Faculty of Social Sciences – Schedule of Dates and Deadlines for Academic Year 2018-2019

01 August NSERC Discovery Grant mandatory Notice of Intent deadline
15 August CIHR Foundation Grant mandatory Registration deadline
15 August CIHR Project Grant (Fall 2018 competition) Registration deadline
22 August CIHR Project Grant (Fall 2018 competition) applications due to Dean’s Office (Agency deadline - Sept. 12, ORS deadline –Aug. 29)
24 August SSHRC Partnership Engage Grant applications due to Dean’s Office (Agency deadline - Sept. 17, ORS deadline – Sept. 1)
24 August Deadline to submit Cycle 1 Graduate curriculum changes to soscadresearch@uvic.ca for upcoming Grad Curriculum Committee meeting first week of September
29 August CIHR Foundation Grant Stage 1 applications due to Dean’s office (Agency deadline - Sept. 19, ORS deadline - Sept. 5)

01 September UVic Book and Creative Work Subvention Fund deadline
01 September Faculty members who will be considered for reappointment, tenure or promotion conferring tenure must submit documentation to Chair (CA Section 32.6)
03-07 Sept Cycle 1 Graduate Committee Meeting, date TBA
12 September Unit DTC templates for 2019-20 posted on Connect by Dean’s Office
15 September Chair sends information and material to referees who have signified their willingness to serve as referee in cases of tenure or promotion that will confer tenure (CA Section 33.14)
17 September NSERC Research Tools & Instruments grant – mandatory peer review deadline to email Form 101 and CCV to grants@uvic.ca
20 September Call for nominations opens for faculty members for Provost’s Engaged Scholar Award
20 September Deadline to submit Cycle 1 undergraduate curriculum changes to soscasdn@uvic.ca for upcoming Curriculum Committee meeting week of October 8th
24 September Deadline to submit Cycle 1 undergraduate curriculum changes to soscasdn@uvic.ca for Curriculum Committee meeting (date approx.)
25 September SSHRC Insight Grant Applications due to Dean’s office. (Agency deadline - Oct.15, ORS deadline - Oct. 2)
30 September Learning and Teaching Centre Teaching-stream Faculty Scholarship Fund deadline

01 October Faculty members who will be considered for promotion must submit documentation to Chair (CA Section 32.6, Appendix G)
01 October Deadline for faculty members to submit to Chair an application for study leave for the following year (CA Section 43.4)
01 October Dean’s Conference Support Fund Fall deadline
01 October Call for routine capital projects (date approximate)
03 October Faculty of Social Sciences meets (10:00 a.m., BEC 402)
08-12 Oct SOSC Curriculum Committee Meets, discuss cycle 1 changes (date TBA)
11 October NSERC Discovery Grant applications due to Dean’s office (Agency deadline - Nov. 1, ORS deadline - Oct. 18)
11 October NSERC Research Tools & Instruments grant applications due to Dean’s office (Agency deadline - Oct. 25, ORS deadline - Oct. 18)
11 October SSHRC Partnership Grant - Full applications (if invited to apply) due to Dean’s office (Agency deadline – Nov. 1, ORS deadline – Oct. 18)
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15 October First draft of unit DTC for 2019-20 posted on Connect completed by units
15 October Deadline for Chair to submit recommendations on reappointments and Assistant/Associate Teaching Professor continuing appointments to Dean (CA Section 38.1.1)
15 October Chair sends information and material to referees who have signified their willingness to serve as referee in promotion cases (CA Section 33.14)
18 October SSHRC Connection Grant applications due to Dean’s Office (Agency deadline – Nov. 1, ORS deadline - Oct. 25)
25 October Deadline for faculty member to send response to Dean with regard to ARPT recommendation (CA Appendix G)
25 October SSHRC Partnership Development Grant applications due to Dean’s office. (Agency deadline - Nov. 15, ORS deadline - Nov. 1)
30 October Deadline to submit proposals for the SOSC Indigenous Resurgence Support Fund (for initiatives before March 31st, 2019)

