

## **ACADEMIC PLANNING CALENDAR** **2015-2016**

### June 2015

June 8	Spring 2015 incomplete grades due
June 8	First day of summer session and evening session begin
June 12	(E) Chairs submit evaluation reports to the Dean
June 12	Copy of minutes of each committee for preceding academic year placed on the portal
June 26	(E) Dean submits all faculty evaluations and report to the Provost for review (Last Friday in June)
June 28-29	New Student Orientation (Session I)

### July 2015

July 10	(E) Department Chair communicates in writing to faculty member informing of final rating of Annual Evaluation (second Friday in July)
July 12-13	New student orientation (session II)
July 13	Second day summer session begins
July 17	Summer open house
July 31	(T) Candidate announces intent to stand for tenure (last Friday in July)

### August 2015

August 10	List of department course-offerings for spring semester, 2016 due in college/school
August 14	Final list of college/school course offerings for spring semester, 2016 due in Dean office for review
August 21	(P) Department Chair requests nominations for promotion (third Friday in August)
August 26	University Convocation
August 26	Faculty retreat
August 27	Faculty meeting (9-11am)
August 21	Final list of college/school course offerings for spring semester, 2016 due in Provost's office from college/school deans
August 28	Final list of university-wide course offerings for spring semester, 2016 due to the Registrar from Provost
August 28	(T) Faculty candidates for tenure must have packages to DPC (last Friday in August) (copy of statement to Dean)
August 28	Department Chair informs eligible faculty member of third-year review (last Friday in August)
August 31	Classes commence
August 21	Preliminary Faculty load forms for fall semester, 2015 due to Deans
August 21	Preliminary Fall 2015 part time faculty contract database due to Deans
August 28	Final Faculty load forms for fall semester, 2015 due to Deans
August 28	Final Preliminary Fall 2015 part time faculty contract database due to Deans
August 31	Fall 2015 part time faculty contract database to HR from Deans

### September 2015

September 1	(S) Sabbatical proposals due to FDC
September 4	Final Faculty load forms for fall semester, 2015 due in Provost's office from Deans
September 4	List of college/school course offerings for winter (12/28-1/15) Intersession due in Dean's office from chairs
September 10	Faculty recognition event (TREC) – 4:30 pm, Henry Student Center Ballroom
September 11	Class rosters due back to Student Services Center
September 11	(E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation

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September 11 Summer session incomplete grades due  
 September 11 List of college/school course offerings for winter (12/28-1/15) Intersession due in Provost's office from deans  
 September 13 Summer Commencement  
 September 18 List of college/school course offerings for winter (12/28-1/15) Intersession due to registrar from the Provost  
 September 19 First fall open house  
 September 25 (M) Provost has compiled a list of faculty willing to serve as mentors and circulates it to non-tenured faculty  
 September 26 DPC shall meet to discuss faculty who are eligible for third year review

October 2015

October 1 Faculty meeting (11-1pm)  
 October 1 Preliminary list of departmental course offerings for spring semester, 2017 submitted to College/School Dean by department Chair to keep the two-year planning calendar intact,  
 October 2 Board of Trustees meeting  
 October 2 (T) DPC report on tenure candidates to department Chair (first Friday in October)  
 October 2 (T) DPC informs candidate of its recommendation (first Friday in October)  
 October 2 (P) Nominations submitted to department Chair (first Friday in October)  
 October 2-4 Homecoming Weekend  
 October 7 By this date, the DPC chair shall inform 3<sup>rd</sup> year review faculty of the purpose of the committee and the procedures to be followed  
 October 9 (P) Candidate delivers materials for promotion to DPC (Second Fri in October) which must have its first meeting  
 October 9 (T) Department Chair recommendation on tenure candidates with DPC report due to Dean  
 October 15-16 Fall break  
 October 16 (T) Dean notifies tenure and promotion candidates of the Dean's recommendation on tenure  
 October 16 (T) Dean transmits report and dossier on tenure and promotion candidates to the Provost  
 October 19 Deadline for mid-term grade submittal from faculty  
 October 23 (T) Provost notifies in writing the Chair of TAP that he or she has custody of the reports, etc., and are available for inspection by members of TAP Committee  
 October 31 Third year review materials due to DPC but since this is a Saturday materials will be due Monday November 2

November 2015

November 2 Third year review materials due to DPC  
 November 5 Faculty meeting (11-1pm)  
 November 14 Open house  
 November 15 (S) Faculty Development Committee submits summary evaluation of sabbatical proposals to Provost and notifies candidates of committee's recommendation  
 November 24 Follow Thursday class schedule  
 November 25 Thanksgiving recess begins  
 November 27 (P) DPC report on promotion to Chairs (last Friday in November). Since the University is closed, the report is due on November 30<sup>th</sup>.  
 November 27 (P) DPC Chair informs candidates about recommendation for promotion (Last Friday in November). Since the University is closed, the report is due on November 30<sup>th</sup>.  
 November 30 (P) DPC report on promotion to Chairs  
 November 30 (P) DPC Chair informs candidates about recommendation for promotion

