

## 2016 - 2017 ACADEMIC YEAR PROVOST CALENDAR

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### EXPECT SUPPLEMENTS

- Budget: A separate schedule on budget matters will be distributed at a later date
  - The schedule for the General Faculty meetings for Fall and Spring semesters will be announced by the Faculty Senate office
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### **JUNE 2016**

- 1 Regular Faculty Recruiting Application – College sends the Regular Recruiting application to the Provost.
- 1 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 10 Summer Block A Classes End
- 13 Summer Block B Classes Begin
- 15 Tenure and Promotion – Final Budget list for Tenure and Promotion Recommendations
- 20-22 OU Board of Regents' Meeting – Location: Norman
- 24 Summer Block D Classes End
- TBD President's Honor Roll – Distribution of the President's Honor Roll for the Spring Semester
- 27 Summer Block E Classes Begin

### **JULY 2016**

- 1 Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)
- 4 Independence Day
- 6 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 8 Summer Law Classes End
- 8 Summer Block B Classes End

- 12 Summer Block C Classes Begin
- 15 Retired Faculty Funds - Applications for President's Retired Faculty Fund due to Provost for the Fall semester
- 15 Provost Notifies Colleges of Authorized Faculty Searches
- 15 Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Spring 2017 or for Spring 2017-Fall 2018 due from academic units to deans (Faculty Handbook, 3.21.1)
- 24 Last Day of Registration for August Intersession - Last day to register for classes before fees are applied
- 25 August Intersession Begins

## **AUGUST 2016**

- 1 Sabbatical Leave of Absence – Recommendations for Spring 2017 or for Spring 2017-Fall 2018 are due from Deans to the Provost (Faculty Handbook, 3.21.1)
- 1 Shared Tuition Course Request Form - Deadline for submission of Shared Tuition Course Request Form for Summer Semester
- 4-5 Deans' Retreat
- 5 Summer Block C, E, G and H Classes End
- TBD Fall Holiday Memo - Distribution of memo on 2016 Fall (Texas) Holiday
- TBD Faculty/Staff Fee Waiver Applications – Distribution of memo on policies regarding approval of faculty/staff fee waiver applications
- TBD Religious Holidays Memo - Memo on Religious Holidays distributed
- TBD Quality Academic Advising – Memo on Quality Academic Advising distributed
- TBD Spring Planning & Goal Setting - Provost's Office distributes to academic deans and provost direct units the Spring Planning and Goal Setting Packet
- 12 August Intersession Ends
- 15 Sabbatical Leave of Absence - Sabbatical Leave of Absence applications and recommendations for Spring 2017 or Spring 2017-Fall 2018 are due from the Provost to the President for Regents' action at the September meeting (Faculty Handbook, 3.21.1)
- 17 OU Regents' Personnel Agenda Items due to Provost Office
- 21 Last day of Registration - Last day to register before Fall 2016 classes begin

- 22 Fall Semester Classes Begin
- TBD Honoring Our Commitment to Students - Distribution of memo on "Honoring our Commitment to our Students – University Policies Regarding Instruction"
- TBD English Language Proficiency - Provost distributes memo on English Language Proficiency and Classroom Observation to deans/chairs/directors
- TBD Faculty Recruiting Procedures – Provost distributes memo on Faculty Recruiting Procedures

## SEPTEMBER 2016

- 5 Labor Day Holiday
- 7 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 11 Dean's Evaluations – Notify deans of the annual performance evaluation and request each dean designate a college committee, including naming the committee chair, for dean's evaluation.
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- TBD Big 12 Fellowship Program - Provost distributes memo on the Big 12 Fellowship Program. Applications can be submitted any time, but will be reviewed by the Provost in October, March and July.
- TBD Spring Planning Tables and Goals (Narratives and Tables) – due to Institutional Research and Reporting
- TBD Fall Enrollment Information Available – after the 4<sup>th</sup> week of classes
- 14-15 OU Board of Regents Meeting – Location: Tulsa/Claremore
- 25 Dean's Evaluations – Send letters to college committee chairs to begin preparing for dean's evaluation.
- 27 OU Regents' Personnel Agenda Items due to Provost Office
- TBD Faculty Awards and Honors - Provost distributes memo on nomination/selection procedures for Faculty Awards and Honors (October and November deadlines)