01 November Deadline for Chair to submit recommendations on applications for study leave (includes development term) from faculty members to Dean (CA Section 43)
07 November Faculty of Social Sciences meets (10:00 a.m., BEC 402)
14 November Fall Convocation (10:00 a.m.)
15 November Deadline for Chair to submit recommendations on tenure and on promotion that will confer tenure to Dean (CA Section 38.1.2-3)
15 November Deadline for Dean to send recommendations on reappointment and continuing appointment to faculty members and President or UAAC (CA Section 41.3.1, Appendix G)
16 November Submit final Cycle 1 Curriculum Submissions to OREG for Curriculum and Calendar for Senate Committee Meeting December 10, 2018
16 November Deadline to submit Cycle 2 Graduate Curriculum changes to soscadresearch@uvic.ca for upcoming Grad Curriculum Committee Meeting first week of December
23 November SSHRC Partnership Engage Grant applications due to Dean’s Office (Agency deadline - Dec. 17, ORS deadline – Dec. 1)
25 November Deadline for faculty member seeking tenure or promotion that will confer tenure to send response to Dean with regard to ARPT recommendation (CA Appendix G)
28 November Cycle 2 Grad Curriculum Committee Meeting
29 November Deadline for units to submit Cycle 2 undergraduate curriculum changes to soscasdn@uvic.ca for upcoming Curriculum Committee meeting week of January 7, 2019

07 December Deadline to submit nomination packages for Provost’s Engaged Scholar Award. Completed nominations must be submitted electronically to vpacproj@uvic.ca
05 December Holiday Open House (3:30-5:00 p.m., BEC 402)
15 December Deadline for Dean to send recommendations on tenure or promotion to faculty members and President or UAAC (CA Section 41.3.2-3, Appendix G)
15 December Deadline for President to send recommendations on reappointment or continuing appointment to faculty members on files not considered by UAAC (CA Section 41.20.1, Appendix G)
Schedule of Dates and Deadlines 2018-2019

01 January   UVic Book and Creative Work Subvention Fund deadline
08 January   Cycle 2 Undergraduate Curriculum Committee Meeting (3:00pm BEC 454)
12 January   Deadlines for nominations of faculty members for Provost’s Advocacy & Activism Award (date approximate)
14 January   SSHRC Insight Development Grant applications due to Dean’s office (Agency deadline - Feb. 4, ORS deadline – Jan. 21)
15 January   Deadline for Chair to submit recommendations on promotion to Dean (CA Section 38.1.4)
15 January   Deadline for President to send recommendations on reappointment or continuing appointment to faculty members on files considered by UAAC (CA Section 41.21.1, Appendix G)
15 January   Deadline for nominations of staff members for President’s Extraordinary Service Awards (date approximate)
18 January   SSHRC Connection Grant applications due to Dean’s Office (Agency deadline – Feb. 1, ORS deadline - Jan. 25)
23 January   CIHR Foundation Grant Stage 2 applications due to Dean’s office (Agency deadline – Feb. 6, ORS deadline – Jan. 30)
25 January   SSHRC Partnership Grant - Letter of Intent applications due to Dean’s office (Agency deadline - Feb. 15, ORS deadline – Feb. 1)
25 January   Deadline for faculty member seeking promotion to send response to Dean with regard to ARPT recommendation (CA Appendix G)
30 January   Deadline for President to send recommendations on tenure and promotion that will also confer tenure to faculty members on files not considered by UAAC (CA Section 41.20.2-3, Appendix G)
31 January   Deadline for nominations of faculty members for REACH Research Awards
31 January   Rising Stars undergraduate event (4:00-6:00 p.m., Michele Pujol Room)
31 January   Deadline for faculty member to be notified whether application for study leave has been approved (CA Section 43.5)

01 February   In the odd-numbered years that the Faculty submits merit recommendations, faculty members report conflict of interest and external professional activities to Chair with the exception of the obligation to disclose conflict of interest as noted in Sections 61.6 and 61.7 (See VPAC website)
01 February   Faculty members submit activity summaries to Chair in the odd-numbered years that the Faculty submits merit recommendations (date approximate)
06 February   Faculty of Social Sciences meets (10:00 a.m., BEC 402)
06 February   CIHR Project Grant (Spring 2019 competition) Registration deadline
13 February   CIHR Project Grant (Spring 2019 competition) applications due to Dean’s Office (Agency deadline – March 6, ORS deadline – Feb. 20)
15 February   Deadline for Dean to send recommendations on promotion to faculty members and President or UAAC (CA Section 41.3.4, Appendix G)
15 February   Application deadline for Social Sciences Field Course Student Support Fund for summer session field courses (Biennial – not applicable for 2018)
15 February   Dean’s Conference Support Fund Spring deadline
15 February   Submit final Cycle 2 Curriculum Submissions to OREG for Curriculum and Calendar for Senate Committee Meeting March 8th
Schedule of Dates and Deadlines 2018-2019

22 February  SSHRC Partnership Engage Grant applications due to Dean’s Office (Agency deadline - March 15, ORS deadline – March 1)

