

# Provost and VPAA Annual Timetable - 2017-2018

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## August

August 23	New Adjunct Orientation
August 28-31	International Student orientation (undergraduate & graduate)
August 30-31	New Faculty Orientation
August 31	Graduate Student Welcome Event
	Spring 2018 master schedules, with any revisions due from departments to Deans.

## SEPTEMBER

September 1	Schedule Catholic Augustinian Mission Class for New Faculty New Student move-in (undergraduate) <b><i>Absolute Deadline for new evidence to be accepted by ART (Tenure)*</i></b>
September 1-4	New Student Orientation (undergraduate)
September 4	Labor Day ( <b>college open; no classes</b> ) Upper-class Student move-in
September 5	FALL CLASSES BEGIN Opening of the Academic Year Mass of the Holy Spirit
September 7	Academic Convocation
September 13	Last day for adding and dropping courses Last day for converting to or from Audit Last day for conversion of "N" grades for Summer 2017
September 14	Spring 2018 master schedules due from deans to registrar for data entry and room assignments
September 15	<b><i>Faculty notifies Chairperson (copied to Dean and VPAA) of intent to apply for 2018-2019 Sabbatical.*</i></b> Begin planning Provost Innovation Fund timeline
September 24	Undergraduate Admission Academic Preview Day
September 28	Spring 2018 master schedule due back in deans' office for accuracy check.

## OCTOBER

October 1	<b><i>VPAA informs candidates who are eligible for tenure review in 2018-2019.*</i></b> <b><i>Candidate notifies VPAA, Deans and Chair of intent to apply for promotion. (Full Professor)*</i></b> Student Fulbright applications and recommendations due to Fulbright Program Advisor
October 3	Spring 2018 master schedule due back to deans' for final review
October 6	Final spring 2018 master course schedule due back from deans to registrar by 9:00 am for printing.
October 9	COLUMBUS DAY (college closed, no classes) Undergraduate Admission Academic Preview Day
October 10	<b><i>Tenure/Promotion - Department declaration of related departments sent to Dean*</i></b> Classes will meet on a Monday schedule
October 11	Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Winter session to the Provost office.
October 13-15	Homecoming Weekend

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October 15	<b>Department Chair and Committee communicates recommendation in writing to the faculty member requesting 2018-2019 Sabbatical (copied to Dean and VPAA).*</b> <b>Deans convene area selection Committee for promotion cases.*</b> <b>VPAA sends memo to ART, Deans and President of candidates who intend to apply for promotion (Full Professor)*</b>
October 18	Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Winter session to the Fiscal.
October 20	Midpoint of semester
October 21	Undergraduate Admission Open House
October 24	Midterm grades are due by midnight.
October 23-25	Senior advisement for registration for spring 2018 semester.
October 26-27	Senior registration for spring 2018 semester.
October 30-31	Junior advisement for registration for Spring 2018

### NOVEMBER

November 1	Junior advisement for registration for Spring 2018 <b>Deans communicate in writing their recommendation regarding the faculty member's sabbatical request, upon receipt of the departmental recommendation, to the faculty member (VPAA and department review committee copied).*</b> <b>Faculty Development Grants Summary Report Deadline*</b>
November 2-3	Junior registration for spring 2018 semester
November 5	Undergraduate Admission Open House
November 6-8	Sophomore advisement for registration for spring 2018 semester.
November 9-10	Sophomore registration for spring 2018 semester.
November 10	Last day to withdraw with a "W" Last day to convert to Pass/Fail Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Spring Semester to the Provost office.
November 11	Veterans Day (Saturday)
November 13-15	Freshman advisement for registration for spring 2018 semester
November 15	<b>Deans notify VPAA of Area Committee composition for promotion cases (Full Professor).*</b> <b>VPAA notifies President of faculty requesting Sabbatical for AY 2018-2019.*</b>
November 16-17	Freshman registration for spring 2018 semester
November 17	Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Spring Semester to the Fiscal.
November 20	<b>President and/or VPAA notify faculty granted approval of 2018-2019 sabbatical leave.*</b>
November 21	Residence halls close at 7:00 p.m.
November 22-26	THANKSGIVING RECESS (no classes; college closed)
November 26	Residence halls reopen at 10:00 a.m.
November 27	College reopens; classes resume.

