

# ARTS & SCIENCES DEPARTMENT HEADS' CALENDAR 2017 - 2018

(subject to revision)

<i>DATE</i>	<i>EVENT</i>	<i>RESPONSIBLE OFFICE</i>
<b>AUGUST 2017</b>		
August 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
August 3 (12:00PM-4:50PM)	Provost's New Department Heads' Orientation (334 Haslam Business Building)	Andy Kramer Marla Roberts (PV)
August 3 (5:00PM-6:00PM)	Provost's New Department Heads' Reception (Tyson Alumni House)	Andy Kramer Marla Roberts (PV)
August 7 (12:00PM-5:00PM) 8 (8:00AM-12:00PM)	Provost's New Faculty Orientation (203 Haslam Business Building)	Andy Kramer Marla Roberts (PV)
August 7 (5:00PM-6:30PM)	Provost's New Faculty Welcome Reception (West Club – Neyland Stadium)	Andy Kramer Marla Roberts (PV)
August 8 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
August 15	Monthly Payroll Approval due (and HR deadline for payroll transactions for same month)	Finance, Audit, & College Staff
August 16 (8:30AM-5:00PM)	Fall Kick-Off Meeting for Department Heads - Department Heads' Retreat (Holiday Inn-World's Fair Park)	Deans, Directors Teresa Volkodav
August 18 (Suggested)	Annual evaluations, faculty workloads, & retention materials due to Department	Andy Kramer Marla Roberts (PV)
August 18	Graduate Student Travel Award applications due to College	Todd Moore Robin Witherspoon (DS)
August 22 (8:30AM-3:00PM)	New Department Heads' Orientation (308H Ayres Hall)	Deans, Directors Marla Roberts
August 22 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
August 23	Teaching overload requests for lecturers due to College	Chuck Collins Pat Anthony
August 25 (4:00PM-6:00PM)	Welcome Reception for New Faculty & Promotion/Tenure Recognition (School of Music – Atrium & Recital Hall)	Theresa Lee Teresa Volkodav
August 25	Procurement Card Approval due	Finance, Audit, & College Staff
August 28 (2:00PM-4:00PM)	New Heads' Training – Annual & Retention Reviews (401 Ayres Hall)	Andy Kramer Marla Roberts
August 28	Department Heads' Workload & Self Evaluation materials due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
August 28	IDP Chairs' Self Evaluation materials due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
August 28	Research Center Directors' Self Evaluation materials due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
August 29 (12:30PM-5:00PM) 30 (8:00AM-6:00PM)	Academic Leadership Retreat for Deans, Directors, & Department Heads (UT Conference Center, 4 <sup>th</sup> Floor)	Andy Kramer Marla Roberts (PV)
August 31 (5:15PM-8:30PM)	New Faculty Dinner (Calhoun's on the River, 400 Neyland Drive)	Andy Kramer Marla Roberts

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<b>SEPTEMBER 2017</b>		
September 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
September 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
September 4	Lab assignments of new faculty due to College	Chris Boake Drew Haswell
September 5 (9:30AM–11:00AM)	Provost's Promotion & Tenure Workshop (102/103/104 Black Cultural Center)	Andy Kramer Marla Roberts (PV)
September 5 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
September 5 (3:00PM-5:00PM) 6 (8:30AM-10:30AM)	New Faculty Training Workshop 1 - Curriculum, Advising, & Academic Policies (for new T/TT & NTT faculty) (308H Ayres) (send attendees list to M. Roberts mrober56@utk.edu, by 8/21/17)	Chuck Collins Missy Parker Marla Roberts
September 7	Proposed curriculum changes due to College office for those changes to be considered by College Curriculum Committee in the Fall Meeting for inclusion in 2018 catalog.	Chuck Collins Pat Anthony
September 8 (1:25PM-2:15PM)	College Teaching Council Meeting (401 Ayres Hall)	Chuck Collins
September 12 (3:00PM-5:00PM) 13 (8:30AM-10:30AM)	New Faculty Training Workshop 2 – Academic Fundamentals & Research (for new T/TT faculty) (308H Ayres Hall) (send attendees list to M. Roberts, mrober56@utk.edu, by 8/21/17)	Andy Kramer, Chris Boake, Marla Roberts Ann Robinson-Craig
September 13 (1:30PM–3:00PM) 14 (2:00PM-3:30PM)	Provost's Promotion & Tenure Workshops (102/103/104 Black Cultural Center)	Andy Kramer Marla Roberts (PV)
September 14 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
September 15	Monthly Payroll Approval due (and HR deadline for payroll transactions for same month)	Finance, Audit, & College Staff
September 15	Reports for results of assessments of learning objectives from AY 16-17 due in ComplianceAssist.	Chuck Collins Pat Anthony
September 19 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
September 19 (3:40PM-5:20PM)	Arts & Humanities Divisional Curriculum Committee Meeting (308H Ayres Hall)	Chuck Collins Pat Anthony
September 20 (3:40PM-5:20PM)	Natural Sciences Divisional Curriculum Committee Meeting (308H Ayres Hall)	Chuck Collins Pat Anthony
September 21 (3:40PM-5:20PM)	Social Sciences Divisional Curriculum Committee Meeting (308H Ayres Hall)	Chuck Collins Pat Anthony
September 25 (8:00AM-9:00AM)	Provost's Coffee and Conversation for T/TT & NTT Faculty (Stokely Family Residence Hall – Private Dining Room, Fresh Food Company)	Andy Kramer Marla Roberts (PV)
September 25	Procurement Card Approval due	Finance, Audit, & College Staff
September 25 (3:30PM-5:00PM) 26 (10:00AM-11:30AM)	College Promotion & Tenure Workshops (308H Ayres Hall)	Andy Kramer Marla Roberts
September 26 (2:00PM-4:00PM)	New Heads' Training – Promotion & Tenure (401 Ayres Hall)	Andy Kramer Marla Roberts
September 26 (3:40PM-5:20PM)	Connections and Global Challenges Committee Meeting (308H Ayres Hall)	Chuck Collins Pat Anthony

