SPECIAL DATES FOR FACULTY DEVELOPMENT

If date falls on weekend or holiday move to next business day. All dates are subject to change with proper notification.

SABBATICALS	2013-2014	2014-2015
Project Timeline	*Stated on Award Letter*	
Request for leave	Oct 15, 2012	Oct 21, 2013
Reports on activities for those taken during full year or spring	Nov 2, 2013	Nov 2, 2014
Funds	Fall Sabb.	Spring Sabb.
Business Office Deadline for Credit Card Purchases	Dec 15	Mar 15
Business Office Deadline: other types of reimbursements	Jan 24	Apr 24
Completion of Project	Jan 31	Apr 30
End of Year Report Due	Feb 1	Nov 2

COMPETITIVE FACULTY DEVELOPMENT (CFD) FACULTY-STUDENT PROJECTS (FSP)	2013-2014	2014-2015
Project Timeline	May 12, 2013 - May 10, 2014	May 11, 2014 - May 9, 2015
CFD and FSP Call for Proposals	Dec 2012	Dec 2013
CFD and FSP Proposals Due	Feb 2013	Feb 2014
CFD and FSP Acceptance/Denial notifications sent out	Mar 2013	Mar 2014
CFD and FSP Funds Available (day after commencement)	May 12, 2013	May 11, 2014
Faculty receive awarded stipend w/ monthly payroll	Jun and/or Jul 2013	June and/or Jul 2014
Business Office Deadline for Credit Card Purchases	Apr 18, 2014	Apr 17, 2015
Business Office Deadline: other types of reimbursements	Apr 29, 2014	April 28, 2015
Completion of Project	Apr 30, 2014	Apr 30, 2015
End of Year Report Due	Oct 8, 2014	Oct 8, 2015

TEACHING AND LEARNING WORKSHOP	2013-2014	2014-2015
Send letter of interest to John McCann	Jan 19, 2013	Jan 19, 2014
Workshop at Trinity University	Jun 2013 (1st wk)	Jun 2014 (1st wk)
End of Year Report	Oct 8, 2013	Oct 8, 2014

PROFESSIONAL DEVELOPMENT ACCOUNT (PDA)	2013-2014	2014-2015
Project Timeline	Jul 1, 2013 - Jun 30, 2014	Jul 1, 2014 - Jun 30, 2015
Funds Availabile	Jul 1, 2013	Jul 1, 2014
Business Office Deadline for Credit Card Purchases	Jun 18, 2014	June 18, 2015
Business Office Deadline: other types of reimbursements	Jun 24, 2014	Jun 23, 2015
Completion of Project	Jun 30, 2014	Jun 30, 2015

PROFESSIONAL FILES	2013-2014	2014-2015
Tenure-Year and Promotion Reviews	Aug 2013	Aug 2014
Second- and Fourth Year Reviews	Dec 2013	Dec 2014
Brief Annual Reports and Updated CV's	Apr 1, 2014	Apr 1, 2015

To view detailed information on the above programs go to
http://www.southwestern.edu/offices/provost/grants/internalsupport.php