

Eastern Illinois University
2011-2012 Administrative Calendar

*** Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 5, 2011	Summer 8-WK last class day M-F classes (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes (Final Exams during last class meeting)
August 6, 2011	Summer 8-WK last class day for classes meeting on Saturday (Final exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final exams during last class meeting)
August 6, 2011				* Reissue Section Size Minima Memo
August 10, 2011	Summer term closes	Summer term closes	Summer term closes	Summer term closes
August 10, 2011			* Deadline for Deans to enter any final contract revisions into online workload system (only minor revisions to Summer 8-WK and overload assignments may be entered)	
August 12, 2011	* Last day to submit EWP ratings for Summer 2011	* Last day to submit EWP ratings for Summer 2011		
August 16, 2011				IBHE Meeting (Chicago School of Professional Psychology, Chicago)
August 16, 2011	Transfer August Registration	Transfer August Registration	Transfer August Registration	Transfer August Registration
August 17, 2011				* Board of Trustees Report materials due by noon to External Relations
August 17, 2011	Fall term opens	Fall term opens	Fall term opens	Fall term opens
August 19, 2011	Deadline for completing Summer 2011 graduation requirements	Deadline for completing Summer 2011 graduation requirements	Deadline for completing Summer 2011 graduation requirements	Deadline for completing Summer 2011 graduation requirements
August 19, 2011	Prowl Welcome/Prowl College Meetings/EIU Reads/Prowl Picnic	Prowl Welcome/Prowl College Meetings/EIU Reads/Prowl Picnic	Prowl Welcome/Prowl College Meetings/EIU Reads/Prowl Picnic	Prowl Welcome/Prowl College Meetings/EIU Reads/Prowl Picnic
August 19, 2011	Fall Convocation	Fall Convocation	Fall Convocation	Fall Convocation
August 21, 2011	First Night	First Night	First Night	First Night
August 22, 2011	First class day/fall semester	First class day/fall semester	First class day/fall semester	First class day/fall semester

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 25, 2011	Place notification of Achievement and Contribution Awards, pre-retirement summer option, and outside employment verification deadlines in newsletter			* Place notification of Achievement and Contribution Awards, pre-retirement summer option, and outside employment verification deadlines in newsletter
August 26, 2011	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
August 30, 2011	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.
September 1, 2011				* Provost notifies faculty of sick leave policies
September 2, 2011		* Spring 2012 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required	* Spring 2012 class schedule due to deans. Prior consultation on overloads required. Due to VPAA 9/6	
September 2, 2011	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)
September 2, 2011	Last day to drop a class and not be charged	Last day to drop a class with no grade 4:00 p.m.	Last day to drop a class with no grade 4:00 p.m.	Last day to drop a class with no grade 4:00 p.m.
September 2, 2011	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
September 2, 2011	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Spring 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
September 2, 2011				* VPAA issues Research/Creativity/Special Project Pool Procedures
September 2, 2011		* Tier 1 scheduling ends for spring 2012	* Tier 1 scheduling ends for spring 2012	Tier 1 scheduling ends for spring 2012
September 2, 2011	Last day for credit/no credit requests 4:00 p.m.	Last day for credit/no credit requests 4:00 p.m.	Last day for credit/no credit requests 4:00 p.m.	Last day for credit/no credit requests 4:00 p.m.
