KEY DATES

The following annual requirements are extracted from the "Agreement Between Pittsburg State University/Kansas National Education Association and Pittsburg State University" (contract) and the "Axe Library Guidelines."

**January:**

- First Monday after January 1st: Faculty submits report of accomplishments to Dean (Contract)
- 31 - Deadline for encumbering out-of-state travel (Contract)

**February:**

- 1 - Annual Performance Appraisal Form to faculty (Contract)
- 15 - Faculty objectives to Dean of Learning Sources (Contract)

**March:**

- 1 - Statement of objectives from Dean to faculty (Contract)

**May:**

- 1 - Units provide Dean with "estimate of levels of activity and associated costs." (Guideline 1)

- Week before end of the Spring Semester: Prepare and approve Library schedule to ensuing academic year (Guideline 42)

**August:**

- Friday before first day of classes, Fall Semester:
  - Elect Secretary for departmental meeting (Guideline 52)
  - Elect members of Promotion and Tenure Committees (Guideline 52)
  - Elect members of Library Social Committee (Guideline 52)

**September:**

- Annual report on use of Faculty Research Room to the Faculty Professional Development Committee (Guideline 43)

**December:**

- "Prior to January":
  - Develop "Goals and Objectives for Leonard H. Axe Library" for the following year (Guideline 53 and Contract)