

**IMPORTANT CAS & UWF DEADLINES**

REV: 2010/08/16

<b>TASK</b>	<b>DEADLINE</b>	<b>MORE INFO</b>	<b>LINK</b>	<b>SUBMISSION</b>
Adjunct Appointment Forms	3 weeks prior to start of each semester			Hard copy to Belinda Day
Syllabi	End of Drop/Add each semester	Syllabi must be posted for all required courses	<a href="http://www.uwf.edu/acad">www.uwf.edu/acad</a>	Online database
SACS/FACS Credentials	End of DROP/ADD each semester; new hires must activate Argus account and submit credentials before semester starts	Updated credentials (transcripts, vitae, two letters of recommendation and SACS form) required for all Instructors of Record (faculty, adjuncts, & GTAs)	<a href="http://www.uwf.edu/acad">www.uwf.edu/acad</a>	Electronic docs using link and hard copy to Judy Jones for personnel file
Graduate Assistantship Appointments	End of DROP/ADD each semester	Graduate students may be added after Drop/Add with pro-rated waiver		Contact Judy for spreadsheet
Graduate Student Pace/Merit Scholarship	January 20, 2012 (for fall 2011, spring 2012, summer 2012 awards)	Graduate students may be awarded Pace/Merit scholarships anytime before the January deadline		Contact Judy for spreadsheet
Staff Evaluations	2/1/2012 (tentative)	Deadline set by HR, but may change	<a href="https://jobs.uwf.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1265745735458">https://jobs.uwf.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1265745735458</a>	HR via Direct Supervisor
CAERS	Spring 2011 - August 29/Summer 2011 due September 23	Reports are due each semester	<a href="https://nautical.uwf.edu/utility/activityReporting/main.cfm">https://nautical.uwf.edu/utility/activityReporting/main.cfm</a>	Online using link
Course Scheduling	Spring courses due September, Summer & Fall courses due February	Notification comes from Registrar	<a href="https://nautical.uwf.edu/portalMenuModules/general/crs/sch.cfm?FuseAction=CourseRequest">https://nautical.uwf.edu/portalMenuModules/general/crs/sch.cfm?FuseAction=CourseRequest</a>	My Office tab - <a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>
Faculty Work Assignments - Fall & Spring	TBA		My Office tab - <a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>	Online using CAERS system and hard copy to Paula Wilson
Faculty Work Assignments -	3/1/2012	For summer semester		Hard copy to Belinda Day
Textbook orders	Summer by Mar 15; Fall by April 15; Spring by Oct. 15	E-mail bookstore or see website	<a href="http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&amp;storeId=10759&amp;demoKey=d&amp;catalogId=10001">http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&amp;storeId=10759&amp;demoKey=d&amp;catalogId=10001</a>	Online using link
P-Card Reconciliation	End of each month	Banner	My Office tab - <a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>	Online to Procurement
Grade Submission	Tues by 9 am after finals week each semester		<a href="https://nautical.uwf.edu/portalMenuModules/general/crs/sch.cfm?FuseAction=GradeSubmission">https://nautical.uwf.edu/portalMenuModules/general/crs/sch.cfm?FuseAction=GradeSubmission</a>	My Office tab - <a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>

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Yes/No Graduation List	Friday by noon after finals week each semester		<a href="https://nautical.uwf.edu/portalMenuModules/general/registrar.cfm?FuseAction=GraduationSubmission/">https://nautical.uwf.edu/portalMenuModules/general/registrar.cfm?FuseAction=GraduationSubmission/</a>	My Office tab - <a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>
Graduate Probation/Suspension List	End of semester	List available in Argus	<a href="http://argus.uwf.edu/">http://argus.uwf.edu/</a>	
Part-Time Adjunct & Graduate Teaching Assistant Review Forms	End of each semester	Forms found in FACS database	<a href="http://www.uwf.edu/acad">www.uwf.edu/acad</a>	Hard copy to Judy Jones
Faculty Annual Evaluations	TBA	Faculty member provides vitae & other materials to Chair as set in UWF Model for Annual Faculty Evaluation	<a href="http://uwf.edu/academic/facultyresources/pte/pte.cfm">http://uwf.edu/academic/facultyresources/pte/pte.cfm</a>	Submit to Department Chair
Faculty Annual Evaluations Due to the Dean	TBA	Chair adds his/her evaluation and forwards dossier, including faculty member's rejoinder, if any, to Dean	<a href="http://uwf.edu/academic/facultyresources/pte/pte.cfm">http://uwf.edu/academic/facultyresources/pte/pte.cfm</a>	Submit to Dean's Office
Annual Report	TBA (~June/July, 2012)	See link	<a href="http://uwf.edu/academic/policies/annualreports/annualreports.cfm">http://uwf.edu/academic/policies/annualreports/annualreports.cfm</a>	<a href="http://upic.uwf.edu/">http://upic.uwf.edu/</a>