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September 29	Departments & Schools select learning objectives to be assessed in AY 17-18	Chuck Collins Pat Anthony
September TBA (5:30PM-7:30PM)	Mentoring Matrix Fall Kick-off Event (Location TBD)	Andy Kramer Marla Roberts
Late September, TBA	SARIF Equipment & Infrastructure Fund Proposals due to College	Chris Boake Drew Haswell (ORE)
<b>OCTOBER 2017</b>		
October 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
October 2	Ready for the World Proposals due to College	Lynn Sacco (PV)
October 2	Tenure/Tenure-Track Faculty Annual Evaluations & Retentions due to College (submit materials in Online Faculty Review System)	Andy Kramer Marla Roberts (PV)
October 2	Faculty Development Leave applications for 2018-2019 due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
October 3 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
October 3 (3:40PM-5:20PM)	College Curriculum Committee Meeting (308H Ayres Hall)	Chuck Collins Pat Anthony
October 6	College Convocation Cunningham Award nominations due (submit to P. Anthony, panthony@utk.edu, by 5:00pm)	Chuck Collins Pat Anthony
October 6	College Convocation Teaching Awards nominations due (submit to P. Anthony, panthony@utk.edu, by 5:00pm)	Chuck Collins Pat Anthony
October 6	College Convocation Award Nominations due to College <ul style="list-style-type: none"> <li>• Distinguished Research Career at UT (Boake)</li> <li>• Diversity Leadership Award (Batey)</li> <li>• Excellence in Research &amp; Creative Achievement (Boake)</li> <li>• Faculty Academic Outreach Awards (Volkodav)</li> <li>• Faculty Advising Awards (Parker)</li> <li>• New Research, Scholarly, &amp; Creative Projects in the Arts &amp; Humanities (Boake)</li> </ul>	Theresa Lee, Angie Batey, Chris Boake, Missy Parker, Teresa Volkodav
October 10 (2:00PM-4:00PM)	New Heads' Training – Curriculum, Advising, & Academic Policies (401 Ayres Hall)	Chuck Collins Missy Parker Marla Roberts
October 12 (9:00AM-10:00AM)	Provost's Coffee and Conversation for T/TT & NTT Faculty (Stokely Family Residence Hall – Private Dining Room, Fresh Food Company)	Andy Kramer Marla Roberts (PV)
October 12 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
October 13 (1:25PM-2:15PM)	College Teaching Council Meeting (401 Ayres Hall)	Chuck Collins
October 16	Monthly Payroll Approval due (and HR deadline for payroll transactions for same month)	Finance, Audit, & College Staff
October 17 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
October 19	Target of Opportunity Proposals due to College (if applicable) (submit proposals to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
October 23 (3:00PM-4:30PM) 24 (10:00AM-11:30AM)	College Lecturer Promotion Workshops (308H Ayres Hall)	Andy Kramer Marla Roberts
October 25	Procurement Card Approval due	Finance, Audit, & College Staff

