IMPORTANT DATES and DEADLINES  
Spring 2017

2 weeks prior to Semester Events  
1st class day Submit any planned events for the upcoming semester --include guest speakers; class field trips, activities with students, etc. --to Events Acquisitions and Assets Manager via email. For detailed deadline and information please see AAI Faculty Forms website.

1st class day Syllabi  
Submit to AAI Assistant Director. Hard copies to ART OFFICE.

JAN. 26th Scantron/Blue Book Orders (golf pencils)  
(ART OFFICE noted that forms are available in the VRC.) 
Please check to make sure that you have the correct scantrons/blue books and that you will have enough to last for the semester for your classes. 
Submit the appropriate form information, if needed.  
Submit to Visual Resources Curator.

Monthly/10th Library orders (10th of each month; unless rush)  
Submit online Events Acquisitions and Assets Manager; she will obtain Director's approval and order. Your student employees can submit your requests.

APR. 18th 4100 Syllabi  
Submit FALL 2017, SPRING 2018 syllabi to AAI Assistant Director and schedule a meeting with AAI Assistant Director.

APR. 20th 4100s THANK YOU letters from students (originals)  
Submit to AAI Assistant Director.

APR. 20th 4100s POWER POINT from faculty*  
(printed in color; electronic copy submitted to BU BOX)  
*pictures will be on BU BOX via Events, Acquisitions and Assets Manager by April 6th.  
Submit to AAI Assistant Director.

TBA** 2017 spring class schedule request (from ART DEPT) will be due to AAI Assistant Director two (2) days prior to ART DEPT deadline.  
Submit to AAI Assistant Director.

MAY 16th Class videotapes to AAI Director
(Zach Morris note on Budget Memos)
Submit to AAI Assistant Director.

MAY 16th

AAI Notebook – always due the first business day following BU Commencement.
Submit to AAI Assistant Director.
Faculty will include Course Syllabi; examples of projects, study guides, etc.; a videorecording (see above) of a lecture from each class taught that semester; instructor's assessment; ART 4100s include color copies of Power points and student thank you letters.