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**FALL**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
August 14 <sup>th</sup>	New Faculty Orientation & Retreat	8:00 am - 5:00 pm	Jane's Home
<b>August 19<sup>th</sup></b>	<b>Classes Begin</b>		
August 28 <sup>th</sup>	ArtsBash	10:30 am – 1:30 pm	Library Plaza
August 26 <sup>th</sup>	RPT Training for Dept/School RPT Chairs, Chairs/Directors, & Admins	2:00 – 3:30 pm	ARCH 229
September TBD	Directors of Undergraduate Studies Meeting	TBD	TBD
September 3 <sup>rd</sup>	<i>Faculty Position Requests due to Dean's Office by 5:00 pm</i>		
September 6 <sup>th</sup>	College-wide Faculty & Staff Meeting	3:00 – 5:00 pm	UMFA: Dumke Aud.
September 6 <sup>th</sup>	CFA Faculty & Staff Reception	5:00 – 6:30 pm	UMFA: Great Hall
September 13 <sup>th</sup>	College Curriculum Committee Meeting	1:00 – 2:00 pm	CFA Conf. Room
September 20 <sup>th</sup>	College Council Meeting	2:00 – 4:00 pm	CRCC 115
September 25 <sup>th</sup>	CFA Gala (Disting. Alumni Awards)	7:00 – 8:30 pm	Kingsbury Hall
September 27 <sup>th</sup>	Faculty Counsel Committee (FCC) Meeting	2:00 – 4:00 pm	CRCC 115
October 1 <sup>st</sup>	<i>FAF Grants Proposals Due to SAC/FAF Grant Reps by 5:00 pm</i>		
October 1 <sup>st</sup>	Career-line Review Training Meeting for Chairs/Directors, DRC Chairs, & Admins	2:00 – 3:30 pm	ART 169
October 3 <sup>rd</sup>	Career-line Faculty Workshop	3:40 - 5:00 pm	CFA Conf. Room
<b>October 6<sup>th</sup> – 12<sup>th</sup></b>	<b>Fall Break</b>		
October 14 <sup>th</sup>	Arts-in-Health Symposium	1:00 – 5:00 pm	SAEC (ArtWorks for Kids Aud)
October 15 <sup>th</sup>	<i>FAF Grants Proposals Due to Dean's Office by 5:00 pm</i>		
October 16 <sup>th</sup>	<i>URC Faculty Release for Scholarly Pursuits Applications due to Dean's Office by 5:00 pm</i>		
November TBD	Directors of Undergraduate Studies Meeting	TBD	TBD
November 1 <sup>st</sup>	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
November 8 <sup>th</sup>	College RPT Committee Pre-Meeting	10:00 – 11:00 am	CFA Conf. Room
November 14 <sup>th</sup>	Fall Dean's Tour	TBD	TBD
November 15 <sup>th</sup>	<i>CFA Grant Applications Due to Dean's Office by 5:00 pm</i>		
November 21 <sup>st</sup>	College RPT Committee Meeting	1:00 – 5:00 pm	CFA Conf. Room
November 22 <sup>nd</sup>	College Council Meeting	2:00 – 4:00 pm	CRCC 115
November 25 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 5:00 pm	CFA Conf. Room
<b>December 5<sup>th</sup></b>	<b>Classes End</b>		
December 6 <sup>th</sup>	College Curriculum Committee Meeting	2:00 – 5:00 pm	CFA Conf. Room
<b>December 23<sup>rd</sup></b>	<b>Grades Due</b>		