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October 31 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
October TBA	General Education Course Proposals and Changes due to General Education Committee	General Education Committee
<b>NOVEMBER 2017</b>		
November 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
November 1 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
November 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
November 8 (9:00AM-10:00AM)	Provost's Coffee and Conversation for T/TT & NTT Faculty (Stokely Family Residence Hall – Private Dining Room, Fresh Food Company)	Andy Kramer Marla Roberts (PV)
November 8 (9:30AM-11:00AM) 8 (3:00PM-4:30PM) 14 (9:30AM-11:00AM)	Provost's Lecturer Promotion Workshop (102/103/104 Black Cultural Center)	Andy Kramer Marla Roberts (PV)
November 9 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
November 13	Research Incentive Program bonus plans due to College	Chris Boake Drew Haswell
November 14 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
November 14 (2:00PM-3:00PM)	New Heads' Training – Summer School & CIP Funding (401 Ayres Hall)	Chuck Collins Marla Roberts
November 15	Monthly Payroll Approval due (and HR deadline for payroll transactions for same month)	Finance, Audit, & College Staff
November 15 (5:30PM-8:30PM)	Provost's Mic/Nite (Relix Variety Theatre)	Andy Kramer Marla Roberts (PV)
November 17 (1:25PM-2:15PM)	College Teaching Council Meeting (401 Ayres Hall)	Chuck Collins
November 17	Deadline for Fall 2017 CCTST Administration	Chuck Collins Pat Anthony (PV)
November 17	David & Katherine White Undergraduate Teaching Award	Chuck Collins Pat Anthony
November 25	Procurement Card Approval due	Finance, Audit, & College Staff
November 28 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
November TBA	FCUP/SCUP Requests (ONLY IF FUNDS ARE AVAILABLE)	Chris Boake Drew Haswell (OIT)
<b>DECEMBER 2017</b>		
December 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
December 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
December 1	IDP Chairs to transmit to the IDP Director non-tenure track faculty names, specific classes, payment and time information for Spring Semester 2018	Lynn Sacco
December 1	IDP Chairs to transmit to the IDP Director GTA names and course assignments for those appointed to teach in the IDP for Spring Semester 2018	Lynn Sacco

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December 1	IDP Chairs to transmit to the IDP Director faculty names, home departments, and course assignments for those co-teaching for Spring Semester 2018	Lynn Sacco
December 1	At least two P&T Departmental Recommendations due to College (submit dossiers to M. Roberts; mrober56@utk.edu; 312 Ayres Hall)	Andy Kramer Marla Roberts (PV)
December 7 (6:00 PM)	Dean's Honors Dinner (Location TBD)	Theresa Lee Teresa Volkodav
December 8	Graduate Student Travel Award applications due to College	Todd Moore Robin Witherspoon (DS)
December 11	Monthly Payroll Approval due (and HR deadline for payroll transactions for same month)	Finance, Audit, & College Staff
December 12 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
December 14 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
December 14	Graduate Hooding Ceremony - refer to the Office of the University Registrar's Website (Thompson-Boling Assembly Center & Arena)	Theresa Lee Teresa Volkodav (GS)
December 15	University's Fall Commencement Ceremony - refer to the Office of the University Registrar's Website (Thompson-Boling Assembly Center & Arena)	Theresa Lee Teresa Volkodav (REG)
December 18	Proposed Summer School Offerings due to College	Chuck Collins Pat Anthony (PV)
December 18	Teaching plans for AY 18-19 due to College	Chuck Collins Pat Anthony
December 22 (12:00PM)	Bi-weekly Payroll Approval due	Finance, Audit, & College Staff
December 25 (5:00PM)	Procurement Card Approval due	Finance, Audit, & College Staff
December TBA	Graduate Placement Information due to College	Todd Moore Robin Witherspoon
<b>JANUARY 2018</b>		
January 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
January 2	Ready for the World Proposals due to College	Lynn Sacco (PV)
January 3	Remainder of P&T departmental recommendations due to the College (submit dossiers to M. Roberts; mrober56@utk.edu; 312 Ayres Hall)	Andy Kramer Marla Roberts (PV)
January 8	Alexander Prize/Macebearer & Jefferson nominations due to the College (& SEC Faculty Achievement Award nominations) (submit nominations to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
January 9	Department notifies College of those standing for Lecturer Promotion (submit list to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
January 10	Teaching overload requests for lecturers due to College	Chuck Collins Pat Anthony
January 11 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav



