Provost and VPAA Annual Timetable

JULY 2012

July	Begin to coordinate Opening Academic Convocation

AUGUST

August 1	VPAA sends invitation out to all new full-time faculty, President, Deans, Pres. Faculty Senate, and President of AAUP regarding New Faculty Orientation in August.
August 15	VPAA sends reminder email to faculty eligible to take Sabbatical (AY 2013-2014) reminding them to inform Chair, Dean and VPAA by September 15.

SEPTEMBER

September 1	***Absolute Deadline for new evidence to be accepted by ART (Tenure)*****
September 4	Classes begin/Opening Academic Convocation.
September 6	Spring 2013 master schedules, with any revisions due from departments to Deans.
September10	Last day for adding and dropping courses Last day for converting to or from Audit
September 14	Last day for conversion of summer "N" grades
September 15	***Faculty notify Chairperson (copied to Dean and VPAA) of intent to apply for 2013-2014 Sabbatical.*****
September 20	Spring 2013master course schedules, with any revisions, due from deans to registrar for data entry and room assignments.
September 20	Course textbook deadline for Spring classes

OCTOBER

October 1	***VPAA informs candidates who are eligible for tenure.*****
October 1	***Candidate notifies VPAA, Deans and Chair of intent to apply for promotion. (Full)*****
October 1	Student Fulbright applications and recommendations due to Fulbright Program Advisor
October 4	Spring 2013 master schedule due back in deans' for final review
October 8	COLUMBUS DAY (college closed, no classes)
October 9	Classes meet on a Monday schedule.
October 10	***Department declaration of related departments sent to Dean*****
October 15	***Department Committee communicates recommendation letter to faculty member requesting sabbatical(copied to Dean and VPAA).*****
October 15	***Deans convene area selection Committee for promotion cases. VPAA sends memo to ART and President of candidates who intend to apply for promotion.*****
October 19	Mid-term
October 19	Final Spring 2013 master schedule due back in deans' offices.

October 22	Final Spring 2013 master course schedule due back from deans to registrar by 9:00 am for printing.
October 23	Mid-term grades are due by 5 pm.
October 24-26	Senior advisement for registration for spring 2013 semester.
October 29-30	Senior registration for spring 2013 semester.
October 31	Junior advisement for registration for spring 2013 semester.

NOVEMBER

November 1	***Deans send VPAA 2013-2014 Sabbatical recommendations.*****
November 1	***Faculty Development Grants Summary Report Deadline*****
November1-2	Junior advisement for registration for spring 2013 semester.
November 5	***2nd year faculty evaluations due in Dean's office.*****
November 5-6	Junior registration for spring 2013 semester.
November 7-9	Sophomore advisement for registration for spring 2013 semester.
November 9	Last day to withdraw with a "W"
November 9	Last day to convert to Pass/Fail
November 12-13	Sophomore registration for spring 2013 semester.
November 14-16	Freshman advisement for registration for spring 2013 semester
November 15	***Deans notify VPAA of Area Committee composition for promotion cases.*****
November 15	***VPAA notifies President of faculty requesting Sabbatical for AY 2013-2014.*****
November 19-20	Freshman registration for spring 2013 semester
November 20	Residence halls close at 7 pm.
November 20	***President and/or VPAA notify faculty granted approval of 2013-2014 Sabbatical leave.*****
November 21-25	THANKSGIVING RECESS (no classes; college closed)
November 25	Residence halls open at 10 am – meal plan begins at dinner.
November 26	College reopens; classes resume.

DECEMBER

December 1	***Deans Submit 2nd Year probationary faculty evaluations to VPAA*****
December 1	***Faculty Development Grant Progress Report Deadline (optional)*****
December 1	***Solicitation of Faculty Development Grant Proposals*****
December 7	Last day of classes
December 8-9	Reading days
December 10	Final examinations begin.
December 14	Final examinations end. Residence Halls close at 7 pm.
December 15	Reserved final examination day.(in case of inclement weather emergencies)

December 15	***Notification of Non-Reappointment for next academic year for faculty in 2nd academic year of service*****
December 15	***Promotion candidates submit dossiers to Area Committee.*****
December 18	Final grades are due by 5 pm.
December 24-Jan. 1	CHRISTMAS RECESS (college closed)

