



Faculty of Science, Office of the Dean  
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# MEMO

Date: August 25, 2023

To: Chairs/Director  
Faculty of Science

From: Peter Loock, Dean, Faculty of Science

Re: **DEADLINES – 2023-2024 ACADEMIC YEAR**

Many of the **DEADLINES** below are the dates from the Collective Agreement for submitting material to the Dean's office. Deadlines in the Collective Agreement that fall on a weekend can be changed to the next working day for submissions to the Dean's office.

## **Reappointment/continuing appointment/promotion/tenure (RCPT)**

- Advance notice from Chairs/Director of faculty who will be seeking reappointment, tenure, promotion and continuing Assistant and Associate Teaching Professors effective **July 1, 2024** **SEPT 15, 2023**
- Departmental Report on reappointment AND continuing appointment of Assistant and Associate Teaching Professor (Article 33.35.a) **OCT 15, 2023**
- Departmental Report on tenure (Article 33.35.b) **NOV 15, 2023**
- Departmental Report on promotion that will confer tenure (Article 33.35.b) **NOV 15, 2023**
- Departmental Report on promotion (Article 33.34.c) **JAN 15, 2024**

**NOTE:** Please refer to the [Faculty Collective Agreement](#) for RCPT departmental deadlines, which may differ from the above. The deadlines above are Chairs/Director's deadlines for submission to the Dean.

## **Deadlines below are by Date Order (& do not include RCPT):**

### **Faculty of Science Graduate Donor Awards**

Nominations due in Dean's office.

**AUG 5, 2024**

### **Graduate Curriculum changes - Cycle 1**

Deadline for academic units to approve curriculum changes in Kuali, thereby submitting the proposals to the Faculty Graduate Advisory Committee for review.

**SEP 14, 2023**

### **Undergraduate Curriculum changes - Cycle 1**

Deadline for academic units to approve curriculum changes in Kuali, thereby submitting the proposals to the Faculty UG Curriculum Committee and other groups for review.

**SEP 25, 2023**



<b><u>Academic Resource Planning (Unit Budget)</u></b>	TBC
Deadline for submission of departmental budget requests to <a href="mailto:sciefo@uvic.ca">sciefo@uvic.ca</a> .	
<b><u>Administrative Leave applications (for Unit Chairs/Director)</u></b>	OCT 1, 2023
Refer to Part 8, Section 36 in the <a href="#">Faculty Collective Agreement</a> .	
<b><u>Routine Capital Project Requests for the period April 2024 to March 2025</u></b>	TBC
Deadline for submission of departmental request to <a href="mailto:sciefo@uvic.ca">sciefo@uvic.ca</a> .	
<b><u>Study Leave applications</u></b>	OCT 31, 2023
Faculty are to submit their application directly to their Chair/Department by October 2. Chairs/Director are to submit their assessments to the Dean's office by October 31. Refer to Part 8, Section 34 of the <a href="#">Faculty Collective Agreement</a> .	
<b>Note:</b> Budgetary constraints may not permit all leave applications to be granted. Applicants' offices may need to be made available to house replacement appointments during their leave.	
<b><u>Graduate Curriculum changes - Cycle 2</u></b>	DEC 8, 2023
Deadline for academic units to approve curriculum changes in Kuali, thereby submitting the proposals to the Faculty Graduate Advisory Committee for review.	
<b><u>Undergraduate Curriculum changes - Cycle 2</u></b>	JAN 15, 2024
Deadline for academic units to approve curriculum changes in Kuali, thereby submitting the proposals to the Faculty UG Curriculum Committee and other groups for review.	
<b><u>Biennial Curriculum Vitae and Teaching Dossier update and Summary Statement for salary adjustments</u></b>	JAN 31, 2024
The PDF files should be uploaded onto <a href="#">Connect/Sharepoint</a> or emailed to <a href="mailto:scieoff@uvic.ca">scieoff@uvic.ca</a> . Guidelines are available from the Dean's office if required. Summary Statement: Refer to Section 4 in the <a href="#">Faculty Evaluation Policy</a> (Article 4.5).	
<b><u>Biennial Salary Evaluation Process</u></b>	MAR 1, 2024
Chairs' and Director's report of recommended assessment of unit members -excluding Chairs and Director- due in Dean's office.	
<b><u>Biennial report of External Professional Activities and Conflict of Interest</u></b>	MAR 1, 2024
A description of the nature and scope of all External Professional Activity (Section 48) and Conflict of Interest (Section 49) must be included in a form submitted biennially to the member's Chair/Director on or before <b>February 1</b> . Chairs/Director must file a personal biennial general disclosure with the Dean and a departmental summary by <b>March 1</b> . See the <a href="#">Faculty Collective Agreement</a> and <a href="#">conflict of interest and conflict of commitment</a> .	
<b><u>Science Undergraduate Research Awards (SURA) and Science Emerging Researcher Awards (SERA-UG)</u></b>	MAR 1, 2024
<a href="#">SURA and SERA applications</a> due in Dean's office.	



**Lansdowne proposals****MAR 15, 2024**

Proposals from eligible departments due in Dean's office. **Note:** A complete recommendation for appointment package must be forwarded to the Dean well in advance of the intended visit.

2023-24 eligible departments are **BCMB, PHYS, and SEOS**.

**Bob Wright Undergraduate Scholarship****MAR 15, 2024**

[Applications](#) due in Dean's office.

**Biennial Evaluation of Chairs & Director****MAR 31, 2024**

Each Chair and Director will submit for assessment, a statement describing their personal scholarship, teaching, and service record, the latter to include details about performance as Chair or Director.

**Rob and Tammy Lipson Research Scholarship****APR 30, 2024**

[Applications](#) due in Dean's office.

**Report on External Use of Unit Facilities****APR 30, 2024**

Per [Policy BP3440](#) on the use of university facilities of academic departments by external organizations or individuals. The report should be submitted by the Chair or Director on behalf of the Unit and is to include details on all active Facility bookings during the preceding year, the amount of revenue derived from each, and how the Department has used such revenues (Refer to article 14 in the Procedure for External Users Booking Academic Department Facilities).

**Teaching, Research and Staff Excellence Awards****MAY 31, 2024**

Nominations for [awards](#) due in Dean's office.

Terms of Reference: [Teaching Excellence](#), [Research Excellence](#), [Staff Excellence](#)

**Annual Review of Non-tenured Faculty****MAY 31, 2024**

A courtesy copy of the annual review is sent to the Dean. All annual reviews will be required when a non-tenured faculty member is considered for reappointment and tenure.

**Leave without pay**

There is no deadline. However, faculty and staff members should submit their requests well in advance of the proposed leave date if possible.

**These deadlines are posted on the Faculty of Science website at:**

<https://www.uvic.ca/science/facultystaff/forms/index.php>