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January 17 (2:00PM-4:00PM)	New Heads' Training – Budget Planning & Start-Up Commitments (401 Ayres Hall)	Ann Robinson-Craig Chris Boake
January 25	Procurement Card Approval due	Finance, Audit, & College Staff
January 25	UTK Leadership Program nominations due to College (submit nominations to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
January TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
January TBA	Academic & Budget Planning meetings	Theresa Lee Andy Kramer Teresa Volkodav
Late January - Early February, TBA	Proposed curriculum changes due to College office for those changes to be considered by College Curriculum Committee in the Spring Meeting for inclusion in 2019 catalog.	Chuck Collins Pat Anthony
<b>FEBRUARY 2018</b>		
February 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
February 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
February 2	Data on SERF usage due to the College	Chris Boake Drew Haswell
February 8 (3:30-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
February 13 (2:00PM-4:00PM)	New Heads' Training – Searches, Interviewing, & Hiring Process for New Faculty (401 Ayres Hall)	Andy Kramer Chris Boake Marla Roberts
February 15	Non-Tenure-Track Faculty Annual Evaluations due to College (submit materials in Online Faculty Review System)	Andy Kramer Marla Roberts (PV)
February 19	SEC Academic Leadership Development Program nominations due to College (submit nominations to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
February 21	Lecturer Promotion Dossiers due to College (submit dossiers to M. Roberts; mrober56@utk.edu; 312 Ayres Hall)	Andy Kramer Marla Roberts (PV)
February 22	College Elected Committees Nominations due to College (submit nominations to M. Roberts; mrober56@utk.edu; 312 Ayres Hall)	Andy Kramer Marla Roberts (PV)
February 25	Procurement Card Approval due	Finance, Audit, & College Staff
February TBA	Divisional Curriculum Committee Meetings, Connections and Global Challenges Meeting, College Teaching Council, & Curriculum Committee Meeting (Location TBD)	Chuck Collins Pat Anthony
February TBA	Chancellor's Citations/Graduate Teaching Awards nominations due	Todd Moore Robin? (PV)
February TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
<b>MARCH 2018</b>		
Early March, TBA	Tech Fee requests due to College	Chris Boake Cathy Parks (OIT)

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March 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
March 1	Department notifies College of those standing for P&T & Promotion in AY 2017-18 (submit list to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
March 1	Early P&T & Promotion Requests for AY 2017-18 due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
March 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
March 6 (2:00PM-4:00PM)	New Heads' Training – RFP Process (401 Ayres Hall)	Andy Kramer, Chris Boake, Chuck Collins, Marla Roberts Ann Robinson-Craig
March 8 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
March 8 (5:30PM-8:30PM)	Provost's Mic/Nite (Relix Variety Theatre)	Andy Kramer Marla Roberts (PV)
March 21	Mary Lynn Glustoff Staff Awards nominations due to College (submit nominations to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
March 22	Future Faculty Program nominations due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts (PV)
March 23	Haines-Morris Awards proposals due to College (submit proposals to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
March 24	Departmental faculty commitments for commencement	Theresa Lee Teresa Volkodav
March 25	Procurement Card Approval due	Finance, Audit, & College Staff
March 31	Deadline for Regular Staff Annual Performance Evaluations to be signed and submitted directly to UT Human Resources	Andy Kramer Marla Roberts (HR)
March TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
<b>APRIL 2018</b>		
April 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
April 2	Ready for the World Proposals due to College	Lynn Sacco (PV)
April 2	Distinguished Professorships in Humanities nominations due to College (submit nominations to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
April 2	Lindsay Young Professorships performance evaluations due to College (submit materials to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
April 10 (9:00AM-10:30AM) 11 (1:30PM-3:00PM)	Provost's Promotion & Tenure Workshops (102/103/104 Black Cultural Center)	Andy Kramer Marla Roberts (PV)
April 12 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
April 17 (3:30PM-5:00PM) 20 (9:00PM-10:30AM)	College Promotion & Tenure Workshops (308H Ayres Hall)	Andy Kramer Marla Roberts
April 24	Deadline for Spring 2018 CCTST Administration	Chuck Collins