September 5, 2011	Labor Day	Labor Day	Labor Day	Labor Day
September 6, 2011		* Tier 2 scheduling begins in Banner/Astra for spring 2012	* Spring 2012 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2012	
September 9, 2011		* Tier 2 ends for spring 2012	* Tier 2 ends for spring 2012	
September 12, 2011		* Tier 3 scheduling begins in Banner/Astra for spring 2012	* Tier 3 scheduling begins in Banner/Astra for spring 2012	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
September 12, 2011		* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty	* Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Studies for distribution to faculty
September 15, 2011				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)
September 15, 2011	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 16, 2011		* Tier 3 scheduling ends in Banner/Astra for Spring 2012	* Tier 3 scheduling ends in Banner/Astra for Spring 2012	
September 17, 2011	Constitution Day	Constitution Day	Constitution Day	Constitution Day
September 19, 2011		Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2012 semester		
September 23, 2011	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		
September 30, 2011		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	
October 3, 2011		* Tier 1 scheduling begins in Banner/Astra for summer 2012	* Tier 1 scheduling begins in Banner/Astra for summer 2012	
October 3, 2011				* Human Resources provides faculty with individualized Employment Statement
October 4, 2011				IBHE Meeting (Harper College, Palatine, IL)
October 7, 2011		* Nominations for Provost's Award for Achievement in Academic Assessment due to CASA	* Nominations for Provost's Award for Achievement in Academic Assessment due to CASA	
October 7, 2011			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Studies	
October 10, 2011	Open House	Open House	Open House	Open House
October 12, 2011	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester
October 12, 2011	Mid-term grades open at 8:00 a.m.	Mid-term grades open at 8:00 a.m.	Mid-term grades open at 8:00 a.m.	Mid-term grades open at 8:00 a.m.

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 13, 2011		* Faculty workload reports due to deans (final fall 2011 with tentative spring 2012). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2011 with tentative spring 2012)	
October 13, 2011		* Selection of a departmental representative from each department to the college-level review committee for Research/ Creative Activity/Special Project Proposals (in the case of Library Services, a Unit A, tenured, resource professional from each reporting unit with tenured resource professional employees)		
October 13, 2011				* Total budget request due to IBHE
October 13, 2011				* VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals
October 14, 2011	Fall Break	Fall Break	Fall Break	Fall Break
October 17, 2011	* Faculty who desire not to teach in 2012 summer session notify chair in writing			
October 17, 2011	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 17, 2011	* Chair of ACA Selection Committee forwards list of recipients to President			
October 17, 2011		* Participating departments' final FY2013 Cooperative Internship Grant Requests due to Linda Moore, Career Services	* Final FY2013 Cooperative Internship Grant Requests due to Linda Moore, Career Services	
October 19, 2011	Mid-term grades close at 4:00 p.m.	Mid-term grades close at 4:00 p.m.	Mid-term grades close at 4:00 p.m.	Mid-term grades close at 4:00 p.m.
October 19, 2011				* Report to UPI changes in status of positions of Units A and B
October 21, 2011			* CASA sends midterm grades	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 21, 2011	* Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected	Research/Creative Activity/Special Project Proposals due to department chair either from the applicants or from the departmental review committee with comments, if one is elected		
October 26, 2011			* Final fall/tentative spring faculty workloads and overload reports due to VPAA	Final fall/tentative spring faculty workloads and overload reports due to VPAA
November 1, 2011				* President notifies ACA Selection Committee of any concerns or disagreement with selections
November 1, 2011	* Deadline for tenured faculty submitting retraining leave/ sabbatical assignment applications for 2012-2013 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2012-2013 to chair (copies to dean and VPAA)		
November 1, 2011	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2012-2013 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2012-2013 encouraged; must be submitted 3 months prior to start of leave		
November 1, 2011	* Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2012-2013 (copies to dean and VPAA, VPSA where appropriate)	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2012-2013 (copies to dean and VPAA, VPSA where appropriate)		
November 1, 2011	* Tenured/tenure-track faculty may submit proposed assignment for 2012-2013 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2012-2013 class schedule in writing to chair		
November 2, 2011				* Board of Trustees report materials due by noon to External Relations
November 4, 2011	Last day for grade of "W" for withdrawal, fall semester	Last day for grade of "W" for withdrawal, fall semester	Last day for grade of "W" for withdrawal, fall semester	Last day for grade of "W" for withdrawal, fall semester
November 7, 2011		* Tier 1 scheduling begins in Banner/Astra for Fall 2012	* Tier 1 scheduling begins in Banner/Astra for Fall 2012	
November 8, 2011	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 11, 2011	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Summer 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
