

Provost and VPAA Annual Timetable - 2016-2017

SEPTEMBER

September 1	Schedule Catholic Augustinian Mission Class for New Faculty <i>Absolute Deadline for new evidence to be accepted by ART (Tenure)*</i>
September 5	Spring 2017 master schedules, with any revisions due from departments to Deans.
September 6	Labor Day (college closed; no classes) Last day for adding and dropping courses
September 9	Last day for converting to or from Audit Last day for conversion of summer "N" grades Discuss Opening Convocation speaker selection.
September 15	<i>Faculty notifies Chairperson (copied to Dean and VPAA) of intent to apply for 2017-2018 Sabbatical.*</i> Spring 2017 master schedules due from deans to registrar for data entry and room assignments
September 29	Begin planning Provost Innovation Fund timeline Spring 2017 master schedule due back in deans' office for accuracy check.

OCTOBER

October 1	<i>VPAA informs candidates who are eligible for tenure review in 2017-2018.*</i> <i>Candidate notifies VPAA, Deans and Chair of intent to apply for promotion. (Full Professor)*</i> Student Fulbright applications and recommendations due to Fulbright Program Advisor
October 4	Spring 2017 master schedule due back to deans' for final review
October 7	Final spring 2017 master course schedule due back from deans to registrar by 9:00 am for printing.
October 10	<i>Tenure/Promotion - Department declaration of related departments sent to Dean*</i>
October 10	COLUMBUS DAY (college closed, no classes)
October 11	Classes will meet on a Monday schedule 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 14	Mid-term
October 15	<i>Department Chair and Committee communicates recommendation in writing to the faculty member requesting 2017-2018 Sabbatical (copied to Dean and VPAA).*</i> <i>Deans convene area selection Committee for promotion cases.*</i> <i>VPAA sends memo to ART, Deans and President of candidates who intend to apply for promotion (Full Professor)*</i>
October 16	Undergraduate Admissions Open House
October 18	Mid-term grades are due by 5 pm. 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 17-19	Senior advisement for registration for spring 2017 semester.
October 20-21	Senior registration for spring 2017 semester.
October 21-23	Homecoming Weekend
October 24-26	Junior advisement for registration for spring 2017 semester.
October 27-28	Junior registration for spring 2017 semester
October 31	Sophomore advisement for registration for spring 2017 semester.

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NOVEMBER

November 1	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).* Faculty Development Grants Summary Report Deadline*
November 1-2	Sophomore advisement for registration for spring 2017 semester.
November 3-4	Sophomore registration for spring 2017 semester.
November 4	Last day to withdraw with a "W"
November 6	Undergraduate Admission Open House
November 7-9	Freshman advisement for registration for spring 2017 semester
November 10	Freshman registration for spring 2017 semester 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 (college closed, no classes)
November 14	Freshman registration for spring 2017 semester
November 15	Deans notify VPAA of Area Committee composition for promotion cases (Full Professor).* VPAA notifies President of faculty requesting Sabbatical for AY 2017-2018.*
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	President and/or VPAA notify faculty granted approval of 2017-2018 sabbatical leave.*
November 22	Residence halls close at 7 pm
November 23-27	THANKSGIVING RECESS (no classes; college closed)
November 27	Residence halls open at 10 am – meal plan begins at lunch.
November 28	College reopens; classes resume. Last day to convert to Pass/Fail

DECEMBER

December 1	Deans Submit 2 nd Year probationary faculty evaluations to VPAA Solicitation of Faculty Development Grant Proposals* Faculty Development Grant Progress Report Deadline (only required by faculty that are submitting proposals to extend existing projects)*
December 5	Confirm Department Chair updates for spring 2017
December 9	Last day of classes Begin planning Newly Tenured Faculty reception
December 10-11	Reading days
December 12-16	Final examinations.
December 15	Promotion candidates submit dossiers to Area Committee (Full Professor).* Notification of Non-Reappointment for next academic year for faculty in 2nd academic year of service* Sabbatical Report due to Department Chair (with a copy to Dean and VPAA) from Faculty who completed Sabbatical Spring 2016*
December 16	Residence Halls close at 7 pm.
December 19	Final grades are due by noon.
December 22-Jan. 4	CHRISTMAS RECESS (college closed)

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JANUARY 2017

January 1	<i>Deadline for 2017-2018 Tenure candidates to declare intent to Chair, Dean and Provost*</i>
January 3	Winter Session Begins
January 4	College reopens
January 9	Last day to drop winter session course without a "W"
January 11	Last day to drop a winter session course with a "W"
	Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Study Abroad to the Provost office.
January 15	<i>ART submits tenure recommendations to the President*</i> <i>VPAA Notifies the ART and Deans of candidates who will be applying for tenure with promotion or promotion only.*</i>
January 16	MLK Holiday (college closed, winter classes will meet)
January 16-18	International Student Orientation
January 17-18	Registration and Orientation for new students.
January 18	Last day for Winter Session classes Graduate Orientation Residence halls open at 10 am meal plan begins at lunch Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Study Abroad to the Fiscal.
January 19	CLASSES BEGIN Grades due (Winter session)
January 25	Last day for adding and dropping courses Last day for converting to or from Audit
January 26	Fall 2017 master schedule information due from departments to deans.
January 27	Last day for conversion of "N" grades for fall 2016 semester.
January 30	<i>Deans convene area selection committees for tenure with promotion or promotion only candidates.*</i>