### DECEMBER

December 1	Deans Submit 2 <sup>nd</sup> Year probationary faculty evaluations to VPAA <b>Solicitation of Faculty Development Grant Proposals*</b>
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	<b><i>Faculty Development Grant Progress Report Deadline (only required by faculty that are submitting proposals to extend existing projects)*</i></b>
December 5	Confirm Department Chair updates for spring 2018
December 11	Last day of fall classes Begin planning Newly Tenured Faculty reception
December 12-13	Reading days
December 14	Final examinations begin
December 15	<b><i>Promotion candidates submit dossiers to Area Committee (Full Professor)*</i></b> <b><i>Notification of Non-Reappointment for next academic year for faculty in 2nd academic year of service*</i></b> <b><i>Sabbatical Report due to Department Chair (with a copy to Dean and VPAA) from Faculty who completed Sabbatical Spring 2016*</i></b>
December 16	Final examinations will be held -Saturday (This day will be counted as a Wednesday for tallying purposes)
December 19	Final examinations end Residence halls close at 7:00pm
December 20	Final grades are due by noon.
December 21-Jan. 2	CHRISTMAS RECESS (college closed)

### JANUARY 2017

January 1	<b><i>Deadline for 2017-2018 Tenure candidates to declare intent to Chair, Dean and Provost*</i></b>
January 1-2	New Year's Holiday
January 2	Winter Session Begins
January 2	College reopens
January 6	Winter Session classes will meet - Saturday
January 5	Last day to drop winter session course without a "W"
January 8	Last day to drop a winter session course with a "W"
January 15	<b><i>ART submits tenure recommendations to the President*</i></b> <b><i>VPAA Notifies the ART and Deans of candidates who will be applying for tenure with promotion or promotion only.*</i></b>
January 16-18	MLK Holiday (college closed, winter classes will meet)
January 19	International Student Orientation (undergraduate & graduate)
January 19	Winter session classes end
January 19-21	Registration and New Student orientation (undergraduate)
January 21	Residence halls open at 10:00 a.m.
January 22	CLASSES BEGIN Grades due (Winter session)
January 26	Fall 2017 master schedule information due from departments to deans.
January 30	Last day for adding and dropping courses Last day for converting to or from Audit <b><i>Deans convene area selection committees for tenure with promotion or promotion only candidates.*</i></b>

### FEBRUARY

February 1	<b><i>Faculty Development Grant Proposal Deadline*</i></b> VPAA informs Faculty Senate of budget for Faculty Development Grants. Begin to coordinate Honors Convocation and Reception. Begin planning Roddy Award nomination process
February 2	Last day for conversion of "N" grades for fall 2017 semester.

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February 6	Catalog entries dispersed by registrar for updating for 2017-2018 catalog.
February 9	Fall 2017 master class schedule with any revisions, due from dean to registrar for data entry and room assignments.
February 15	<b><i>Deans inform VPAA of area committee composition for Tenure with promotion or promotion only cases.*</i></b> Deans submit 1st year faculty evaluations to VPAA.
February 19	Presidents Day (college closed, no classes)
February 20	Classes will meet on a Monday schedule.
February 23	Fall 2018 master course schedules due back in deans' office for accuracy check.

### MARCH

March 1	<b><i>Tenure and promotion or promotion only candidates submit dossiers to Area Committee.*</i></b> Deans submit 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year probationary faculty evaluations to Provost.
March 9	<b><i>Renewal/Non-renewal Letters to 1<sup>st</sup> year probationary Faculty.*</i></b> Mid-term Fall 2018 master course schedule to deans for final review.
March 13	Mid-term grades are due.
March 9	Final Fall 2018 master schedule due back from deans to registrar by 9:00 am for printing.
March 15	<b><i>Area Committees submit promotion recommendations to ART (Full Professor).*</i></b> <b><i>Faculty Development Grant Proposal Review Completed*</i></b> <b><i>Renewal/Non-renewal Letters to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year probationary Faculty.*</i></b> Renewal/Non-renewal letters to Term Faculty.
March 19	Send email to Faculty regarding commencement regalia
March 19-21	Junior and non-graduating senior advisement for Fall 2018
March 22-23	Junior and non-graduating senior registration for Fall 2018
March 23	Residence halls close at 7:00 p.m.
March 26-28	SPRING RECESS (no classes)
March 29-April 2	EASTER RECESS (College closed; no classes)

