4 <sup>th</sup> -11 <sup>th</sup>	DAC members review reports and files
March 11 <sup>th</sup> - 15 <sup>th</sup>	Spring Break
March 18 <sup>th</sup> – 22 <sup>nd</sup>	DAC meets and votes (all voting must be completed by day's end on March 22 <sup>nd</sup> )
<b>March 28<sup>th</sup></b>	<b>Chair/Director notifies candidates in writing of non-reappointment, if applicable, and provides copy of DRC report to candidate(s)</b>
March 29 <sup>th</sup>	Chair/Director letters for promotions & promotion files due to the Dean
March 29 <sup>th</sup>	Spreadsheet reporting DAC vote due to the Dean's Office
March 29 <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 12 <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 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 <sup>th</sup>	CFA Graduate Research Excellence Fellowship Application due to Graduate School
March 8 <sup>th</sup>	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 <sup>th</sup>	URC Faculty Research & Creative Grant Applications Due to <u>URC Office</u> by 5:00 pm		
October 2 <sup>nd</sup>	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 <sup>th</sup>	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 <sup>rd</sup>	URC Faculty Fellow Award Applications Due to <u>URC Office</u> by 5:00 pm		
November 15 <sup>th</sup>	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 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	1:00 – 3:00 pm	CFA Conf. Room
January 18 <sup>th</sup>	Dee Grant Applications Due by 5:00 pm		
February 1 <sup>st</sup>	CFA Faculty Research Grants Committee Mtg For CFA Faculty Fellow Applications (unsuccessful with URC)	3:00 – 4:30 pm	CFA Conf. Room
February 22 <sup>nd</sup>	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 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April 1 <sup>st</sup>	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**

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

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

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
College-wide Faculty & Staff Mtg	September 7 <sup>th</sup>	3:00 – 5:00 pm	UMFA Dumke Aud.
Faculty & Staff Reception	September 7 <sup>th</sup>	5:00 – 6:30 pm	UMFA Great Hall
College Council Meeting	September 14 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
FCC Meeting	September 28 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
College Council Meeting	November 30 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
College Council Meeting	February 15 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
FCC Meeting	March 29 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
College Council Meeting	April 19 <sup>th</sup>	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 13<sup>th</sup> & 14<sup>th</sup>  
Executive Committee Retreat @ Jane's Home  
August 31<sup>st</sup>  
September 14<sup>th</sup>  
September 28<sup>th</sup>  
October 26<sup>th</sup> (tentative)  
November 9<sup>th</sup>  
November 30<sup>th</sup>  
December 14<sup>th</sup>

#### **Spring:**

January 18<sup>th</sup>  
February 1<sup>st</sup>  
February 15<sup>th</sup>  
March 1<sup>st</sup>  
March 22<sup>nd</sup>  
April 12<sup>th</sup>  
April 26<sup>th</sup>  
May 10<sup>th</sup>

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

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

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

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

### Arts Education Committee Meetings

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

### Youth Arts Division Meetings

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



## **Important Dates for Curriculum:**

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

## **Important Dates for Budget Officers**

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

Preliminary FY20 Budget Review

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

Dean's Office Budget Narrative Due

January 25<sup>th</sup>

BPC Open for Entry (non-personnel)

Week of January 28<sup>th</sup> (Tentative)

Dean's Office Budget Roundtable

February 6<sup>th</sup>

Department/School Initial Budget Narratives Due

February 8<sup>th</sup>

Department/School Budget Hearings with the Dean

February 18<sup>th</sup> – March 1<sup>st</sup>

BPC Entry Deadline

March 22<sup>nd</sup> (Tentative)

Salary Proposal Addendum to Budget Narrative Due

June 14<sup>th</sup> (Tentative)

Internal DMU Entry Deadline

June 20<sup>th</sup> (Tentative)

## 2018-19 CFA Student Meetings/Important Dates

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