## SPRING

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
<b>January 6<sup>th</sup></b>	<b>Classes Begin</b>		
January TBD	Directors of Undergraduate Studies Meeting	TBD	TBD
January 14 <sup>th</sup>	BTSALP Arts Ed Research Symposium	8:30 – 12:30 pm	SAEC
January 17 <sup>th</sup>	<i>Dee Grant Applications Due by 5:00 pm</i>		
January 24 <sup>th</sup>	Tenured Faculty Review (TFR) Training for Chairs/Directors, RPT Chairs & Admins	10:00 -11:30 am	TBD
January 29 <sup>th</sup>	U-CV (Formerly FAR) Workshop #1	3:40 – 5:00 pm	MLIB RM 2130N
January 30 <sup>th</sup>	U-CV (Formerly FAR) Workshop #2	10:45 – 11:45 am	MLIB RM 1705
January 31 <sup>st</sup>	FAF Grants Proposals Due to <u>SAC/FAF Grant Reps</u> by 5:00 pm		
January 31 <sup>st</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
February 1 <sup>st</sup>	<i>Staff Review Period Begins</i>		
February TBD	Staff Conference	TBD	TBD
February 5 <sup>th</sup>	Career-line Faculty Workshop	9:40 am – 12:40 pm	MLIB RM 1705
February 12 <sup>th</sup>	<i>FAF Grants Proposals Due to <u>Dean's Office</u> by 5:00 pm</i>		
February 15 <sup>th</sup>	<i>U-CV (Formerly FAR) Deadline</i>		
February 21 <sup>st</sup>	Deadline for FAAB Scholarships		
February 21 <sup>st</sup>	Deadline for Fine Arts House Scholarships		
February 21 <sup>st</sup>	College Council Meeting	2:00 pm – 4:00 pm	TBD
February 22 <sup>nd</sup>	<i>CFA Grant Applications Due to <u>Dean's Office</u> by 5:00 pm</i>		
February 28 <sup>th</sup>	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
February 29 <sup>th</sup>	ArtsLINK Conference	9:00 – 2:00 pm	SAEC
March TBD	Nominations for Academic Excellence/Utah Flagship 4-year Scholarship Awards		Due from Units
March TBD	Deadline for T53 Scholarship Nominations from Units		
March TBD	Directors of Undergraduate Studies Meeting	TBD	TBD
March 1 <sup>st</sup>	<i>Faculty &amp; Staff Excellence Award Nominations Due to <u>Dean's Office</u> by 5:00 pm</i>		
March 2 <sup>nd</sup>	Nominations for Outstanding Seniors Due to Dean's Office		
March 6 <sup>th</sup>	Deadline for FAAB Scholarship Nominations from Units		
March 6 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
<b>March 8<sup>th</sup> – 14<sup>th</sup></b>	<b>Spring Break</b>		
March 16 <sup>th</sup>	Applications for CFA Convocation Speaker Due to Dean's Office		
March 26 <sup>th</sup>	CFA Dean's Tour	8:30 – 10:30 am	UMFA
March 27 <sup>th</sup>	Deadline for CFA Siciliano/Ware/Summer Study Scholarships		
March 27 <sup>th</sup>	Faculty Counsel Committee (FCC) Meeting	2:00 pm – 4:00 pm	TBD
April 3 <sup>rd</sup>	College Curriculum Committee Meeting	1:00 – 3:00 pm	CFA Conf. Room
April 16 <sup>th</sup>	Staff Excellence Award Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April TBD	Faculty Excellence Award Committee Meeting	TBD	CFA Conf. Room
April 17 <sup>th</sup>	<i>Faculty Committee Names for 2020-21 Due to Dean's Office by 5:00 pm</i>		
April 17 <sup>th</sup>	College Council Meeting	2:00 – 4:00 pm	TBD
<b>April 21<sup>st</sup></b>	<b>Classes End</b>		
April 22 <sup>nd</sup>	Convocation Volunteers Meeting	3:00 pm – 4:30 pm	TBD
April 24 <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>		
April 30 <sup>th</sup>	University Commencement	6:30 pm	Huntsman Center
May 1 <sup>st</sup>	CFA Convocation	TBD	Kingsbury Hall
<b>May 11<sup>th</sup></b>	<b>Grades Due</b>		

## SUMMER

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
<b>May 11<sup>th</sup></b>	<b>Classes Begin</b>		
June 13 <sup>th</sup>	MAT-FA Orientation	9:00 – 12:00 pm	SAEC
<b>July 29<sup>th</sup></b>	<b>Classes End</b>		

