

Marquette University Academic Planning
Annual Due Dates

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| New Program with resource needs concept papers | April 2 | cynthia.petrites@marquette.edu |
| New Program proposal with resource needs submitted via Course Leaf | June 1 | cynthia.petrites@marquette.edu |
| Discontinuation of degree program proposal submitted via Course Leaf | October 2 | cynthia.petrites@marquette.edu |
| New Program/Major/ Certificate without resource needs concept paper | August 1 | cynthia.petrites@marquette.edu |
| New Program/Major/ Certificate without resource needs proposal submitted via Course Leaf | November 19 | cynthia.petrites@marquette.edu |
| New Course | November 19 | John.Su@marquette |
| Deletion of Course | November 19 | John.Su@marquette |
| Course Modification submitted via Course Leaf | November 19 | John.Su@marquette |
| New Minor/Concentration/Specialization proposal submitted via Course Leaf | January 11 | cynthia.petrites@marquette.edu |
| Discontinuation of any program except degree proposal submitted via Course Leaf | January 11 | cynthia.petrites@marquette.edu |
| Department name change proposal submitted via Course Leaf | September 24 | cynthia.petrites@marquette.edu |
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| Regular Faculty: | | |
| Preliminary list of candidates submitted to Office of the Provost | June 1 | cynthia.petrites@marquette.edu |
| Dossiers presented to College/Area Committee | October 3- 15 | |
| Local committee completes review | October 25 | |
| Dean as has access to dossier (Course Leaf) | October 25 | |
| Dean communicates to candidate their recommendation and recommendation of local committee | November 1 | |
| Final list of candidates submitted to Office of the Provost | November 5 | cynthia.petrites@marquette.edu |
| Original dossier submitted to Office of the Provost /Course Leaf access removed from colleges | November 6 | cynthia.petrites@marquette.edu |
| Course Leaf access granted to University P&T committee | November 9 | gary.meyer@marquette.edu |
| | November 30 | |
| University P&T Committee meets | /December 1 | gary.meyer@marquette.edu |
| Participating Faculty: | | |
| List of candidates submitted to Office of the Provost | November 1 | cynthia.petrites@marquette.edu |
| Dossiers presented to College/Area Committee | November 15-30 | cynthia.petrites@marquette.edu |
| Final list of candidates and Original dossier submitted to Office of the Provost | December 17 | cynthia.petrites@marquette.edu |
| Emeritus: (For Spring Retirees retirement application received by) | December 1 | sally.doyle@marquette.edu |
| Submission of request to dean requesting emeritus/emerita status | December 15 | |
| Submission of current and complete curriculum vita to dean | January 2 | |
| Submission by dean of curriculum vitae and endorsement of Office of the Provost | February 1 | cynthia.petrites@marquette.edu |
| Emeritus: (For December Retirees retirement application received by) | February 1 | sally.doyle@marquette.edu |
| Submission of request to dean requesting emeritus/emerita status | February 1 | |
| Submission of current and complete curriculum vita to dean | March 1 | |
| Submission by dean of curriculum vitae and endorsement of Office of the Provost | April 1 | cynthia.petrites@marquette.edu |

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| Surrender of tenure phased benefits | December 1 | sally.doyle@marquette.edu |
| Submission of Dean Self-Assessments | March 24 | cynthia.petriles@marquette.edu |
| Submission of Direct Report Self-Assessments | March 24 | cynthia.petriles@marquette.edu |
| Submission of College/ School Annual Reports | June 23 | cynthia.petriles@marquette.edu |
| Submission of Direct Report Annual Reports | June 23 | cynthia.petriles@marquette.edu |
| Academic committees faculty replacement names due from colleges/schools | April 15 | cynthia.petriles@marquette.edu |
| University Academic Senate faculty replacement names due from colleges/schools | April 15 | cynthia.petriles@marquette.edu |
| Staff Annual Review | May 1 | |