## OCTOBER 2016

- 1 Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)

- 1 Faculty Dependent Care Travel Grant – Applications for the Faculty Dependent Care Travel Grant are due to the Provost Office
- TBD OU Regents' Personnel Agenda Items due to Provost Office
- 7 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- TBD Fall 2016 (OU/Texas) Student Holiday
- 15 Sabbatical Reports - Sabbatical reports from faculty returning from Spring 2016 leaves are due to the Provost (Faculty Handbook, 3.21.1)
- 15 Shared Tuition Course Request Form - Deadline for submission of Shared Tuition Course Request Form for Fall Semester
- TBD GTA & Dissertation Awards - Call for nominations for Graduate Teaching Assistant/PhD Dissertation Awards
- 23 Dean's Evaluations – Send email with link to confidential evaluation questionnaire to individual faculty members and academic administrators at each college.
- 25-26 OU Board of Regents Meeting – Location: Lawton
- TBD President's Undergraduate Dream Course – Distribution of memo calling for Dream Course proposals for Fall 2017 and Spring 2018
- TBD Registration Begins - Advance Registration for Summer 2017

## **NOVEMBER 2016**

- 1 Tenure & Promotion - Tenure and Promotion: Chair/Director notifies tenure and promotion candidates in writing of vote of faculty and recommendations of Committee A and Chair/Director, and uploads all appropriate documentation and notifies the Dean's Office
- 1 Retired Faculty Fund - Requests for President's Retired Faculty Fund due to Provost for Spring semester
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- 1 Dean's Evaluations - Provost requests input from other deans and administrative officers for the comprehensive evaluation of deans where applicable

- 1 Dean's Evaluations - Self-assessment report for the annual deans' performance evaluation due from each dean to the Provost. (Applicable only to those deans who are being evaluated)
- TBD Registration Begins - Advance Registration for Summer 2017
- TBD Henry Daniel Rinsland Award - Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research for review and recommendation
- TBD George Lynn Cross Professorship Awards - Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the George Lynn Cross Research Professorship for review and recommendation (Faculty Handbook, 3.18.2)
- TBD Intersession Registration - Registration for December and January Intersession
- 2 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 2 Dean's Evaluations - Each dean submits copies of their self-assessment report to the designated college committee or group and to IRR, who will add it to the packet of information for each dean that includes all relevant materials gathered during this process.
- 3 OU Regents' Personnel Agenda Items due to Provost Office
- TBD Faculty Awards and Honors - Nominations and recommendations for David Ross Boyd Professorships; Presidential Professorships; Regents' Awards for Superior Teaching, Research/Creative Activity and Professional and University Service; Good Teaching Awards; General Education Award; and Merrick Foundation Award are due from Deans to Provost. Provost forwards nominations for Faculty Awards and Honors to the University Council on Faculty Awards and Honors. (Faculty Handbook, 3.17, 3.18 and 3.20)
- 6 Dean's Evaluations - Last day for individual faculty members and academic administrators to complete the online questionnaire.
- TBD OU Regents' Personnel Agenda Items due to Provost Office
- TBD Presidential Teaching Fellowships in Honors College - Provost solicits nominations for Presidential Teaching Fellows in Honors College.
- 23 Dean's Evaluations - IRR submits to the designated college committee copies of the current year's evaluation results (excluding comments).
- 23 Student - Thanksgiving Vacation - Thanksgiving recess begins for students
- 24-25 Thanksgiving Holiday