JANUARY 2013

January 1	***Deadline for tenure candidates to declare intent to Chair, Dean and Provost*****
January 2	College reopens
January	Deans send memo to Faculty on Leave of Absence asking their intentions for the coming year (request response by February 1).
January 15	***VPAA Notifies the Appointment Rank and Tenure Committee and Deans of candidates who will be applying for tenure with promotion or promotion only.*****
January 20	Residence halls open at 10 am meal plan begins at lunch Registration and Orientation for new students.
January 21	MLK Holiday(college closed, no classes)
January 22	CLASSES BEGIN
January 25	Last day for conversion of "N" grades for fall 2012 semester.
January 28	Last day for adding and dropping courses Last day for converting to or from Audit
January 30	***Deans convene area selection committees for tenure with promotion or promotion only candidates.*****

FEBRUARY

February 1	VPAA informs Faculty Senate of budget for Faculty Development Grants.
February 1	***Faculty Development Grant Proposal Deadline*****
February 1	Discuss selection of Honors Convocation Speaker.
February 8	Catalog entries dispersed by registrar for updating for 2013-2014 catalog.
February 12	***3rd, 4th, 5th Year faculty Evaluations due to Deans*****
February 14	Fall 2013 master schedule information due from departments to deans.**
February 15	***Deans inform VPAA of area committee composition for tenure with promotion or promotion only cases.*****
February 15	***Deans submit 1st year faculty evaluations to VPAA.*****
February 18	Presidents Day (college closed, no classes)
February 19	Classes will meet on a Monday schedule.
February 28	Course textbook deadline for Fall semester
February 28	Fall 2013 master course schedules due from deans to registrar for data entry and room assignments.

Provost and VPAA Annual Timetable

MARCH

March	Begin to coordinate Honors Convocation and Reception. Letter generated by registrar informing students of Honors Convocation and Reception.
March 1	***Tenure and promotion or promotion only candidates submit dossiers to Area Committee.*****
March 1	***Deans submit 3rd, 4th and 5th year probationary faculty evaluations to Provost.*****
March 8	Mid-term
March 12	Mid-term grades are due.
March 13	Classes will meet on a Monday schedule.
March 14	Fall 2013 master course schedule due back in deans' offices for accuracy check.
March 15	***Area Committees submit promotion recommendations to ART.*****
March 15	***Faculty Development Grant Proposal Review Completed*****
March 15	***Renewal/Non renewal Letters to probationary Faculty.*****
March 20	Residence halls close at 7 pm.
March 21-31	SPRING RECESS/EASTER RECESS (No classes)
March 26	Final Fall 2013 master course schedule due back to deans for final review.
March 27	Final Fall 2013 master schedule due back from deans to registrar by 9:00 am for printing.
March 28-29	Holy Thursday/Good Friday (College closed)

APRIL

April	All preparations for Honors Convocation Faculty Emeritus Reception
April 1	College opens, no classes
April 1	***Absolute deadline for new evidence to be accepted by ART (Full Professor)*****
April 3-5	Junior advisement for fall 2013 semester.
April 8-9	Junior registration for fall 2013 semester.
April 12	Last day to withdraw with a "W" Last day to convert to Pass/Fail
April 10-12	Sophomore advisement for registration for fall 2013 semester.
April 15	***Announcement of Faculty Development Grant Awards *****
April 15-16	Sophomore registration for fall 2013 semester.
April 17-19	Freshman advisement for registration for fall 2013 semester.
April 22-23	Freshman registration for fall 2013 semester.
April 23	Honors Convocation

Provost and VPAA Annual Timetable

MAY

May	Discuss Opening Convocation speaker selection.
May 6	Last day of classes
May 7	Final examinations begin.
May 11	Final examinations end. Residence halls close at 5 pm.
May 13	All senior grades due by noon.
May 15	***ART submits promotion recommendations to President.*****
May 16	All other grades due by noon.
May 19	COMMENCEMENT
May 26-31	***VPAA notifies faculty eligible by reason of seniority about Sabbatical eligibility no later than June 1**. (Sabbatical Program re: Faculty Handbook pgs 46-48)***

JUNE

June 1	***Area Committee completes report(s) on tenure with promotion or promotion only cases.*****
June 3	Annual Reports for current academic year due to Deans
June 15	***Area Committee submits tenure with promotion or promotion only recommendation(s) and dossiers to ART.*****
June 17	Annual Reports due from Deans to Provost

***** Faculty Handbook Deadline***