November 11, 2011		* Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2012-2013 to deans	Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2012-2013 to deans	
November 11, 2011	Open House	Open House	Open House	Open House
November 11, 2011		* Chairs submit to deans faculty sabbatical applications and LWOS applications for 2012-2013	Chairs submit to deans faculty sabbatical applications and LWOS applications for 2012-2013	
November 11, 2011				* VPAA appoints ACF PBI Committee
November 11, 2011		* Tier 1 scheduling ends in Banner/Astra for Summer 2012	Tier 1 scheduling ends in Banner/Astra for Summer 2012	
November 11, 2011				* Preparation for Banner/Astra Tier 2 scheduling for summer 2012
November 14, 2011		* Tier 2 scheduling begins in Banner/Astra for summer 2012	* Tier 2 scheduling begins in Banner/Astra for summer 2012	
November 15, 2011	* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary			* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary
November 15, 2011				* VPAA notifies faculty of summer pre-retirement assignment decision
November 15, 2011	* Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair			
November 15, 2011	* Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent to apply, in writing, copy supervisor and dean/director			* Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent to apply, in writing, copy supervisor and dean/director

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 16, 2011		* Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	Research/Creative Activity/Special Project Application proposals with chair comments, and departmental review committee comments if relevant, due to deans for presentation to college-level review committee	
November 16, 2011		* Tier 2 scheduling ends in Banner/Astra for summer 2012	* Tier 2 scheduling ends in Banner/Astra for summer 2012	
November 17, 2011		* Tier 3 scheduling begins in Banner/Astra for summer 2012	* Tier 3 scheduling begins in Banner/Astra for summer 2012	
November 18, 2011		* Summer Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required	Summer 2012 class schedule due to deans. Prior consultation on overloads required.	Summer Schedule due to deans and VPAA
November 18, 2011		* Tier 3 scheduling ends in Banner/Astra for summer 2012	* Tier 3 scheduling ends in Banner/Astra for summer 2012	
November 18, 2011	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
November 18, 2011			* Summer 2012 class schedule due	
November 18, 2011	* Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2012 semester
November 21, 2011	Thanksgiving Break 11/21-25	Thanksgiving Break 11/21-25	Thanksgiving Break 11/21-25	Thanksgiving Break 11/21-25
November 22, 2011			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2012-2013 to VPAA	
December 1, 2011				* President notifies ACA recipients
December 1, 2011		Course fee requests (new, change, or delete) due to VPAA from Deans	* Course fee requests (new, change, or delete) due to VPAA from Deans	* Course fee requests due to VPAA
December 5, 2011	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
December 5, 2011		* Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
December 5, 2011				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
December 6, 2011				IBHE Meeting (Moraine Valley Community College, Palos Hills, IL)
December 7, 2011			* Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall
December 8, 2011			* Sabbatical replacement costs for FY12 due to VPAA	Sabbatical replacement costs due from deans
December 8, 2011			* Dean issues decision on credit unit assignments from the allocated pool	Dean issues decision on credit unit assignments from the allocated pool
December 9, 2011	Last day of classes for fall semester	Last day of classes for fall semester	Last day of classes for fall semester	Last day of classes for fall semester
December 12, 2011	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin
December 15, 2011				* Course fee requests due to Presidents Council
December 16, 2011	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end
December 17, 2011	Fall Commencement	Fall Commencement	Fall Commencement	Fall Commencement
December 19, 2011	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)
December 19, 2011	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.
December 23, 2011	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 26, 2011	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 30, 2011	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday
January 2, 2012	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday
January 4, 2012				* Board of Trustees report materials due by noon to External Relations
January 4, 2012	Spring term opens	Spring term opens	Spring term opens	Spring term opens
January 5, 2012	* Last day to submit EWP ratings for Fall 2011	* Last day to submit EWP ratings for Fall 2011		
January 6, 2012	Freshman Debut (January Registration)	Freshman Debut (January Registration)	Freshman Debut (January Registration)	Freshman Debut (January Registration)

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 6, 2012	Transfer Debut (January Registration)	Transfer Debut (January Registration)	Transfer Debut (January Registration)	Transfer Debut (January Registration)
January 6, 2012	Deadline for completing Fall 2011 graduation requirements	Deadline for completing Fall 2011 graduation requirements	Deadline for completing Fall 2011 graduation requirements	Deadline for completing Fall 2011 graduation requirements
January 9, 2012	First class day of spring semester	First class day of spring semester	First class day of spring semester	First class day of spring semester
January 13, 2012	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
January 16, 2012	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday
January 18, 2012	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.	Last day for audit requests 4:00 p.m.