## DECEMBER 2016

- 1 Class Schedule - Course requests due to Academic Publications office for inclusion in the Fall 2017 Class Schedule
- 1 Post Tenure Review - Deans to send notification letters to faculty scheduled for review
- 1 Tenure & Promotion - Dean of all colleges (except Arts and Sciences) uploads the recommendations and notifies the Provost administrator. The Dean notifies (in writing) each candidate and each candidate's Chair/Director of their positive or negative recommendation for candidates being simultaneously considered for Tenure and Promotion or for Tenure only. The College of Arts and Sciences materials are due January 16. (Faculty Handbook, 3.7)
- 1 Progress -Toward -Tenure - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification
- 1 Renewable Term - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification (not appointed for 3<sup>rd</sup> year)
- TBD Faculty Research and Creative Activity Awards – Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the Faculty Research and Creative Activity Awards for review and recommendation
- 1 Non-reappointment - Deans notify Provost of second-year tenure-track and renewable term faculty not being reappointed to third year (Faculty Handbook, 3.5.4 or 3.5.5)
- 1 Faculty Evaluation Forms - Provost distributes memo on Faculty Evaluation. Evaluation forms are due by April 1
- 1 Conflict of Interest, External Employment and Extra Compensation – Online Conflict of Interest Disclosure Form and Faculty Planning and Approval Forms on External Employment and Extra Compensation Assignments within the University should be completed by December 1
- 1-2 OU Board of Regents Meeting - Location: Norman
- 7 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- TBD Fall Classes End - Last day of Fall semester instruction
- TBD Final Exams
- 11 Dean's Evaluations - The designated college committee submits their report to IRR. The report is a summary of input from faculty, students, staff and external constituencies, using the procedures and criteria adopted by the college.

- 11 Dean's Evaluations - IRR submits the summarized survey results (including comments), college committee report, and the Dean's self-assessment report to the Senior Vice President and Provost for review.
- TBD President's Undergraduate Dream Course – Proposals are due to the Provost Office
- 15 Non-reappointment - Provost's deadline for notifying second-year tenure-track and renewable term faculty of non-reappointment to third year (Faculty Handbook 3.5.4 and 3.5.5.b)
- 19 Intersession Begins

## **JANUARY 2017**

- TBD OU Regents' Personnel Agenda Items due to Provost Office
- 4 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 13 Intersession Ends
- 16 Martin Luther King Jr. Day
- TBD Spring Semester Begins
- TBD Last Day of Registration - Last day to register for classes before fees are applied
- TBD Tenure & Promotion – College of Arts and Sciences deadline for materials
- TBD OU Board of Regents Meeting – Location: TBD
- TBD Academic Advising Award - Provost solicits nominations for Provost's Awards for Outstanding Academic Advising for faculty and staff. Nominations due to Provost by February TBD
- TBD Academic Advising Administrator Award - Provost solicits nominations for Provost's Awards for Outstanding Academic Advising Administrator for faculty and staff.
- TBD Jennifer Wise Good Stewardship Award – Call for nominations
- TBD Honorary Degree Nominations - Call for nominations for Honorary Degrees (Norman Campus and HSC rotate coordination of selection process)
- TBD Faculty Awards and Honors - Committee provides the Provost with their recommendations for all other awards
- TBD Faculty Awards Recommendations - Research Council's/VP for Research recommendation on George Lynn Cross Research Professorships, Henry Daniel Rinsland Memorial Award for Excellence in Educational Research, and Faculty Research and Creative Activity Awards are due to Provost. (Faculty Handbook, 3.17, 3.18.2, 3.19 and 3.20)

- TBD Presidential Teaching Fellowships in Honors College – Nominations for Presidential Teaching Fellowships in Honors College are due
- TBD Conflict of Interest, External Employment and Extra Compensation - Provost distributes instructions for the Conflict of Interest Disclosure Form, Faculty Planning and Approval Forms on External Employment and Extra Compensation assignments within the University