28 February  Deadline for President to send recommendations on tenure and promotion that will confer tenure to faculty members on files considered by UAAC (CA Section 41.21.1, Appendix G)

01 March  Deadline for submission of nominations for Faculty of Social Sciences’ Excellence Awards (date approximate)

01 March  UVic Internal Research/Creative Project Grants (IRG) deadline

4-9 March  IdeaFest

15 March  Deadline for President to send recommendations on promotion to faculty members on files not considered by UAAC (CA Section 41.20.4, Appendix G)

22 March  Chair submits merit recommendations to Dean in the odd-numbered years that the Faculty submits merit recommendations (date approximate)

29 March  Deadline for units to submit Cycle 3 undergraduate curriculum changes to soscasdn@uvic.ca prior to Curriculum Committee meeting week of April 8th

31 March  Learning and Teaching Centre Teaching-stream Faculty Scholarship Fund deadline

03 April  Annual Excellence Awards (5:00pm-7:00pm p.m., Michele Pujol Room – large side)

08-12 Apr  Cycle 3 Undergraduate Curriculum Committee Meets, date TBA

15 April  Chair must notify faculty member who must be considered for reappointment, tenure or promotion that will confer tenure of the documentation they are expected to submit (CA Section 32.1, Appendix G)

15 April  Faculty member must notify Chair of unit in writing if they intend to apply for early tenure or promotion (CA Section 32.2, Appendix G)

15 April  Deadline for President to send recommendations on promotion to faculty members on files considered by UAAC (CA Section 41.21.3, Appendix G)

17 April  SSHRC Connection Grant applications due to Dean’s Office (Agency deadline – May 1, ORS deadline - Apr. 24)

30 April  Unit selection of ARPT structure (CA Section 31.1, Appendix G)

30 April  Deadline to submit proposals for the SOSC Indigenous Resurgence Support Fund (for initiatives before March 31st, 2019)

01 May  Call for Academic Equipment Requests (date approximate)

01 May  UVic Book and Creative Work Subvention Fund deadline

15 May  Chair meets with non-tenured faculty members and initial term Assistant/Associate Teaching Professors (and prior to the end of the second year for reappointed Assistant Teaching Professors) to discuss performance (CA Section 20.4, 20.15)

15 May  Faculty members seeking tenure or promotion that will confer tenure and departmental committee must each nominate a minimum of six referees and simultaneously exchange their lists (CA Section 32.1, 32.3, 33.5, Appendix G)

15 May  Faculty of Social Sciences meets (10:00 a.m., BEC 402)

16 May  Application deadline for Social Sciences Field Course Student Support Fund for Winter Session 2019-20 field courses (date approximate)
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24 May  **SSHRC Partnership Engage Grant** applications due to Dean’s Office (Agency deadline - June 17, ORS deadline – June 1)

25 May  Call for personal computer acquisition applications (date approximate)

31 May  Chair provides copy of written annual review to non-tenured faculty members and Assistant Teaching Professors as applicable. Provide copy to Dean. (CA Section 20.6)

01 June  Faculty member seeking tenure or promotion must select a minimum of two referees from the committee’s list of nominees and notify the Chair in writing of this selection (CA Section 32.4, 33.9, Appendix G)

15 June  The departmental committee must select the appropriate number of referees from the list and notify the candidate in writing of this selection. Chair contacts referees to determine willingness to serve as referees (CA Section 32.5, 33.10, Appendix G)

15 June  Deadline for faculty members seeking tenure or promotion that will confer tenure to submit copies of or citations to scholarly or creative works that they wish to be made available to the referees prior to the date for distribution of materials. Subject to Section 33.16, the Chair of the committee will forward these works to a referee as soon as the referee agrees to serve (CA Section 32.5, 33.10, Appendix G)

10-14 June  Social Sciences Spring Convocation (exact dates of Social Sciences’ ceremonies TBA)

30 June  Nomination deadline for Jamie Cassels Undergraduate Research Awards (JCURA)

18 July  **SSHRC Connection Grant** applications due to Dean’s Office (Agency deadline – Aug. 1, ORS deadline – July 25)

19 July  Submit final Cycle 3 Curriculum Submissions to OREG for Curriculum and Calendar for Senate Committee Meeting August 23 2019

01 August  NSERC Discovery Grant Notice of Intent deadline (mandatory if applying for a grant)

31 August  Deadline for referees to indicate their willingness to serve in cases of tenure or promotion. (CA Section 33.13, Appendix G)

Note: Where appropriate, substitute School and Director for Department and Chair. The word Chair, without modifier, will be taken to mean the Chair of a Department or Director of a School.