



Where leaders are made
August 20, 2009

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Vice President for Academic Affairs

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To: All Full-Time Faculty

From: Scott A. Chadwick, Ph.D.

Subject: **Application Deadlines:** Tenure & Promotion, Sabbaticals, Summer Research/Publication Fellowships, Summer Proposal Development Grants, Canisius Institute Professorships, Personal Leaves and New Program Proposals

Date: August 20, 2009

Evaluation 2009-2010 Deadlines for 2010-2011 Tenure and/or Promotion are:

October 1, 2009	Applications to Department Chairs
October 30, 2009	Chair's Recommendation to the Deans
November 30, 2009	Dean's Recommendation ready for Faculty Member's signature
March 15, 2010	Announcement

Deadlines for Sabbatical Applications for 2010-2011 are:

October 5, 2009	Applications to Department Chairs
November 2, 2009	Chair's Recommendation to the Deans
November 30, 2009	Dean's Recommendation to the Vice President
December 4, 2009	Vice President's Recommendation to the President
January 15, 2010	Announcement

Deadline for 2010-2011 Personal Leave Request:

December 1, 2009	Written Request to Dean
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Deadlines for Summer Research/Publication Fellowship Applications for 2010 are:

December 1, 2009	Applications to Department Chairs
December 14, 2009	Applications from Chairs to Deans
December 21, 2009	Dean's Recommendation to Committee
January 21, 2010	Committee's Recommendation to Academic Vice President
January 29, 2010	Announcement

Deadlines for Summer Proposal Development Grants for 2010 are:

December 1, 2009	Applications to Maryann Langlois/Sponsored Programs Office/ Room CT 313
February 1, 2010	Announcement

Deadlines for Canisius Institute Applications:

November 20, 2009	Applications to Dean's Office with Chair's signature
December 4, 2009	Applications to AVP's Office from Deans for Committee
January 19, 2010	Announcement

Deadlines for New Program Proposals:

September 30, 2009	Concept paper to New Program Review Committee (NPC)
October 15, 2009	Complete proposal submitted to Dean's Office
October 30, 2009	Dean's office submits proposal to NPC
December 1, 2009	NPC's Recommendation to Academic Vice President
January 31, 2010	Academic Vice President and Academic Program Board (APB) review proposal Announcement

Please refer to the appropriate sections of the Faculty Handbook for further details. Forms are available on our webpage http://www.canisius.edu/academic_affairs/documents.asp. Thank you for your attention.