## 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 2019	Classroom observations may begin
May 2019	Internal/External evaluators contacted and asked to serve
June 2019	Materials (CV, Statement, Research) and RPT Standards sent to evaluators
June-July 2019	File Accumulation (file is cumulative & should be kept current)
August 2019	Notice given to faculty & staff of right to submit written recommendations
Aug-Sep 2019	Classroom observations complete SAC reviews complete
<b>Aug 26<sup>th</sup></b>	<b>Training Mtg. for Department/School RPT Committee Chairs, Chairs/Directors, and Admins      2:00 – 3:30 pm      ARCH 229</b> <small>(down the hall from the Dean's Office)</small>
<b>Sept 12<sup>th</sup></b>	<b>SAC Reports Due</b>
<b>Sept 13<sup>th</sup></b>	<b>RPT Files Close</b>
Oct 4 <sup>th</sup>	All Dept/School RPT Committee Meetings should be complete by day's end
Oct 6 <sup>th</sup> -12 <sup>th</sup>	<i>Fall Break</i>
Oct 16 <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 23 <sup>rd</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 30<sup>th</sup></b>	<b>Chair/Director's RPT Letter Due to Candidate</b>
Nov 7 <sup>th</sup>	Candidate Response Due by 5:00 pm
<b>Nov 8<sup>th</sup></b>	<b>College RPT Committee Pre-Meeting      10:00 – 11:00 am      CFA Conf. Room</b>
<b>Nov 8<sup>th</sup></b>	<b>RPT Files due to Dean's Office by 9:00 am</b>
<b>Nov 21<sup>st</sup></b>	<b>College RPT Committee Meets      1:00 – 5:00 pm      CFA Conf. Room</b>
Dec 3 <sup>rd</sup>	Draft of Report to Committee Due by noon
Dec 6 <sup>th</sup>	College RPT Committee Reports due to Dean's Office by 2:00 pm
Dec 6 <sup>th</sup>	Dean Begins RPT Reviews
March 2020	-Election of Department RPT Chair for AY 20-21 -Chair/Director determines reviews for upcoming academic year & notifies faculty -Determination of Candidates for Early Tenure/Promotion to Full Professor
Spring 2020	Classroom observations may begin
May 2020	Internal/External Reviewers contacted & asked to serve
June 2020	Materials (CV, Statement, Research) & RPT Standards sent to evaluators
June-July 2020	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 24<sup>th</sup>      Complete File due to Dean's Office by 5:00 pm**

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

- Please refer to Dept/Sch RPT Policies & College Policy for information re: timeline/required materials
- **Items in red are absolutely non-negotiable.**

Prior to Jan 1 <sup>st</sup>	Chair/Director Informs Candidate of TFR Review & Informs TFR Committee
Jan-Mar 2018	Classroom observations complete
<b>Jan 24<sup>th</sup></b>	<b>Training Meeting for Department/School RPT Committee Chairs, Chairs/Directors, and Admins</b> <b>10:00 – 11:30 am, Location TBD</b>
Feb 21 <sup>st</sup>	Chair/Director Invites Faculty, Staff, & Student Input
March 26 <sup>th</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 3-13	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 13 <sup>th</sup>	Department/School RPT Committee Meetings should be complete by day’s end
April 14 <sup>th</sup>	Department/School TFR Report due to faculty member under review
April 23 <sup>rd</sup>	Faculty member due date to respond to TFR Committee Report, if desired.
<b>April 24<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.**
- **Training Meeting for Department/School Review Committee Chairs, Chairs/Directors, and Admins Oct. 1<sup>st</sup>, 2:00 – 3:30 pm, ART 169**