### APRIL

April 1	<b><i>Absolute deadline for new evidence to be accepted by ART (Full Professor)*</i></b>
April 2	Residence halls open at 10:00 a.m.
April 3	College reopens; classes resume
April 3-5	Sophomore advisement for registration for fall 2018 semester.
April 6	Faculty regalia request deadline. Last day to withdraw with a "W" Last day to convert to Pass/Fail
April 6,9	Sophomore registration for fall 2018 semester.
April 9-10	Freshman advisement for registration for fall 2018 semester.
April 10	Dean reviews weekly and annual hours worked, signs and submits Adjunct and Teaching Overload forms for Summer 1 & 3 to the Provost Office.
April 11	Order Faculty Regalia from University Cap and Gown
April 12-13	Freshman registration for fall 2018 semester.
April 12	Updated entries for 2018-2019 catalog due to registrar.
April 15	<b><i>Announcement of Faculty Development Grant Awards *</i></b>

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April 17 Provost Office reviews weekly and annual hours worked, signs and submits *Adjunct and Teaching Overload forms* for Summer 1 & 3 to the Fiscal.

### MAY

May 1 Confirm Department Chair updates for Summer 2018  
May 2 Last day of classes  
May 3-4 Reading Days  
May 7-11 Final examinations  
May 11 Dean reviews weekly and annual hours worked, signs and submits *Adjunct and Teaching Overload forms* for Summer 2 to the Provost Office.  
Residence halls close at 7:00pm  
May 14 All senior grades due by noon.  
Start of 8-week graduate online course term  
May 15 ***ART submits promotion recommendations to President (Full Professor).***\*  
VPAA sends chair summer stipend letter to Deans.  
May 15-17 Senior Send Off  
May 17 All other grades due by noon.  
May 18 Provost Office reviews weekly and annual hours worked, signs and submits *Adjunct and Teaching Overload forms* for Summer 2 to the Fiscal.  
May 19 ***Sabbatical Report due to Department Chair (with a copy to Dean and VPAA) from Faculty who completed Sabbatical Fall 2018\****  
May 18-21 Commencement activities (details to follow)  
May 21 Classes begin (Summer 1 & 3)  
May 28 Memorial Day (college closed/no classes)  
May 29 Last day for adding and dropping Summer 1, 3  
Last day for converting to or from Audit for Summer Term 1, 3

### JUNE

June 1 ***Area Committee completes report(s) on Tenure with promotion or promotion only cases.***\*  
Chair summer stipend letter is due back from Deans  
Begin to coordinate Academic Convocation  
Begin to coordinate New Faculty Orientation  
VPAA sends memo notifying faculty of eligibility for Sabbatical AY 2017-2018. Faculty must notify intent by September 15.  
June 15 Annual Reports for current academic year due to Deans  
***Area Committee submits Tenure with promotion or promotion only recommendation(s) and dossiers to ART.***\*  
Last day for conversion of "N" grades for Spring 2018  
Last day to withdraw with a "W" from Summer Term 1  
Last day to convert to Pass/Fail for Summer Term 1  
June 29 Dean reviews weekly and annual hours worked, signs and submits *Adjunct and Teaching Overload forms* for Fall Semester to the Provost office.  
Last day of Summer Term 1 classes  
June 30 Annual Reports due from Deans to Provost

### JULY

July 2-6 Break for Summer Term 3 classes

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July 3	End of 8-week graduate online course term
July 4	Independence day (college closed/no classes)
July 5	Grades due (Summer 1) Start of 8-week graduate online course term
July 6	Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Fall Semester to the Fiscal.
July 9	Classes begin (Summer 2) Summer Term 2 classes begin
July 16	Last day for adding and dropping Summer Term 2 courses Last day for converting to or from Audit for Summer Term 2 Last day to withdraw with a "W" from Summer Term 3 Last day to convert to Pass/Fail for Summer Term 3

### AUGUST

August 1	VPAA sends invitations for New Faculty Dinner
August 3	Last day to withdraw with a "W" from Summer Term 2 Last day to convert to Pass/Fail for Summer Term 2
August 17	Last day of classes (Summer 2 & 3)
August 22	Begin planning Faculty Senate Welcome Back Reception Confirm Department Chair updates for fall 2018
August 23	Grades due (Summer 2 & 3)
August 24	End of 8-week graduate online course term

\* *Faculty Handbook Deadline*

\*\* *Roddy and Provost Innovation Fund will need to be added once a process is created.*

Updated 7/11/17