## **FEBRUARY 2017**

- 1 Non-reappointment – Deans notify Provost of first-year tenure-track and renewable term faculty not being reappointed to second year (Faculty Handbook 3.5.4 and 3.5.5)
  - 1 Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Fall 2015 or for the 2015-16 academic year are due from academic units to deans (Faculty Handbook, 3.21.1)
  - 1 Faculty Awards and Honors - Provost forwards to the President recommendations on recipients of Faculty Awards and Honors
  - 1 Faculty Dependent Care Travel Grant – Applications for the Faculty Dependent Care Travel Grant are due to the Provost Office
  - 1 Presidential Teaching Fellowships in Honors College - Provost forwards to the President recommendations of recipients of PTF
- TBD President's Undergraduate Dream Course – Provost notifies instructors that their course was designated as a Dream Course for Fall 2017 or Spring 2018
- TBD President's Honor Roll – Distribution of the President's Honor Roll for the Fall Semester
- TBD GTA and PhD Dissertation Awards – Nominations are forwarded from each chair/director through the appropriate dean to the Associate Dean of the Graduate College
- 1 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date.
- TBD Spring Enrollment Information Available – after the 4<sup>th</sup> week of classes
- 15 Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Fall 2015 or for the 2015-16 academic year are due to Provost (Faculty Handbook, 3.21.1)
- TBD Jennifer Wise Good Stewardship Award - Nominations for the Jennifer Wise Good Stewardship Award due to Provost Office



- TBD Academic Advising Award – Nominations for Provost's Award for Outstanding Academic Advising due to Provost Office
- TBD Academic Advising Administrator Award – Nominations for Provost's Award for Outstanding Academic Advising Administrator due to Provost Office
- TBD Conflict of Interest, External Employment and Extra Compensation - Conflict of Interest Disclosure Form and Faculty Planning and Approval Forms on External Employment and Extra Compensation Assignments within the University due from deans to Provost

## MARCH 2017

- 1 Sabbatical Reports - Sabbatical Reports from faculty returning from Fall 2014 leave are due to the Provost (Faculty Handbook, 3.21.1)
  - 1 Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Fall 2015 or for the 2015-16 academic year are due from Provost to President for Regents action at March meeting (Faculty Handbook, 3.21.1)
  - 1 Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)
  - 1 Promotion - Deans of all colleges upload recommendations on promotion and notifies the Senior Vice President and Provost they have finalized their process, and notifies (in writing) each candidate and each candidate's Chair/Director of Dean's recommendation for candidates being considered only for promotion
  - 1 Tenure - Campus Tenure Committee shall submit its recommendations regarding process and substance to Provost and notifies (in writing) each candidate and candidates' Dean and Chair/Director of Committee's recommendation. (Faculty Handbook, 3.7.5)
  - 1 Non-reappointment - Provost's deadline for notifying tenure-track and renewable term faculty of non-reappointment to second year (Faculty Handbook 3.5.4 and 3.5.5.b)
  - 1 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- TBD Academic Advising Award - Selection Committee recommends recipient of Provost's Award for Outstanding Academic Advising to Provost
- TBD OU Regents' Personnel Agenda Items due to Provost Office
- TBD Honorary Degrees - Nomination forms for Honorary Degrees are due to Provost Office. (Norman Campus and HSC rotate coordination of selection process)
- TBD Academic Program Review - Data provided to units in year one of APR

- TBD "Profiles of the University" - Provost's Office provides current "Profiles of the University of Oklahoma"
- TBD Spring Break
- TBD OU Board of Regents' Meeting – Location: TBD
- 30 Shared Tuition Course Request Form - Deadline for submission of Shared Tuition Course Request Form for Spring Semester

## **APRIL 2017**

- 1 Tenure & Promotion - Deans send list to Provost of faculty who are to be considered for tenure and promotion for the next fiscal year
- 1 Degree Checksheet Revisions – Revisions for 2016-17 academic year due to Academic Publications office
- 1 Faculty Evaluations - Faculty Evaluations are due from the Deans to the Provost
- TBD Intersession Registration Begins - Registration for August Intersession
- TBD Fall Registration Begins – Registration for Fall 2016 Classes
- TBD Honorary Degrees - Final Deadline for submitting supportive materials/dossiers for Honorary Degree Nominations are due to the Provost's Office
- 5 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- TBD GTA and PhD Dissertation Awards - Committees recommend recipients of Graduate Teaching Assistant and Ph.D. Dissertation Awards to Provost
- 15 Non-reappointment - Deans notify Provost of third-year (or beyond) tenure-track and renewable term faculty not being reappointed beyond following contract year (Faculty Handbook, 3.5.4 and 3.5.5)
- TBD Tenure & Promotion - Provost calls for recommendations and sends instructions for upcoming year
- TBD Spring Planning & Goal Setting – Discussions between the Provost's Office and the Colleges regarding Spring Planning & Goal Setting
- TBD Provost Direct Unit Bi-Annual Meeting
- TBD OU Regents' Personnel Agenda Items due to Provost Office

