



Report/Actionable Item	Deadline/Due Date
Faculty Workload Compliance for Summer	August 1
Hiring Packets and/or ePAFs for Fall	August 1
Small Class Report for Fall	8th Class Day
Attendance Initiative for Fall	12th Class Day
Third-Fifth Year Non-Reappointment Letters	August 31
DL, GAF, Adv Fee Distribution	20th Class Day
Written Materials Request	Last Friday in September
Faculty Workload Compliance for Fall	October 1
University Textbook Selections for Spring Semester	October 1
Outside Employment	1st Monday in October
Faculty Promotion Roster	1st Monday in October
Tenure Track Faculty Roster	1st Monday in October
Post Tenure Faculty Roster	1st Monday in October
Faculty Developmental Leave	3rd Monday in October
Piper Professor Nomination (see note 1 below)	3rd Monday in October
Faculty Development Leave Spring Semester Report Due	November 1
Distinguished Professor Recommendation to Provost	3rd Monday in November
Second Year Non-Reappointment Letters	December 15
Hiring Packets and/or ePAFs for Spring	December 15
Begin Budget Process for Upcoming Academic Year	early January
Faculty Certified to Stand Tenure	mid-January
Promotion/Tenure Portfolio Submission	mid-January
Evaluation of Probationary Faculty	mid-January
New Initiative/HEF Requests to Provost	mid-January
Small Class Report for Spring	8th Class Day
Attendance Initiative for Spring	12th Class Day
DL, GAF, Adv Fee Distribution	20th Class Day
Off-Campus Course List	Last Friday in February
Faculty Emeritus Recommendations	1st Monday in March
Regent Professor Nomination (see note 2 below)	1st Monday in March
Tenure and Promotion Recommendations to President	early March
Faculty Workload Compliance for Spring	March 1
First Year Non-Reappointment Letters	March 1
University Textbook Selections for Summer Sessions	March 1
Post Tenure portfolio submission deadline	March 15
Annual Inventory	mid-to-late March
Tenure and Promotion award/regret letters	late March
University Textbook Selections for Fall Semester	April 1



Sam Houston State University

Division of Academic Affairs
Office of the Provost
Report & Actionable Item Deadlines, FY2021
(as of 20200626)

Report/Actionable Item	Deadline/Due Date
Budget Entry into Workiva	late January/early February
Staff Evaluations	early April
Regent Teacher Nomination	3rd Monday in April
Faculty Market Adjustment Requests	mid-April
Post Tenure Review letters	late April
Hiring Packets and/or ePAFs for Summer	May 1
Faculty Developmental Leave Fall Semester Report Due	May 1
Faculty and Staff Merit	late May
Small Class Report for Summer I	2nd Class Day
Attendance Initiative for Mini-Mester & Summer I	4th Class Day
Small Class Report for Summer II	2nd Class Day
DL, GAF, Adv Fee Distribution	4th Class Day
Attendance Initiative for Summer II	4th Class Day

Notes:

- 1) Provost and Dean will nominate
- 2) Dean will nominate; must be distinguished professor to be nominated