Sam Houston State University
Office of the Provost
Academic Affairs

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
Faculty CV & Syllabi Uploaded	12th Class Day each semester (4th class Day for summer)
Federal Aid Eligibility Validation for Fall	12th Class Day
Third-Fifth Year Non-Reappointment Letters	August 31
Headcounts for DL Fee Distribution - Fall and Spring	20th Class Day
Faculty-Authored Materials Request for Spring Semester	mid-September
Faculty Workload Compliance for Fall	October 1
Tenure Unit Performance Standards Submissions	October 1
University Textbook Selections for Spring Semester	October 1
Outside Employment	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
College Workload Handbook Submissions	November 1
Staff Reclassification Requests in Division Authority for March effective date	November 1-15
Staff Market Adjustment Memos to VPAA for 3/1 effective date	November 15
Distinguished Professor Recommendation to Provost	3rd Monday in November
Hiring Packets and/or ePAFs for Spring	December 15
Second Year Non-Reappointment Letters	December 15
Begin Budget Process for Upcoming Academic Year	early January
Promotion/Tenure Portfolio Submission	2nd Monday in January
Budget Entry into Workiva	Late January/February
Probationary Faculty Portfolio Submission	February 1
Post Tenure Portfolio Submission	February 1
Small Class Report for Spring	8th Class Day
Federal Aid Eligibility Validation for Spring	12th Class Day
Faculty-Authored Materials Request for Summer	mid-February
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
Regent Teacher Nomination	1st Monday in March

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Faculty Workload Compliance for Spring	March 1
First Year Non-Reappointment Letters	March 1
Non-Tenure Track Non-Reappointment Letters	March 1
University Textbook Selections for Summer Sessions	March 1
Faculty-Authored Materials Request for Fall Semester	mid-March
Summer Funding Requests	mid-March
Fund Balance Budgeting Requests for upcoming FY	Late March
Tenure and Promotion Recommendations to President	early April
University Textbook Selections for Fall Semester	April 1
Faculty Market Adjustment Requests	mid-April
Tenure and Promotion award/regret letters	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
Small Class Report for Summer I/Full	2nd Class Day
Staff Reclassification Requests in Division Authority for October effective date	June 1-15
Staff Market Adjustment Memos to VPAA for 10/1 effective date	June 15
Federal Aid Eligibility Validation for Mini-Mester & Summer I	4th Class Day
Federal Aid Eligibility Validation for Full Summer	12th Class Day
Small Class Report for Summer II	2nd Class Day
Headcount for DL Fee Distribution - Summer	4th Class Day
Federal Aid Eligibility Validation for Summer II	4th Class Day

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