

## APDB Timeline Fall 2022

Task	Details	Distrib Date	Due Date
Pre-FAD Review (early)	ASIR will provide electronic reports for each department which list appointed faculty. Coordinators should do the following: <ol style="list-style-type: none"> <li>1.) Review faculty appointments and ensure that all ATFs and adjunct forms for active faculty are in process.</li> <li>2.) Enter assigned time codes and WTUs for all applicable faculty into screen 31X.</li> <li>3.) If faculty member(s) are missing from the report, add them in screen 31A with salrange=8.</li> </ol>	9/16  (9/2 add/drop)	9/28
Supervision Roster Review	ASIR will provide electronic reports that list the student rosters in each supervision course offered by department. Coordinators should do the following: <ol style="list-style-type: none"> <li>1.) Review student rosters and provide faculty RedID and name in the designated area if different from faculty of record listed. Highlight worksheets to indicate changes on the page.</li> <li>2.) Provide correct faculty RedID and name for any supervision section with O GRAD or blank faculty of record.</li> </ol>	9/21  (9/19 census)	9/26
AT Evaluation Report	ASIR will generate report after pre-FAD and distribute to college coordinators. <b>Reports are due back to dean's office.</b>	10/31	Set by Dean's Office
FAD Report Distribution	Reports generated and distributed to college dean's offices.	10/31	N/A