January 20, 2012	* Grade Appeal Committee Semesterly Report for fall due to CAA and CGS		Grade Appeal Committee Semesterly Report for fall due to CAA and CGS	
January 20, 2012	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
January 20, 2012	* Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs		
January 20, 2012				* Provost notifies faculty of sick leave policies
January 20, 2012	* All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	* All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings		
January 20, 2012	* Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	* Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation		
January 23, 2012	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)
January 23, 2012	Last day for credit/no credit requests 4:00 pm	Last day for credit/no credit requests 4:00 p.m.	Last day for credit/no credit requests 4:00 p.m.	Last day for credit/no credit requests 4:00 p.m.
January 27, 2012		* Draft IBHE program review due to VPAA	* Draft IBHE program review due to VPAA	
January 27, 2012	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	* Fall 2012 Continuing Ed course proposals due to Continuing Ed (Note: Continuing Ed deadlines are now aligned with the on campus deadlines.)	
January 27, 2012		* Tier 1 scheduling ends in Banner/Astra for fall 2012	* Tier 1 scheduling ends in Banner/Astra for fall 2012	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 27, 2012		* Fall 2012 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required	* Fall 2012 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling. Opportunity for consultation with faculty member required. Consultation with deans on overload required. Due to VPAA 1/30/12	* Fall 2012 class schedules due to deans and completed in Banner/Astra for Tier 1 scheduling
January 30, 2012		* Tier 2 scheduling begins in Banner/Astra for fall 2012	* Fall 2012 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2012	
February 1, 2012	* Faculty notifies VPAA of acceptance/rejection of sabbatical assignments			Faculty notifies VPAA of acceptance/rejection of sabbatical assignments
February 2, 2012	* DPC submits retention, promotion, and tenure recommendations to chair			
February 3, 2012		* Tier 2 scheduling ends in Banner/Astra for fall 2012	* Tier 2 scheduling ends in Banner/Astra for fall 2012	
February 6, 2012		* Tier 3 scheduling begins in Banner/Astra for fall 2012	* Tier 3 scheduling begins in Banner/Astra for fall 2012	
February 6, 2012		* Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs to distribute to faculty	* Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs	* Planning and Institutional Studies sends spring Faculty Activity Analysis forms to deans for distribution to chairs
February 7, 2012		* Tier 3 scheduling ends in Banner/Astra for fall 2012	* Tier 3 scheduling ends in Banner/Astra for fall 2012	
February 7, 2012		* Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	
February 10, 2012	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	* Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair		
February 10, 2012	* Eligible faculty submit PAI materials to chair for submission to DPC			

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 14, 2012		* Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date	Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date	
February 14, 2012	* Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation		
February 15, 2012				* Board of Trustees report materials due by noon to External Relations
February 16, 2012		* Final 2011-2012 faculty workloads and overload reports due from chair to dean, including final spring semester 2012 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2011-2012 faculty workloads and overload reports due from chair to dean, including final spring semester 2012 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 16, 2012	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 16, 2012	* Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair			
February 17, 2012	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday
February 20, 2012		* Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	
February 20, 2012	* DPC submits PAI recommendations to chair	DPC submits PAI recommendations to chair		
February 20, 2012	* Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year		
February 20, 2012	Open House	Open House	Open House	Open House

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 21, 2012		* Revisions of student evaluation forms due to Academic Assessment and Testing for fall 2011 semester		
February 21, 2012		* Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	
February 22, 2012			* Deans report to VPAA on faculty teaching at other institutions	
February 22, 2012			* Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty
February 23, 2012	* DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure	* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure		
February 23, 2012		* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.		