DATE	CAREER-LINE & ADJUNCT <i>INFORMAL</i> REVIEW (each year that is not a Formal review)	CAREER-LINE <i>FORMAL</i> REVIEW (the final year of appointment)	ADJUNCT <i>FORMAL</i> REVIEW (the final year of appointment)
Oct 1	<ul style="list-style-type: none"> <li>• Department Chair/School Director notifies Career-Line faculty who are scheduled for an informal review that the file will close on January 24</li> </ul>	<ul style="list-style-type: none"> <li>• Department Chair/School Director notifies the Review Committee Chair which Career-Line faculty members are up for formal review</li> <li>• Department Chair/School Director notifies Career-Line who are scheduled for an formal review that the file will close on January 24</li> </ul>	<ul style="list-style-type: none"> <li>• Department Chair/School Director notifies the Review Committee Chair which Adjunct faculty members are up for formal review</li> <li>• Department Chair/School Director notifies Adjunct faculty who are scheduled for a formal review that the file will close on January 24</li> </ul>
Oct 15		<ul style="list-style-type: none"> <li>• Faculty member notifies Department Chair/School Director if they would like to be considered for promotion</li> <li>• Chair of Review Committee deadline for designating who will conduct peer teaching evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty member notifies Department Chair/School Director if they would like to be considered for promotion</li> </ul>
Dec 2		<ul style="list-style-type: none"> <li>• Department Chair/School Director solicits comments from faculty, staff, &amp; SAC</li> <li>• Review Committee Chair requests portfolio from faculty members up for formal review</li> </ul>	<ul style="list-style-type: none"> <li>• Review Committee Chair requests resume and syllabi from faculty members up for formal review</li> </ul>
Jan 24	<ul style="list-style-type: none"> <li>• <b>Files are closed (course evaluations, syllabi)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Files are closed (CV, syllabi, personal statement, peer observations, course evaluations, summary of employment responsibilities, prior review reports)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Files are closed (resume, syllabi, peer observations, course evaluations)</b></li> </ul>
Jan 24		<ul style="list-style-type: none"> <li>• Review Committee Chair circulates files to committee members</li> </ul>	<ul style="list-style-type: none"> <li>• Review Committee Chair circulates candidate's file to committee members</li> </ul>
Feb 14		<ul style="list-style-type: none"> <li>• Review Committee draft report complete</li> </ul>	
Feb 21		<ul style="list-style-type: none"> <li>• Review Committee report approval deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Review Committee report due to FAC</li> </ul>
Mar 2	<ul style="list-style-type: none"> <li>• Department Chair/School Director deadline for submitting written summary to the faculty member</li> </ul>	<ul style="list-style-type: none"> <li>• Review Committee shares report with candidate</li> <li>• Candidate has 5 days to respond or waive right</li> </ul>	
March 9		<ul style="list-style-type: none"> <li>• Candidate response deadline</li> <li>• Deadline for Review Committee Chair to share report with FAC</li> </ul>	
Mar 1-16	<ul style="list-style-type: none"> <li>• <i>If issues/problems are evident to the Department Chair/School Director, at some point during this two week period they will meet with the faculty member to discuss</i></li> </ul>	<ul style="list-style-type: none"> <li>• FAC meets to discuss &amp; vote</li> </ul>	
Mar 16	<ul style="list-style-type: none"> <li>• <i>If there was a meeting, the Department Chair/School Director will share a summary report of the meeting with the faculty member</i></li> <li>• Candidate has 5 days to respond or waive the right</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FAC vote deadline</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>FAC vote deadline</b></li> </ul>
Mar 18		<ul style="list-style-type: none"> <li>• Candidate and Department Chair/School Director receive copy of vote &amp; summary report</li> </ul>	
Mar 25		<ul style="list-style-type: none"> <li>• Department Chair/School Director reviews entire file &amp; makes independent recommendation, shares with candidate</li> <li>• Candidate has 5 days to respond or waive the right</li> </ul>	
Mar 26		<ul style="list-style-type: none"> <li>• <b>Department Chair/School Director forwards file &amp; FAC voting spreadsheet to Dean</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Department Chair/School Director forwards file &amp; FAC voting spreadsheet to Dean</b></li> </ul>
Mar 31		<ul style="list-style-type: none"> <li>• <b>Deadline for Department Chair/School Director to notify candidate of decision</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deadline for Department Chair/School Director to notify candidate of decision</b></li> </ul>

