

CAS Important Dates for Chairs and Faculty

Fall 2021-Spring 2022

August 7	Draft PDPs returned to 9-month faculty
August 31	Deadline for Course Syllabi to be placed on Scratch drive
Sept. 7	Finalized PDPs signed for 9-month faculty
Sept. 10	Notice of Intent to Apply for Professional Development Leave due to Provost by 5:00PM (Copy to Dean's office)
Sept. 17	Notice of Intent to Apply for Sabbatical due to Provost by 5:00PM (copy to Dean's office)
Sept. 17	Spring 2022 class schedule viewable (Tentative)
Sept. 24	Application for Professional Development Leave to Dean's office for endorsement
Sept. 30	PDPs finalized and signed for 12 month faculty
Oct. 8	Application for Professional Development Leave submitted by faculty member to AA
Oct. 9	Spring 2021 Faculty Textbook Orders due
Oct. 14	Deadline to submit sabbatical applications to Dean for review prior to Provost's office
Oct. 15	Deadline for Spring textbook assignments to bookstore
Oct. 18	Completed Sabbatical Applications due to the Provost's office by 9:00AM
Oct. 29	Biennial Assessment: Student Learning Outcomes assessment due to Dean's office
Nov. 5	Bulk changes to Summer 2022 Schedule due to Registrar's office
Nov. 10	Deadline for Spring faculty assignments
Nov. 11	Bulk changes to Fall 2022 Schedule due to Registrar's office
Nov. 30	Letter of intent to apply for promotion due to Provost's office with copies to chair, Dean's office, and chair of PRSC.
Dec. 20	Fall FARs/ILAs due to Dean's office
Jan. 10	Spring 2022 classes begin
Jan. 17	Promotion Portfolios due to supervisor
Jan. 31	Curriculum Change forms due, per directions: https://www.fgcu.edu/cas/about/cas-ucc
Jan. 31	Deadline for Course Syllabi to be placed on Scratch drive
Mid Feb	Requests for new \$\$ for 2021-2022
Feb. 28	Fall 2022 class schedule viewable (Tentative)
March 1	End of Year Spending Requests from Faculty due to Chairs
March 7	Supervisor recommendations for promotion due to Dean
March 11	Deadline for Summer supplemental assignments
March X	End of Year Spending Requests from Chairs due to Dean's office – date TBA
March 18	Biennial Assessment: Student Success; 30/20/10 Scholarship Assessment; Service Assessment; Program Mission – create or review/update forms in SharePoint
March 15	Summer textbook orders due to Bookstore
March 22	Faculty receive recommendation on promotion from Dean's office
March 31	APDR due to supervisor for 9 mo. faculty
April 6	Deadline for Fall faculty assignment
April 15	Deadline for Fall textbook assignments to Bookstore
April 30	Annual Evaluation draft due to 9 mo. faculty
May 3	Commencement: time TBA
May 6	Draft PDP due to supervisor for 9 mo. faculty
May 21	Spring FARs/ILAs due to Dean's office
May 18	Spring 2022 Schedules due to Academic Scheduling
May 31	APDR due to supervisor for 12 mo. Faculty
June 5	Annual Evaluation finalized for 9 mo. faculty and submitted to Dean's office by 5:00PM
June 30	Annual evaluation finalized for 12 mo. Faculty and submitted to Dean's office by 5:00PM
July 5	Draft PDP due to supervisor for 12 mo. faculty