## MAY 2017

- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date
- 3 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 5 Spring Classes End – Last day of Spring semester instruction
- TBD OU Board of Regents' Meeting – Location: TBD
- 8-12 Final Exams
- 12-13 Commencement
- TBD Summer Blocks A, D and H Classes Begin
- 15 Non-reappointment - Provost's deadline for notification of third-year (or beyond) tenure-track and renewable term faculty of non-reappointment beyond following contract year (Faculty Handbook, 3.5.4 and 3.5.5)
- TBD Summer Law Classes Begin
- 29 Memorial Day Holiday
- 31 Post Tenure Review - Dossiers due to Provost Office
- 31 Tenure Notification - President notifies each candidate of Regents' action except when appeals make this impossible

## JUNE 2017

- TBD Last Day of Registration - Last day to register for classes before fees are applied
- TBD Summer Semester Classes Begin
- 7 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Summer Block B Classes Begin
- 15 Tenure and Promotion – Final Budget list for Tenure and Promotion Recommendations
- TBD OU Board of Regents' Retreat – Location: Ardmore, Oklahoma
- TBD President's Honor Roll – Distribution of the President's Honor Roll for the Spring Semester

- TBD Spring Planning & Goal Setting - Provost's Office distributes to academic deans and provost direct units the Spring Planning and Goal Setting Packet
- TBD Summer Block E Classes Begin

## **JULY 2017**

- 1 Big 12 Faculty Fellowship – Provost will begin review of Big 12 Faculty Fellowship Applications (if funds are available)
- 4 Independence Day
- 5 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- TBD Summer Law Classes End
- TBD Summer Block B Classes End
- TBD Last Day of Registration for Summer Block C - Last day to register for classes before fees are applied
- TBD Summer Block C Classes Begin
- TBD Retired Faculty Funds - Applications for President's Retired Faculty Fund due to Provost for the Fall semester
- TBD Sabbatical Leave of Absence - Sabbatical Leave of Absence applications for Spring 2017 or for Spring 2017-Fall 2018 due from academic units to deans (Faculty Handbook, 3.21.1)
- TBD Last Day of Registration for August Intersession - Last day to register for classes before fees are applied
- TBD August Intersession Begins

## **AUGUST 2017**

- 1 Sabbatical Leave of Absence – Recommendations for Spring 2017 or for Spring 2017-Fall 2018 are due from Deans to the Provost (Faculty Handbook, 3.21.1)
- 1 Shared Tuition Course Request Form - Deadline for submission of Shared Tuition Course Request Form for Summer Semester
- TBD Summer Block C Classes End
- TBD Summer Block E Classes End
- TBD Summer Block H Classes End

- TBD Fall Holiday Memo - Distribution of memo on 2016 Fall (Texas) Holiday
- TBD Faculty/Staff Fee Waiver Applications – Distribution of memo on policies regarding approval of faculty/staff fee waiver applications
- TBD Deans' Retreat
- TBD Religious Holidays Memo - Memo on Religious Holidays distributed
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- TBD Last day of Registration - Last day to register before Fall classes begin
- TBD Fall Semester Classes Begin
- TBD Honoring Our Commitment to Students - Distribution of memo on "Honoring our Commitment to our Students – University Policies Regarding Instruction"
- TBD English Language Proficiency - Provost distributes memo on English Language Proficiency and Classroom Observation to deans/chairs/directors
- TBD OU Regents' Personnel Agenda Items due to Provost Office
- TBD Faculty Recruiting Procedures – Provost distributes memo on Faculty Recruiting Procedures