## **Important Dates for CFA Faculty Grants & Awards**

August 20 <sup>th</sup>	URC Faculty Scholarly Grant Applications Due to <u>URC Office</u> by 5:00 pm		
October 1 <sup>st</sup>	Tanner Humanities Faculty Fellow Award Applications Due to <u>Dept Office</u> by 5:00 pm		
October 2 <sup>nd</sup>	URC Faculty Release for Scholarly Pursuits Applications Due to <u>Department Office</u> by 5:00 pm		
October 15 <sup>th</sup>	Tanner Humanities Faculty Fellow Award Applications Due to <u>Tanner</u> by 5:00 pm		
October 16 <sup>th</sup>	URC Faculty Release for Scholarly Pursuits Applications Due to <u>Dean's Office</u> by 5:00 pm		
October 23 <sup>rd</sup>	URC Faculty Release for Scholarly Pursuits Applications Due to <u>URC Office</u> by 5:00 pm		
November 15 <sup>th</sup>	URC Faculty Scholarly 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 Faculty Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications		
November 25 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 5:00 pm	CFA Conf. Room
January 17 <sup>th</sup>	Dee Grant Applications Due by 5:00 pm		
January 31 <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 15 <sup>th</sup>	URC Faculty Scholarly Grant Applications Due to <u>URC Office</u> by 5:00 pm		
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 Faculty Research Grant Applications (unsuccessful with URC) Make Time for Research Grant Applications		
March 1 <sup>st</sup>	Faculty & Staff Excellence Award Nominations Due by 5:00 pm		
March 6 <sup>th</sup>	CFA Faculty Research Grants Committee Mtg	3:00 – 4:30 pm	CFA Conf. Room
April TBD	Faculty Excellence Award Committee Meeting	TBD	CFA Conf. Room

## **Important Dates for Faculty Professional Development**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
New Faculty Orientation	August 14 <sup>th</sup>	8:00 – 3:00 pm	Jane's Home
Fall Career-line Faculty Workshop	October 3 <sup>rd</sup>	3:40 – 5:00 pm	CFA Conf. Room
CFA Intro to Research Resources @ U & CFA	October 22 <sup>nd</sup>	3:40 – 5:00 pm	MLIB RM 1705
CFA Searching for Research Funds	November 18 <sup>th</sup>	12:00 – 1:30 pm	MLIB RM 1705
Fall RPT Preparation Workshop	December 5 <sup>th</sup>	9:00 – 11:00 am	CFA Conf. Room
CFA Explaining the Significance of Research	January 23 <sup>rd</sup>	10:45 am – 12:00 pm	MLIB RM 1705
Spring Career-line Faculty Workshop	February 5 <sup>th</sup>	9:40 am – 12:40 pm	MLIB RM 1705
CFA Managing Difficult Classroom Situations	February 25 <sup>th</sup>	3:00 – 5:00 pm	MLIB RM 1705
Spring RPT Preparation Workshop	March 3 <sup>rd</sup>	3:00 – 5:00 pm	CFA Conf. Room
CFA Budgeting Basics for Researchers	March 20 <sup>th</sup>	9:15 – 10:45 am	MLIB RM 2130N

### **Important Dates for Graduate Student Grants**

January 18 <sup>th</sup>	CFA Graduate Research Fellowship Application Due to Graduate School
April 1 <sup>st</sup>	U of U Endowed Beverley Taylor Sorenson Arts Learning Program TA Application Due to Arts Ed Committee

### **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 6 <sup>th</sup>	3:00 – 5:00 pm	UMFA Dumke Aud.
CFA Faculty & Staff Reception	September 6 <sup>th</sup>	5:00 – 6:30 pm	UMFA Great Hall
College Council Meeting	September 20 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
FCC Meeting	September 27 <sup>th</sup>	2:00 – 4:00 pm	CRCC 115
College Council Meeting	November 22 <sup>nd</sup>	2:00 – 4:00 pm	CRCC 115
College Council Meeting	February 21 <sup>st</sup>	2:00 – 4:00 pm	TBD
FCC Meeting (if necessary)	March 27 <sup>th</sup>	2:00 – 4:00 pm	TBD
College Council Meeting	April 17 <sup>th</sup>	2:00 – 4:00 pm	TBD

### **CFA Executive Committee Meetings**

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

#### Fall:

August 7<sup>th</sup> & 8<sup>th</sup>  
Executive Committee Retreat @ Jane's Home  
August 30<sup>th</sup>  
September 13<sup>th</sup> (Chairs & Directors Only)  
September 27<sup>th</sup>  
October 25<sup>th</sup>  
November 1<sup>st</sup> (Chairs & Directors Only)  
November 15<sup>th</sup>  
December 13<sup>th</sup>