FEBRUARY

February 1	<i>Faculty Development Grant Proposal Deadline*</i> VPAA informs Faculty Senate of budget for Faculty Development Grants. Begin to coordinate Honors Convocation and Reception. Begin planning Roddy Award nomination process
February 3	Housing deposit due
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 11	Admitted Student Day (early action and early decision)
February 15	<i>Deans inform VPAA of area committee composition for Tenure with promotion or promotion only cases.*</i> Deans submit 1st year faculty evaluations to VPAA.
February 20	Presidents Day (college closed, no classes)
February 21	Classes will meet on a Monday schedule.
February 23	Fall 2017 master course schedules due back in deans' office for accuracy check.

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MARCH

March 1	<i>Tenure and promotion or promotion only candidates submit dossiers to Area Committee.*</i> Deans submit 3 rd , 4 th and 5 th year probationary faculty evaluations to Provost. <i>Renewal/Non-renewal Letters to 1st year probationary Faculty.*</i>
March 6	Mid-term Fall 2017 master course schedule to deans for final review.
March 8	Mid-term grades are due.
March 9	Final Fall 2017 master schedule due back from deans to registrar by 9:00 am for printing.
March 10	Residence hall closes at 7:00 p.m.
March 13-17	Spring Recess
March 15	<i>Area Committees submit promotion recommendations to ART (Full Professor).*</i> <i>Faculty Development Grant Proposal Review Completed*</i> <i>Renewal/Non-renewal Letters to 3rd, 4th and 5th year probationary Faculty.*</i> Renewal/Non-renewal letters to Term Faculty.
March 19	Residence halls open at 10 am. Meal plan begins at lunch.
March 20	Classes resume Send email to Faculty regarding commencement regalia
March 20-22	Junior advisement for registration for fall 2017 semester.
March 23-24	Junior registration for fall 2017 semester.
March 27-29	Sophomore advisement for registration for fall 2017 semester.
March 30-31	Sophomore registration for fall 2017 semester.
March 31	Faculty regalia request deadline.

APRIL

April 1	<i>Absolute deadline for new evidence to be accepted by ART (Full Professor)*</i>
April 2	Admitted Student Day (regular decision)
April 3-5	Freshman advisement for registration for fall 2017 semester.
April 3	Order Faculty Regalia from University Cap and Gown
April 6-7	Freshman registration for fall 2017 semester.
April 7	Last day to withdraw with a "W" Last day to convert to Pass/Fail
April 9	Admitted Student Day (regular decision)
April 10	Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Summer 1 & 3 to the Provost Office.
April 12	Residence halls close at 7:00 p.m. Updated entries for 2017-2018 catalog due to registrar.
April 13-17	Easter Break
April 15	<i>Announcement of Faculty Development Grant Awards *</i>
April 17	Residence halls open at 10:00 a.m. – Meal plan begins at lunch Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Summer 1 & 3 to the Fiscal.
April 18	Classes resume

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MAY

May 1	Confirm Department Chair updates for Summer 2017
May 5	Last day of classes
May 6-7	Reading Days
May 8-12	Final examinations begin.
May 11	Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Summer 2 to the Provost Office.
May 12	Residence halls close at 7:00 p.m.
May 15	ART submits promotion recommendations to President (Full Professor). * All senior grades due by noon. VPAA sends chair summer stipend letter to Deans.
May 18	All other grades due by noon. Provost Office reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> 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 2015*
May 19-21	COMMENCEMENT Weekend
May 22	Classes begin (Summer 1 & 3)
May 25	Last day for adding and dropping (Summer 1)
May 29	Memorial Day (college closed/no classes)
May 30	Last day for adding and dropping (Summer 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
June 2	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. *
June 16	Last day to withdraw with a "W" (Summer 1)
June 29	Dean reviews weekly and annual hours worked, signs and submits <i>Adjunct and Teaching Overload forms</i> for Fall Semester to the Provost office.
June 30	Annual Reports due from Deans to Provost Last day of classes (Summer 1)

JULY

July 4	Independence day (college closed/no classes)
July 5	Classes begin (Summer 2)
July 6	Grades due (Summer 1) 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 10	Last day for adding and dropping (Summer 2)
July 14	Last day to withdraw with a "W" (Summer 3)
July 28	Last day to withdraw with a "W" (Summer 2)

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AUGUST

August 1	Provost Innovation Fund summary deadline VPAA sends invitations for New Faculty Dinner
August 11	Last day of classes (Summer 2 & 3)
August 17	Grades due (Summer 2 & 3)
August 22	Begin planning Faculty Senate Welcome Back Reception Confirm Department Chair updates for fall 2017

** Faculty Handbook Deadline*

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

Updated 9/29/16