

Marquette University Academic Planning
Annual Due Dates

Topic	Due Date	Point of Contact
Academic Program Deadlines		
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
Promotion and Tenure Deadlines		
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
University P&T Committee meets	November 30 /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)		
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)		
Submission of request to dean requesting emeritus/emerita status	February 1	sally.doyle@marquette.edu
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
Tenure Buy-out		
Surrender of tenure at the end of current academic year	December 1	sally.doyle@marquette.edu
Surrender of tenure at the end of fall academic term	February 1	sally.doyle@marquette.edu

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Surrender of tenure phased benefits	December 1	sally.doyle@marquette.edu
Academic Division Deadlines		
Submission of Dean Self-Assessments	March 24	cynthia.petrites@marquette.edu
Submission of Direct Report Self-Assessments	March 24	cynthia.petrites@marquette.edu
Submission of College/ School Annual Reports	June 23	cynthia.petrites@marquette.edu
Submission of Direct Report Annual Reports	June 23	cynthia.petrites@marquette.edu
Academic committees faculty replacement names due from colleges/schools	April 15	cynthia.petrites@marquette.edu
University Academic Senate faculty replacement names due from colleges/schools	April 15	cynthia.petrites@marquette.edu
Staff Annual Review	May 1	
Faculty Awards Deadlines		
Teaching Excellence Awards Nomination	November 9	John.Su@marquette
Way Klingler Teaching Enhancement Award Application	December 14	John.Su@marquette
Excellence in Diversity and Inclusion Faculty Award Nomination deadline	January 2	william.welburn@marquette.edu
Way Klingler Young Scholars Award	January 7	Jeanne.Hossenlopp@marquette.edu
Way Klingler Fellowship Awards	January 14	Jeanne.Hossenlopp@marquette.edu
Provost Initiatives		
Faculty Success Program		
Spring Program Application	October 1	gary.meyer@marquette.edu
Summer and Fall Program Application	March 15	gary.meyer@marquette.edu
Marquette FELOS (Faculty Exploring Leadership Opportunities) Application	November 1	gary.meyer@marquette.edu
Community Engaged Research Partnership Development Grant	March 26	daniel.bergen@marquette.edu
Faculty Diversity Fellowship Program Applications	April 1	william.welburn@marquette.edu
Budget/ Contract Deadlines		
Faculty Merit Increase Entry	Feb 15	sally.doyle@marquette.edu
Faculty Contracts	April 1	sally.doyle@marquette.edu
Staff merit Increase Entry	April 15	sally.doyle@marquette.edu
Operating Budget Request	June 30	sally.doyle@marquette.edu
Capital Budget Request	June 30	cynthia.petrites@marquette.edu
New Faculty Orientation		
	August 14-25	gary.meyer@marquette.edu