#### Spring:

January 10<sup>th</sup>  
January 24<sup>th</sup> (Chairs & Directors Only)  
February 7<sup>th</sup>  
February 21<sup>st</sup> (Chairs & Directors Only)  
March 27<sup>th</sup>  
April 10<sup>th</sup>  
April 24<sup>th</sup> (Chairs & Directors Only)  
May 8<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>
FAAB Meeting	September 5 <sup>th</sup>	8:30 – 10:30 am	UMFA
Distinguished Alumni Awards/ CFA Gala	September 25 <sup>th</sup>	7:00 – 8:30 pm	Kingsbury Hall
SoM Board Meeting	October 3 <sup>rd</sup>	11:45 – 1:30 pm	Thompson Chamber Hall (DGH)
FAAB Meeting	November 7 <sup>th</sup>	8:30 – 10:30 am	UMFA
Fall Dean's Tour	November 14 <sup>th</sup>	TBD	TBD
FAAB Meeting	January 16 <sup>th</sup>	8:30 – 10:30 am	UMFA
SoM Board Meeting	February 6 <sup>th</sup>	11:45 – 1:30 pm	Thompson Chamber Hall (DGH)
FAAB Meeting	March 5 <sup>th</sup>	8:30 – 10:30 am	UMFA
Spring Dean's Tour	March 26 <sup>th</sup>	8:30 – 10:30 am	TBD
SoM Board Meeting	April 2 <sup>nd</sup>	11:45 – 1:30 pm	Thompson Chamber Hall (DGH)
FAAB Meeting	April 23 <sup>rd</sup>	8:30 – 10:30 am	UMFA
FAAB Year-end Social	June 25 <sup>th</sup>	6:00 – 9:00 pm	TBD

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

### Arts Education Committee Meetings

August 28 <sup>th</sup>	9:30 AM – 11:30 AM	MCD 102
September 4 <sup>th</sup>	9:30 AM – 11:30 AM	MCD 102
October 2 <sup>nd</sup>	9:30 AM – 11:30 AM	MCD 102
November 6 <sup>th</sup>	9:30 AM – 11:30 AM	MCD 102
January 8 <sup>th</sup>	9:30 AM – 11:30 AM	MCD 102
March 4 <sup>th</sup>	9:30 AM – 11:30 AM	MCD 102
April 1 <sup>st</sup>	9:30 AM – 11:30 AM	MCD 102

### MAT-FA Faculty Meetings

November 13 <sup>th</sup>	9:30 – 10:30 AM	SAEC 1237
May 6 <sup>th</sup>	9:30 – 11:30 AM	SAEC 1237

### Youth Arts Division Meetings

August 14 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
October 16 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
January 15 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
March 25 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253
May 6 <sup>th</sup>	9:30 AM – 11:00 AM	SAEC 1253

### BTSALP Arts Education

Research Symposium	January 14 <sup>th</sup>	8:30 – 12:30 PM	SAEC
ArtsLINK Conference	February 29 <sup>th</sup>	8:30 – 2:00 PM	SAEC
MAT-FA Student Orientation	June 13 <sup>th</sup>	9:00 – 12:00 PM	SAEC



