IMPORTANT DATES and DEADLINES

Fall

1st class day* Semester Events & Activities
Include guest speakers; class field trips; activities w/students, including class activities, etc.
Submit via email to AAI Events, Acquisitions and Assets Manager.
*NOTE: For events occurring in August and/or September, notice should be received no later than one month before date of event.

1st class day Syllabi
Submit via BU BOX (in designated folder) to AAI Assistant Director.
Deliver printed copies to ART OFFICE.

Monthly /10th Library orders (10th of each month; exception – RUSH items submitted as needed)
Submit via email to AAI Director (cc: EAA Manager); submit printed copies to Director’s MAILBOX, HSFAC 136; approval and order from library.
REMINDER: Expend all library budgets no later than December 10th.

1st Tuesday after Thanksgiving Budget Requests for the upcoming fiscal year (example: June 1, 2018 – May 31, 2019)
Include 4100 proposals for the next academic year (example: 2018 FALL & 2019 SPRING).
Submit via BU BOX (in designated folder) to AAI Assistant Director.

1st Tuesday after Thanksgiving 4100s THANK YOU letters from students (originals)
Faculty submit all final signed originals to AAI Assistant Director.

1st Tuesday after Thanksgiving 4100s POWER POINT from faculty
Digital photos will be on BU BOX no later than 10 business days following trip.
Submit printed color PowerPoint to AAI Assistant Director.

TBA** 20xx FALL class schedule requests (from ART DEPT) will be due two (2) days prior to ART DEPT deadline.
Submit requests to AAI Assistant Director; approved requests will be forwarded to ART DEPT.

Friday before Commencement Class Videotapes for Semester Reports (as noted on current budget memorandum)
Submit three (3) DVDs per class to AAI Assistant Director; faculty may order four (4) DVDs per class and retain one (1) for their use/records.

Friday before Commencement Semester Reports for AAI-Houston (notebook)
Submit via BU BOX (in designated folder) to AAI Assistant Director.
Faculty/Staff will include materials that relate to their areas/duties. Faculty can expect to include Course Syllabi & Objectives; PowerPoints and/or information relating to Class Activities (field trips, guest speakers, etc.); Instructor’s Assessment; Class Lecture video recordings (see above); ART 4100 color PowerPoints and copies of student thank you letters; and Research/Community Service, if applicable.

All items should be submitted by no later than 8:00 a.m. on the dates listed.

**TO BE ANNOUNCED.
IMPORTANT DATES and DEADLINES

Spring

1st class day* Semester Events & Activities
Include guest speakers; class field trips; activities w/students, including class activities, etc.
Submit via email to AAI Events, Acquisitions and Assets Manager.

*NOTE: For events occurring in August and/or September, notice should be received no later than one month before date of event.

1st class day Syllabi
Submit via BU BOX (in designated folder) to AAI Assistant Director.
Deliver printed copies to ART OFFICE.

Monthly /10th Library orders (10th of each month; exception – RUSH items submitted as needed)
Submit via email to AAI Director (cc: EAA Manager); submit printed copies to Director’s MAILBOX, HSFAC 136; approval and order from library.

REMINDER: Expend all library budgets no later than December 10th.

April 20th 4100s THANK YOU letters from students (originals)
Faculty submit all final signed originals to AAI Assistant Director.

April 20th 4100s POWER POINT from faculty
Digital photos will be on BU BOX no later than 10 business days following trip.
Submit printed color PowerPoint to AAI Assistant Director.

TBA** 20xx SPRING class schedule requests (from ART DEPT) will be due two (2) days prior to ART DEPT deadline.
Submit requests to AAI Assistant Director; approved requests will be forwarded to ART DEPT.

Friday before Commencement Class Videotapes for Semester Reports (as noted on current budget memorandum)
Submit three (3) DVDs per class to AAI Assistant Director; faculty may order four (4) DVDs per class and retain one (1) for their use/records.

Friday before Commencement Semester Reports for AAI-Houston (notebook)
Submit via BU BOX (in designated folder) to AAI Assistant Director.
Faculty/Staff will include materials that relate to their areas/duties. Faculty can expect to include Course Syllabi & Objectives; PowerPoints and/or information relating to Class Activities (field trips, guest speakers, etc.); Instructor’s Assessment; Class Lecture video recordings (see above); ART 4100 color PowerPoints and copies of student thank you letters; and Research/Community Service, if applicable.

All items should be submitted by no later than 8:00 a.m. on the dates listed.

**TO BE ANNOUNCED.