December 2015

December 3 Faculty meeting (11-1pm)  
 December 4 (S) Provost advises of approved sabbaticals (first Friday in December)

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December 4	(P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
December 7	Intersession faculty pay forms (personnel status change forms) due in Dean's office
December 11	(P) Dean transmits report on promotion candidates to Provost with copy to nominee (second Friday in December)
December 14	Final exams begin at 6 pm
December 14	DPC completes procedures 1-4 for 3 <sup>rd</sup> year review.
December 15	(*) Last date for non-renewal notification for <u>second</u> year faculty
December 23	Final exams end
December 28	Intersession begins
December 31	Recommended date for completion of 3-year review by DPC and forwarded to Chair but due to the University closed the January 4 is the deadline for completion.

### January 2016

January 4-15	Intersession classes
January 5	Intersession faculty pay forms (personnel status change forms) due in
January 8	Intersession load forms due in Provost office
January 8	Preliminary Faculty load forms for Spring semester, 2016 due to Deans
January 8	Preliminary Spring 2016 part time faculty contract database due to Deans
January 15	Final Faculty load forms for Spring semester, 2016 due to Deans
January 15	Final Spring 2016 part time faculty contract database due to Deans
January 15	Final list of department course offerings for Fall Semester, 2016 due in college/dean's office from department Chairs and preliminary list of department course offerings for spring semester, 2017, fall semester, 2017, and spring semester, 2018 due in college/school Dean's office
January 18	Final Spring 2016 part time faculty contract database due to Human Resources from Dean
January 18	First day of classes
January 22	Final Faculty load forms for fall semester, 2015 due in Provost's office from Deans
January 20	Fall 2015 semester incomplete grades due
January 22	List of school-wide course-offerings for fall semester, 2016 due in Provost's office from college/school deans
January 23	Open house
January 29	Final list of university-wide course offerings for fall semester, 2016 due to Registrar from Provost
January 29	(T) TAP report on tenure candidates due to Provost (last Friday in January)
January 29	Recommended date by which Chair forwards 3 <sup>rd</sup> year review document to Dean is January 31 so it will be due February 1

### February 2016

February 1	Chair forwards 3 <sup>rd</sup> year review document to Dean
February 4	Faculty meeting (11-1pm)
February 12	Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3 <sup>rd</sup> year review. Supporting material shall be returned to the faculty member.
February 26	Board of Trustee meeting
February 26	(T) Board votes on faculty for tenure and emeritus status
TBD	(P) Board votes on promotion
February 26	(P) Provost notifies Chair of TAP in writing, of custody of reports, etc., and availability for inspection by TAP committee (last Friday in February)

### March 2016

March 1	(*) Last date for non-renewal notification for <u>first</u> year faculty
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March 3 Faculty meeting (11-1pm)  
 March 5-13 Spring Break  
 March 7 Deadline for Mid-term grade submittal from faculty  
 March 11 (P) TAP forwards written report to Provost (2<sup>nd</sup> Friday in March)  
 March 11 (P) Provost shares TAP report and his/her recommendations with President (2<sup>nd</sup> Friday in March)  
 March 11 Preliminary list of department course offerings for fall semester 2018 due in college/school dean's office so as to keep the two-year planning calendar intact, with corresponding, proposed faculty activity reports appended to it  
 March 19 VIP day  
 March 24-28 Spring holiday recess  
 March 31 Last date for Chair to meet with college/school Deans to review faculty assignments

April 2016

April 1 Department Chairs submit names of freshman advisors to Student Affairs  
 April 7 Faculty meeting (11-1pm)  
 April 12 Last date for submission of curricular proposals to the Curriculum Committee for the 2016-2017 academic year  
 April 27 Department Chairs submit names of award recipients for annual awards ceremony to Student Affairs  
 April 29 (T) Dean informs faculty who are eligible to stand for tenure in upcoming year  
 April 29 (T) DPC shall be formed and have its first meeting

May 2016

May 1 (S) Provost notifies faculty of deadline of Sept. 1, 2016 for submission of sabbatical proposals for academic year 2017-2018  
 May 3 Follow Thursday class schedule  
 May 4 Classes end  
 May 4 The dean shall notify each eligible member of the faculty of his or her eligibility to receive tenure review and whether tenure review is required for continued appointment.  
 May 4 The DPC shall be formed and have its first meeting for tenure candidates  
 May 5-14 Final exams  
 May 5 Faculty meeting (9-11am)  
 May 15 (\*) Last date for notification for third-sixth year probationary faculty that they will receive a terminal contract for the upcoming academic year  
 May 21 (E) Faculty self-evaluations due in department Chair's office (one week after final exams)  
 May 26 Load Forms for pre-session due to Deans/Provost  
 May 27 Changes (if any) to Summer Chair assignments due to Provost (include dates/specifics)  
 May 27 (E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)  
 May 30 TREC submits names of Carpenter Award selections to Provost in order of top three  
 May 30 Chairs inform Provost of DPC composition for academic year 2016/2017

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