## **Important Dates for Curriculum:**

<b>September 13<sup>th</sup></b>	<b>College Curriculum Committee Training Mtg 1:00 – 2:00 pm</b>	<b>CFA Conf. Room</b>
October 18 <sup>th</sup>	Curriculum Forms Due to Dean’s Office New courses, course revisions, & program revisions: for Fall 2020 New emphases, minors, majors, certificates, & new programs: for Fall 2021	
November 1 <sup>st</sup>	Dean's Office Returns Any Forms Needing Obvious Revision	
November 15 <sup>th</sup>	Revised Curriculum Forms Due to Dean’s Office	
<b>December 6<sup>th</sup></b>	<b>College Curriculum Committee Meeting 2:00 – 5:00 pm</b>	<b>CFA Conf. Room</b>
December 13 <sup>th</sup>	Curriculum Forms Needing Additional Revision Returned to Departments/Schools	
January 20 <sup>th</sup>	Finalized Curriculum Forms Due to Campus Catalog Changes Completion Deadline	
January 31 <sup>st</sup>	Kuali Clean-Up (Delete Old/Obsolete Requests) Department/School Curriculum Committee Meeting held by this date	
February 14 <sup>th</sup>	Curriculum Forms Due to Dean’s Office New courses, course revisions, & program revisions: for Spring 2021 New emphases, minors, majors, certificates, & new programs: for Fall 2021	
February 28 <sup>th</sup>	Dean's Office Returns Any Forms Needing Obvious Revision	
March 20 <sup>th</sup>	Revised Curriculum Forms Due to Dean’s Office	
<b>April 3<sup>rd</sup></b>	<b>College Curriculum Committee Meeting 1:00 – 3:00 pm</b>	<b>CFA Conf. Room</b>
April 10 <sup>th</sup>	Curriculum Forms Needing Additional Revision Returned to Departments/Schools	
July 10 <sup>th</sup>	Delete old/obsolete proposals in Kuali for new cycle. (Clean-up)	
August 25 <sup>th</sup>	Finalized Curriculum Forms Due to Campus	

## **Important Dates for Budget Officers**

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

The budget timeline dates below are *tentative*. Final deadlines will be available November/December 2019.

Preliminary FY21 Budget Review  
[for Departments/Schools & Dean's Office]  
January 13<sup>th</sup> – 24<sup>th</sup> (Tentative)

Dean's Office Budget Narrative Due  
January 24<sup>th</sup> (Tentative)

BPC Open for Entry (non-personnel)  
Week of January 27<sup>th</sup> (Tentative)

Dean's Office Budget Roundtable  
February 7<sup>th</sup>

Department/School Initial Budget Narratives Due  
February 7<sup>th</sup> (Tentative)

Department/School Budget Hearings with the Dean  
February 20<sup>th</sup> – 28<sup>th</sup> (Tentative)

BPC Entry Deadline  
March 21<sup>st</sup> (Tentative)

Salary Proposal Addendum to Budget Narrative Due  
June 15<sup>th</sup> (Tentative)

Internal DMU Entry Deadline  
June 19<sup>th</sup> (Tentative)

Student Arts Engagement Grant Proposals  
[contingent on Fine Arts Fees budget surplus]  
June 19<sup>th</sup>

## 2019-20 CFA Student Meetings/Important Dates

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
Aug 23 <sup>rd</sup>	Welcome & Leadership Role Meeting – SAC/FAF Reps	3:00 – 4:30 pm	CRCC 115
Sept 12 <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 20 <sup>th</sup>	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Oct 1 <sup>st</sup>	FAF Grant Proposals Due to <u>FAF Grants Reps</u> by 5:00 pm		
Oct 15 <sup>th</sup>	FAF Grant Proposals Due to <u>Dean's Office</u> by 5:00 pm		
Oct 25 <sup>th</sup>	FAF Grants Prep Meeting	3:00 – 4:30 pm	CRCC 115
Nov 1 <sup>st</sup>	FAF Grants Funding & Policy Meeting	3:00 pm – end	CRCC 115
Nov 22 <sup>nd</sup>	College Council Meeting	2:00 pm – 4:00 pm	CRCC 115
Jan 31 <sup>st</sup>	FAF Grant Proposals Due to <u>FAF Grants Reps</u> by 5:00 pm		
Jan 31 <sup>st</sup>	FAF Grant Status Report Due to <u>Dean's Office</u> by 5:00 pm		
Feb 12 <sup>th</sup>	FAF Grant Proposals Due to <u>Dean's Office</u> by 5:00 pm		
Feb 21 <sup>st</sup>	College Council Meeting	2:00 pm – 4:00 pm	TBD
Feb 21 <sup>st</sup>	FAF Grants Prep Meeting (following College Council meeting)		TBD
Feb 28 <sup>th</sup>	FAF Grants Funding & Policy Meeting	3:00 pm – end	TBD
April 17 <sup>th</sup>	College Council Meeting	2:00 pm – 4:00 pm	TBD

## 2019-20 ArtsForce Event Calendar:

<u>Date:</u>	<u>Event:</u>	<u>Time:</u>	<u>Location:</u>
March 6 <sup>th</sup>	ArtsForce Networking Event		TBD

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.