



Faculty of Science, Office of the Dean
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MEMO

Date: September 13, 2021

To: Chairs/Director
 Faculty of Science

From: Peter Loock, Dean, Faculty of Science

Re: **DEADLINES – 2021-2022 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, 2022** **SEPT 15, 2021**
- Departmental Report on reappointment AND continuing appointment of Assistant and Associate Teaching Professor (Article 33.34.a) **OCT 15, 2021**
- Departmental Report on tenure (Article 33.34.b) **NOV 15, 2021**
- Departmental Report on promotion that will confer tenure (Article 33.34.b) **NOV 15, 2021**
- Departmental Report on promotion (Article 33.34.c) **JAN 15, 2022**

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 **AUG 13, 2021**
 Nominations due in Dean's office.

Graduate Curriculum changes - Cycle 1 **SEP 15, 2021**
 Deadline for academic units to approve curriculum changes in Kuali, thereby submitting the proposals to the Faculty Graduate Advisory Committee for review.

Change of Course Delivery Requests for spring term 2022 **SEP 17, 2021**
 Request to change spring term 2022 course's delivery mode due in Dean's office.



<u>Undergraduate Curriculum changes - Cycle 1</u>	SEP 27, 2021
Deadline for academic units to approve curriculum changes in Quali, thereby submitting the proposals to the Faculty UG Curriculum Committee and other groups for review.	
<u>Academic Resource Planning (Unit Budget)</u>	SEP 30, 2021
Deadline for submission of departmental budget requests to sciefo@uvic.ca .	
<u>Planning Tools (formerly EPT, Enhanced Planning Tools)</u>	OCT 1, 2021
Report due for Sections 2-4, Academic Area Questions, Administrative and Service Area Questions and Data Packet Questions	
PT website: https://www.uvic.ca/enhancedplanning/reporting/index.php	
FAQs: https://www.uvic.ca/enhancedplanning/help/faqs/index.php	
<u>Administrative Leave applications (for Unit Chairs/Director)</u>	OCT 1, 2021
Refer to Part 8, Section 36 in the Faculty Collective Agreement .	
<u>Routine Capital Project Requests for the period April 2022 to March 2023</u>	OCT 5, 2021
Deadline for submission of departmental request to sciefo@uvic.ca .	
<u>Study Leave applications</u>	OCT 31, 2021
Faculty are to submit their application directly to their Chair/Department by October 1. Chairs/Director are to submit their assessments to the Dean's office by October 31. Refer to Part 8, Section 34 of the Faculty Collective Agreement .	
Note: 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.	
<u>Graduate Curriculum changes - Cycle 2</u>	DEC 10, 2021
Deadline for academic units to approve curriculum changes in Quali, thereby submitting the proposals to the Faculty Graduate Advisory Committee for review.	
<u>Undergraduate Curriculum changes - Cycle 2</u>	JAN 17, 2022
Deadline for academic units to approve curriculum changes in Quali, thereby submitting the proposals to the Faculty UG Curriculum Committee and other groups for review.	
<u>Teaching, Research and Staff Excellence Awards</u>	MAR 1, 2022
Nominations for awards due in Dean's office.	
Terms of Reference: Teaching Excellence , Research Excellence , Staff Excellence	
<u>Science Undergraduate Research Awards (SURA) and Science Emerging Researcher Awards (SERA)</u>	MAR 1, 2022
SURA and SERA applications due in Dean's office.	
<u>Lansdowne proposals</u>	MAR 15, 2022
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.	
2022-23 eligible departments are BCMB, PHYS, and SEOS .	



Bob Wright Undergraduate Scholarship**MAR 15, 2022**

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

Rob and Tammy Lipson Research Scholarship**APR 30, 2022**

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

Report on External Use of Unit Facilities**APR 30, 2022**

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).

Annual Review of Non-tenured Faculty**MAY 31, 2022**

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>

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**Deadlines for Chairs/Directors to submit documents to Dean's Office
2021-22**

Please refer to Dean's Memo for full details.

Sep '21	Oct '21	Nov '21	Dec '21
15 RCPT - Advance notice	1 Planning tools - Sections 2-4	15 RCPT - Tenure, Promotion & tenure	10 GRAD Curriculum - Cycle 2
15 GRAD Curriculum - Cycle 1	1 Administrative Leave (Chairs)		
17 Change of course delivery requests for Spring 2022	5 Routine Capital Project Requests		
27 UG Curriculum - Cycle 1	15 RCPT - Reappt. & Cont. Appt. of Asst and Assoc Teaching Prof		
30 Academic Resource Planning	31 Study Leaves		
Jan '22	Feb '22	Mar '22	Apr '22
15 RCPT - Promotion		1 Teaching, Research & Staff Excellence Awards	30 Lipson Research Scholarship
17 UG Curriculum - Cycle 2		1 SURA & SERA Awards	30 External use of unit facilities
		15 Lansdowne Proposals	
		15 Bob Wright UG Scholarship	
May '22	Jun '22	Jul '22	Aug '22
31 Review Non-tenured Faculty			