

Marquette University
Academic Planning
Annual Due Dates

Topic	Due Date	Point of Contact
Academic Program Deadlines		
New Program with resource needs concept papers	April 3	dale.kaser@marquette.edu
New Program proposal with resource needs submitted via Course Leaf	June 2	dale.kaser@marquette.edu
Discontinuation of degree program proposal submitted via Course Leaf	October 3	dale.kaser@marquette.edu
New Program/Major/ Certificate without resource needs concept paper	August 1	dale.kaser@marquette.edu
New Program/Major/ Certificate without resource needs proposal submitted via Course Leaf	November 7	dale.kaser@marquette.edu
New Course	November 20	John.Su@marquette
Deletion of Course	November 20	John.Su@marquette
Course Modification submitted via Course Leaf	November 20	John.Su@marquette
New Minor/Concentration/Specialization proposal submitted via Course Leaf	January 12	John.Su@marquette
Discontinuation of any program except degree proposal submitted via Course Leaf	January 12	John.Su@marquette
Department name change proposal submitted via Course Leaf	September 25	dale.kaser@marquette.edu
Promotion and Tenure Deadlines		
Regular Faculty:		
Preliminary list of candidates submitted to Office of the Provost	April 15	dale.kaser@marquette.edu
Dossiers presented to College/Area Committee	October 3- 15	
Final list of candidates submitted to Office of the Provost	October 17	dale.kaser@marquette.edu
Original dossier submitted to Office of the Provost /Course Leaf access removed from colleges	October 31	dale.kaser@marquette.edu
Course Leaf access granted to University P&T committee	November 4	gary.meyer@marquette.edu
University P&T Committee meets	December 4&5	gary.meyer@marquette.edu
Participating Faculty:		
List of candidates submitted to Office of the Provost	November 1	dale.kaser@marquette.edu
Dossiers presented to College/Area Committee	November 15-30	dale.kaser@marquette.edu
Final list of candidates and Original dossier submitted to Office of the Provost	December 16	dale.kaser@marquette.edu
Emeritus: (For Spring Retirees application received by)		
Submission of request to dean requesting emeritus/emerita status	December 1	sally.doyle@marquette.edu
Submission of current and complete curriculum vita to dean	December 15	
Submission by dean of curriculum vitae and endorsement of Office of the Provost	January 2	
Emeritus: (For December Retirees application received by)		
Submission of request to dean requesting emeritus/emerita status	February 1	dale.kaser@marquette.edu
Submission of current and complete curriculum vita to dean	February 1	sally.doyle@marquette.edu
Submission by dean of curriculum vitae and endorsement of Office of the Provost	February 1	
	March 1	
	April 1	dale.kaser@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
Surrender of tenure phased benefits	December 1	sally.doyle@marquette.edu

Academic Division Deadlines

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Submission of Dean Self-Assessments	March 24	dale.kaser@marquette.edu
Submission of Direct Report Self-Assessments	March 24	dale.kaser@marquette.edu
Submission of College/ School Annual Reports	June 23	dale.kaser@marquette.edu
Submission of Direct Report Annual Reports	June 23	dale.kaser@marquette.edu
Academic committees faculty replacement names due from colleges/schools	April 15	dale.kaser@marquette.edu
University Academic Senate faculty replacement names due from colleges/schools	April 15	dale.kaser@marquette.edu
Staff Annual Review	May 1	
Faculty Awards Deadlines		
Teaching Excellence Awards Nomination	November 11	John.Su@marquette
Way Klingler Teaching Enhancement Award Application	December 16	John.Su@marquette
Excellence in Diversity and Inclusion Faculty Award Nomination deadline	January 1	william.welburn@marquette.edu
Way Klingler Young Scholars Award	January 6	Jeanne.Hossenlopp@marquette.edu
Way Klingler Fellowship Awards	January 13	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	dale.kaser@marquette.edu
New Faculty Orientation		
	August 14-25	gary.meyer@marquette.edu