February 23, 2012		* Chairs return spring Faculty Analysis forms to deans	Chairs return spring Faculty Analysis forms to deans	
February 24, 2012	* CAA Invites nominations for designation of Faculty Laureate			
February 24, 2012			* Final 2011-2012 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2012 workloads based on official enrollment reports for spring semester	Final 2011-2012 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2012 workloads based on official enrollment reports for spring semester
February 27, 2012		* Chair provides PAI recommendations of DPC and Chair to faculty		
February 27, 2012		* Tier 1 scheduling begins in Banner/Astra for Spring 2013	* Tier 1 scheduling begins in Banner/Astra for Spring 2013	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 29, 2012	* Annually contracted faculty with unsatisfactory evaluation requests review by the ACF appeal committee			
March 1, 2012		* Chairs notify deans of any planned changes to ACF multi-year contracts	* Chairs notify deans of any planned changes to ACF multi-year contracts	
March 1, 2012	Midterm, spring semester	Midterm, spring semester	Midterm, spring semester	Midterm, spring semester
March 1, 2012	Midterm grades for Spring 2012 open 8:00 a.m.	Midterm grades for Spring 2012 open 8:00 a.m.	Midterm grades for Spring 2012 open 8:00 a.m.	Midterm grades for Spring 2012 open 8:00 a.m.
March 2, 2012			* Deans return spring Faculty Activity Analysis forms to Planning & Institutional Studies	
March 2, 2012	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
March 5, 2012	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 5, 2012			* Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean
March 7, 2012			*Deans notify VPAA of any planned changes to ACF multi-year contracts	*Deans notify VPAA of any planned changes to ACF multi-year contracts
March 7, 2012		* Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	
March 7, 2012	Chair provides ACF evaluation materials to ACF Appeal Committee	* Chair provides ACF evaluation materials to ACF Appeal Committee		
March 7, 2012	* ACFs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to department chair and also notify dean and VPAA	ACF PBI portfolios due		
March 8, 2012	Midterm grades for Spring 2012 closes 4:00 p.m.	Midterm grades for Spring 2012 closes 4:00 p.m.	Midterm grades for Spring 2012 closes 4:00 p.m.	Midterm grades for Spring 2012 closes 4:00 p.m.
March 8, 2012				* Report to UPI changes in status of positions Units A & B

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 8, 2012				* VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC
March 8, 2012		* Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI		
March 9, 2012		Last day for council action on items to be included in the Undergraduate Catalog	Last day for council action on items to be included in the Undergraduate Catalog	
March 9, 2012	* DPC provides faculty with written notification of reconsideration of negative recommendation of PAI	* Chair provides faculty with written notification of reconsideration of negative recommendation of PAI		
March 12, 2012			* CASA sends midterm grades	
March 12, 2012	Spring Break March 12-16	Spring Break March 12-16	Spring Break March 12-16	Spring Break March 12-16
March 15, 2012	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 15, 2012		* Deadline for withdrawing a multiple year ACF contract		* Deadline for withdrawing a multiple year ACF contract
March 16, 2012	* UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member			UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member
March 19, 2012		* Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	
March 21, 2012			* Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 22, 2012	* Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI		
March 23, 2012	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC			* VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC
March 23, 2012	* Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
March 27, 2012	* Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	* Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	* Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	* Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee
March 27, 2012	* ACF appeal committee report sent to Chair, copy to Dean and VPAA	ACF appeal committee report sent to Chair, copy to Dean and VPAA	ACF appeal committee report sent to Chair, copy to Dean and VPAA	ACF appeal committee report sent to Chair, copy to Dean and VPAA
March 27, 2012	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	* Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI, copy to dean		
March 28, 2012	* Deadline for nominations for faculty to supply a list to CATS for software to support classes for the next academic year	* Deadline for nominations for faculty to supply a list to CATS for software to support classes for the next academic year	Deadline for nominations for faculty to supply a list to CATS for software to support classes for the next academic year	Deadline for nominations for faculty to supply a list to CATS for software to support classes for the next academic year
March 28, 2012			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 29, 2012				* Board of Trustees report materials due by noon to External Relations
March 30, 2012		Undergraduate Catalog made available to departments for review	Undergraduate Catalog made available to deans/directors/ departments for review	* Undergraduate Catalog made available to deans/directors/ departments for review

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 30, 2012	* UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA			UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA
March 30, 2012		* Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2011-2012 appointment to appropriate dean, VPAA, and UPI Chapter President		