## SEPTEMBER 2017

- 5 Labor Day Holiday
- 6 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
- 11 Dean's Evaluations – Notify deans of the annual performance evaluation and request each dean designate a college committee, including naming the committee chair, for dean's evaluation.
- TBD Academic Programs Council Meeting – Materials for Academic Programs Council review are due to the Academic Publications office two weeks prior to the meeting date

- TBD Big 12 Fellowship Program - Provost distributes memo on the Big 12 Fellowship Program. Applications can be submitted any time, but will be reviewed by the Provost in October, March and July.
- TBD Provost Direct Unit Bi-Annual Meeting – 9:00 a.m. in Provost’s Conference Room, Evans Hall 103
- TBD Spring Planning Tables and Goals (Narratives and Tables) – due to Institutional Research and Reporting
- TBD Fall Enrollment Information Available – after the 4<sup>th</sup> week of classes
- 14-15 OU Board of Regents Meeting – Location: Tulsa/Claremore
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- TBD OU Board of Regents Meeting – Location: Lawton
- TBD President's Undergraduate Dream Course – Distribution of memo calling for Dream Course proposals for Fall 2017 and Spring 2018
- TBD Registration Begins - Advance Registration for Summer 2017

## NOVEMBER 2017

- 1 Tenure & Promotion - Tenure and Promotion: Chair/Director notifies tenure and promotion candidates in writing of vote of faculty and recommendations of Committee A and Chair/Director, and uploads all appropriate documentation and notifies the Dean's Office
  - 1 Retired Faculty Fund - Requests for President's Retired Faculty Fund due to Provost for Spring semester
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- TBD Faculty Awards and Honors - Nominations and recommendations for David Ross Boyd Professorships; Presidential Professorships; Regents' Awards for Superior Teaching, Research/Creative Activity and Professional and University Service; Good Teaching Awards; General Education Award; and Merrick Foundation Award are due from Deans to Provost. Provost forwards nominations for Faculty Awards and Honors to the University Council on Faculty Awards and Honors. (Faculty Handbook, 3.17, 3.18 and 3.20)
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- TBD Presidential Teaching Fellowships in Honors College - Provost solicits nominations for Presidential Teaching Fellows in Honors College.
- TBD Dean's Evaluations - IRR submits to the designated college committee copies of the current year's evaluation results (excluding comments).
- 22 Student - Thanksgiving Vacation - Thanksgiving recess begins for students
- 23-24 Thanksgiving Holiday

## **DECEMBER 2017**

- 1 Class Schedule - Course requests due to Academic Publications office for inclusion in the Fall 2017 Class Schedule
- 1 Post Tenure Review - Deans to send notification letters to faculty scheduled for review
- 1 Tenure & Promotion - Dean of all colleges (except Arts and Sciences) uploads the recommendations and notifies the Provost administrator. The Dean notifies (in writing) each candidate and each candidate's Chair/Director of their positive or negative recommendation for candidates being simultaneously considered for Tenure and Promotion or for Tenure only. The College of Arts and Sciences materials are due January 16. (Faculty Handbook, 3.7)
- 1 Progress -Toward -Tenure - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification
- 1 Renewable Term - Deans/Chairs/Directors notice of written evaluation and reappointment deadlines notification (not appointed for 3<sup>rd</sup> year)
- TBD Faculty Research and Creative Activity Awards – Nominations due from Academic Units to Office of the Vice President for Research, Norman Campus, for the Faculty Research and Creative Activity Awards for review and recommendation
- 1 Non-reappointment - Deans notify Provost of second-year tenure-track and renewable term faculty not being reappointed to third year (Faculty Handbook, 3.5.4 or 3.5.5)



- 1 Faculty Evaluation Forms - Provost distributes memo on Faculty Evaluation. Evaluation forms are due by April 1
- 1 Conflict of Interest, External Employment and Extra Compensation – Online Conflict of Interest Disclosure Form and Faculty Planning and Approval Forms on External Employment and Extra Compensation Assignments within the University should be completed by December 1
- TBD OU Board of Regents Meeting - Location: TBD
- 6 Deans' Council Meeting - 9 a.m. in Provost's Conference Room, Evans Hall 103
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