

Role and Scope Document Schedule

June 29, 2017

July 1, 2017 – Online posting of 2017 Faculty Handbook completed.

Summer 2017 – Role and Scope Template discussions with Department Heads and Deans. *These meetings will preview the Template and generate a frequently asked questions document to help units create their Role and Scope documents.*

August 15, 2017 – Departments/Primary Units and Colleges initiate Role and Scope document preparation. *Using the final template and instructions, units will work independently to create new Role and Scope documents.*

October 6, 2017 – Submit draft sections that address progress milestones. *Milestone requirements for this intermediate submittal will be identified during the summer retreat. Submit draft sections to the Office of Academic Affairs (provost@montana.edu).*

February 1, 2018 – Deadline for all Departments/Primary Units to submit Role and Scope documents to their respective Colleges. *Colleges and units collaborate to align their respective documents.*

February 1, 2018 – Deadline for College of Nursing, College of Business, Extension and Library to submit Role and Scope documents. *Submit documents to the Office of Academic Affairs (provost@montana.edu).*

February 15, 2018 – Deadline for College and Department/Primary Unit documents from EHHD and A&A to submit Role and Scope documents. *Submit documents to the Office of Academic Affairs (provost@montana.edu).*

March 1, 2018 – Deadline for College and Department/Primary Unit documents from Engineering, Agriculture and CLS to submit Role and Scope documents. *Submit documents to the Office of Academic Affairs (provost@montana.edu).*

March 1-31, 2018 – UPTC conducts review of all Role and Scope documents. *The chair of the UPTC will communicate any concerns or questions to Units and Colleges. Submit all final edited documents to the Office of Academic Affairs (provost@montana.edu) no later than March 31st, 2018.*

April 1, 2018 – Approval by UPTC. *All documents will be approved by the UPTC by this date.*

April 15, 2018 – Approval by Provost. *Subsequent to approval, documents will be posted to the Academic Affairs website.*

May 1, 2018 – Deadline for election or appointment of all 2018-2019 P&T committee members and submission of rosters to the Provost's Office. (provost@montana.edu)