April 2, 2012		* Nomination for graduate assistants for 2012-2013 due from graduate coordinators to Dean of Graduate School via the academic dean	* Nomination for graduate assistants for 2012-2013 due from graduate coordinators to Dean of Graduate School via the academic dean	
April 2, 2012				* VPAA notifies faculty of 1st and 2nd, year retention decisions
April 2, 2012	* Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation		
April 2, 2012				* PAI recommendations submitted to UPC by VPAA
April 2, 2012				* VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)
April 2, 2012		* Tentative summer 2012 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2012 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	
April 2, 2012				* VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule
April 2, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 6, 2012			* Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty
April 9, 2012		* Revised Undergraduate Catalog materials due to VPAA	* Revised Undergraduate Catalog materials due to VPAA	Revised Undergraduate Catalog materials due to VPAA
April 9, 2012				* VPAA provides PBI portfolios to ACF PBI Committee
April 12, 2012			* Tentative summer 2012 faculty workload reports due from deans to Director of Summer School	Tentative summer 2012 faculty workload reports due from deans to Director of Summer School
April 12, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
April 12, 2012	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
April 13, 2012		* Tentative 2012-2013 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2012-2013 workload reports due from chairs to deans; opportunity for faculty consultation required	
April 13, 2012	* ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty			
April 16, 2012			* Request for fall 2012 University Foundation Courses from CASA	
April 16, 2012	* UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member			UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member
April 16, 2012	* Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair	Date by which first-year tenure-track employees eligible for placement in a higher probationary year may elect to do so by notifying VPAA in writing, with copy to dean and chair		
April 16, 2012	* ASPs who elect to count previous years of service at the University toward a two-year appointment must notify the appropriate vice president in writing			ASPs who elect to count previous years of service at the University toward a two-year appointment must notify the appropriate vice president in writing
April 16, 2012				* VPAA appoints ASP PBI Committee

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 16, 2012	* ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations			
April 18, 2012	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty
April 20, 2012	* Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2012 semester
April 20, 2012	* ACF requests reconsideration of negative PBI Committee recommendation			
April 21, 2012	Open House	Open House	Open House	Open House
April 23, 2012	* Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
April 23, 2012			* Tentative 2012-2013 workload reports due from deans to VPAA	
April 23, 2012		* Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	
April 24, 2012	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			
April 24, 2012			* Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring
April 25, 2012	* ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty			ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 27, 2012	* UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA			UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA
April 27, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
April 30, 2012	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			
April 27, 2012	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester
April 30, 2012		* Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	* Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	
April 30, 2012		* By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) review employee's official job description and statement of methods and materials used for evaluation, develop tentative written work plan for the next year and submit plan to appropriate dean/director and appropriate vice president for approval, with copy to ASP	* By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) review employee's official job description and statement of methods and materials used for evaluation, develop tentative written work plan for the next year and submit plan to appropriate dean/director and appropriate vice president for approval, with copy to ASP	By this date, after consultation with the ASP, supervisors review employee's official job description and statement of methods and materials used for evaluation, develop tentative written work plan for the next year and submit plan to appropriate dean/director and appropriate vice president for approval, with copy to ASP
April 30, 2012				* Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee
April 30, 2012	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin
April 30, 2012				* VPAA notifies annually contracted faculty of PBI results
May 3, 2012				* VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 3, 2012		* Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2012-2013	Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2012-2013	
May 4, 2012	* Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2012 semester	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2012 semester
May 4, 2012	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end
May 4, 2012				* VPAA notifies faculty in writing of PAI decisions
May 4, 2012			* Academic deans review listing of regular graduate faculty, associate and adjunct graduate faculty for AY 2012-2013	
May 5, 2012	Spring Commencement	Spring Commencement	Spring Commencement	Spring Commencement
May 7, 2012	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.	Grades due (entered in PAWS) 4:00 p.m.
