

## Work Plan & Important Dates – Office of the Dean, Fine Arts

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<b>Date</b>	<b>Activity</b>	<b>Routing</b>	<b>Resources (LINKS)</b>
Ongoing – every 2 weeks	Processing Orion applications	Department to Office of the Dean	<a href="https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx">https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx</a>
September	Tenure/Promotion Files	Faculty member to Chair	Binders available at the Office of the Dean
September	Report on Budget, Resources & Planning Priorities	Dean to Faculty	
September	Raguin Scholarship	Graduate Advisors to Office of the Dean	Relevant forms distributed with call for nominations
September-November	Curriculum Cycle 1	Departments- Office of the Dean (Associate Dean)	
October	Annual Planning Template, Fine Arts Strategic Plan	Dean to finalize	<a href="https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx">https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx</a>
October	EPT Report	Unit heads submit online	<a href="https://www.uvic.ca/enhancedplanning/">https://www.uvic.ca/enhancedplanning/</a>
October	Study Leave Applications	Faculty member to Chair	
Mid-October	Academic Resource Plan	Dean to Provost	
Mid-October	Update Research Planning Template	Dean to VP Research	<a href="https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx">https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx</a>
End October	Fundraising Priority Setting	Dean, Development Officer to AVP- External Relations	
November-December	Timetabling	Departments	
February 1 – odd years	Biennial Salary Review Documentation	Faculty member to Chair; Chairs to Dean	<a href="https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx">https://connect.uvic.ca/sites/finearts/dean/forms/SitePages/Home.aspx</a>
March/ April	Faculty Budget Letter	Provost to Dean	
April/May	Unit Budget Letters	Dean to Chairs/Director	
May	Computer Acquisition Fund	Faculty member to Office of the Dean	Relevant forms distributed with call for applications
May	Academic Equipment Requests	Units to Office of the Dean	Relevant forms distributed with call for requests