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		Pat Anthony (PV)
April 25	Procurement Card Approval due	Finance, Audit, & College Staff
April 27	Graduate Student Travel Award applications due to College	Todd Moore Robin Witherspoon (DS)
April 30	Startup Carryover Requests due to the College	Chris Boake Robin Witherspoon (ORE)
April 30	Graduate Student Recruitment Costs due to College	Todd Moore Robin Witherspoon
April TBA	Student appointments for DSAC	Missy Parker Alex Benson
April TBA	Penley/Thomas/Allen Fellowship applications due to College	Todd Moore
April TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
<b>MAY 2018</b>		
May 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
May 1	Ready for the World Proposals due to College	Lynn Sacco (PV)
May 3 (5:15PM-8:30PM)	New Faculty End-of-the-Year Event (Location TBD)	Andy Kramer Marla Roberts
May 7 (5:30PM-7:30PM)	Mentoring Matrix Spring Retreat (Location TBD)	Andy Kramer Marla Roberts
May 9	Faculty Request to Search due to College (submit proposals to M. Roberts; mrober56@utk.edu)	Andy Kramer Marla Roberts
May 10	Graduate Hooding Ceremony - (refer to the Office of the University Registrar's Website)	Theresa Lee Teresa Volkodav (GS)
May 12 (9:00AM)	College Spring Commencement Ceremony	Theresa Lee Teresa Volkodav
May 17 (3:30PM-5:00PM)	Department Heads' Meeting (308H Ayres Hall)	Theresa Lee Teresa Volkodav
May 22 (3:00PM-5:00PM)	Annual College Staff Appreciation Event (Location TBD)	Deans, Directors, Marla Roberts, Teresa Volkodav
May 25	Procurement Card Approval due	Finance, Audit, & College Staff
May 25	Parking hangtag & orange dot requests due to College	Theresa Lee Teresa Volkodav (PS)
May TBA	Departments & Schools to complete data collection for learning objective assessments (AY 17-18)	Chuck Collins Pat Anthony (PV)
May TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
<b>JUNE 2018</b>		
June 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
June 1 (suggested)	P&T External Letters Request from Department with due date of Aug 12	Andy Kramer Marla Roberts
June 1	SARIF reimbursement requests due to College	Chris Boake Drew Haswell



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		Robin Witherspoon
June 15	Science Alliance Report due to College	Chris Boake Robin Witherspoon (SA)
June 25	Procurement Card Approval due	Finance, Audit, & College Staff
June TBA	Approval of monthly ledgers & payrolls	Finance, Audit, & College Staff
<b>JULY 2018</b>		
July 1	Monthly Ledgers must be approved electronically in IRIS no more than 30 days after the ledgers have been reconciled by staff.	Finance, Audit, & College Staff
July 1	IDP Chairs to transmit to the IDP Director non-tenure track faculty names, specific classes, payment and time information for Fall Semester 2018	Lynn Sacco
July 1	IDP Chairs to transmit to the IDP Director GTA names and course assignments for those appointed to teach in the IDP for Fall Semester 2018	Lynn Sacco
July 1	IDP Chairs to transmit to the IDP Director faculty names, home departments, and course assignments for those co-teaching for Fall Semester 2018	Lynn Sacco
July 15	Names of AY 18-19 departmental representatives for Divisional Curriculum Committees due to College	Chuck Collins Pat Anthony
July TBA	Approval of monthly ledgers, procurement cards, & payrolls	Finance, Audit, & College Staff

## CAS OFFICE COLOR KEY

<b>Angie Batey:</b> <b><u>Associate Dean for Diversity</u></b>	<b>Chris Boake:</b> <b><u>Associate Dean for Research &amp; Facilities</u></b>	<b>Chuck Collins:</b> <b><u>Associate Dean for Academic Programs</u></b>	<b>Andy Kramer:</b> <b><u>Associate Dean for Academic Personnel</u></b>	<b>Theresa Lee:</b> <b><u>Dean</u></b>
<b>Todd Moore:</b> <b><u>Associate Dean for Graduate Studies</u></b>	<b>Missy Parker:</b> <b><u>Director of Advising Services</u></b>	<b>Ann Robinson-Craig:</b> <b><u>Director of Budget &amp; Finance</u></b>	<b>Lynn Sacco:</b> <b><u>Director for Interdisciplinary, International, &amp; Experiential Programs</u></b>	<b>Multi-Group Meeting</b>

## COORDINATING OFFICE KEY

DS	DEAN OF STUDENTS	PS	PARKING SERVICES
GS	GRADUATE SCHOOL	PV	PROVOST
HR	HUMAN RESOURCES	REG	OFFICE OF THE REGISTRAR
OED	OFFICE OF EQUITY & DIVERSITY	SA	SCIENCE ALLIANCE
OIT	OFFICE OF INFORMATION TECHNOLOGY	TTLG	TENNESSEE TEACHING & LEARNING CENTER
ORE	OFFICE OF RESEARCH AND ENGAGEMENT	UGAA	UNDERGRADUATE ACADEMIC AFFAIRS