May 7, 2012	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)
May 9, 2012	Summer 2012 semester opens	Summer 2012 semester opens	Summer 2012 semester opens	Summer 2012 semester opens
May 14, 2012	Summer 4-WK 2012 first class day	Summer 4-WK 2012 first class day	Summer 4-WK 2012 first class day	Summer 4-WK 2012 first class day
May 15, 2012			* Deans/directors provide retention evaluations for ASP, when necessary, to VPAA	Deans/directors provide retention evaluations for ASP, when necessary, to VPAA
May 15, 2012	First Census Date (Count Day) Summer 4-WK	First Census Date (Count Day) Summer 4-WK	First Census Date (Count Day) Summer 4-WK	First Census Date (Count Day) Summer 4-WK
May 15, 2012	Last day for credit/no credit requests	Last day for credit/no credit requests	Last day for credit/no credit requests	Last day for credit/no credit requests
May 16, 2012		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to chairs	* Planning & Institutional Studies sends deans Summer Faculty Activity Analysis forms for distribution to chairs
May 18, 2012	* Last day to submit EWP ratings for Spring 2012	* Last day to submit EWP ratings for Spring 2012		
May 25, 2012	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 25, 2012	* ASPs eligible for PBI and who did not achieve a 4th consecutive "superior" evaluation may submit PBI portfolio to supervisor and also notify dean and VPAA			
May 28, 2012	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday
May 29, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
May 30, 2012				* Board of Trustees report materials due by noon to External Relations
May 30, 2012	Freshman Debut 5/30-5/31	Freshman Debut 5/30-5/31	Freshman Debut 5/30-5/31	Freshman Debut 5/30-5/31
May 31, 2012	Deadline for completing Spring 2012 graduation requirements	Deadline for completing Spring 2012 graduation requirements	Deadline for completing Spring 2012 graduation requirements	Deadline for completing Spring 2012 graduation requirements
June 1, 2012	Last day for grade of "W" for withdrawal, 4-WK term	Last day for grade of "W" for withdrawal, 4-WK term	Last day for grade of "W" for withdrawal, 4-WK term	Last day for grade of "W" for withdrawal, 4-WK term
June 4, 2012	Freshman Debut 6/4-6/7	Freshman Debut 6/4-6/7	Freshman Debut 6/4-6/7	Freshman Debut 6/4-6/7
June 4, 2012		* Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty		Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty
June 8, 2012		* Supervisors provide ASP PBI recommendations and materials to VPAA; copy to ASP	* Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	
June 8, 2012		* Final IBHE program reviews due to VPAA	* Final IBHE Program Reviews due to VPAA	
June 8, 2012	* Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS
June 8, 2012	Summer 4-WK 2012 last class day, Monday-Friday courses	Summer 4-WK 2012 last class day, Monday-Friday courses	Summer 4-WK 2012 last class day, Monday-Friday courses	Summer 4-WK 2012 last class day, Monday-Friday courses
June 8, 2012			* Dean/director submits written recommendations on ASP PBI portfolios, where necessary, to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.)	
June 9, 2012	Summer 4-WK 2012 last class day, courses meeting on Saturday	Summer 4-WK 2012 last class day, courses meeting on Saturday	Summer 4-WK 2012 last class day, courses meeting on Saturday	Summer 4-WK 2012 last class day, courses meeting on Saturday

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
June 11, 2012				* VPAA provides materials to ASP PBI Committee
June 11, 2012	Summer 6-WK 2012 first class day	Summer 6-WK 2012 first class day	Summer 6-WK 2012 first class day	Summer 6-WK 2012 first class day
June 11, 2012	Summer 8-WK 2012 first class day	Summer 8-WK 2012 first class day	Summer 8-WK 2012 first class day	Summer 8-WK 2012 first class day
June 13, 2012			* Deadline for Deans to enter Summer 4-WK, Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)	
June 13, 2012	Second Census Date (4-WK)	Second Census Date (4-WK)	Second Census Date (4-WK)	Second Census Date (4-WK)
June 13, 2012	Summer 4-WK 2012 term closes	Summer 4-WK 2012 term closes	Summer 4-WK 2012 term closes	Summer 4-WK 2012 term closes
June 13, 2012	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.
June 15, 2012				* Appropriate vice president provides each ASP with retention decision
June 15, 2012	* Department assessment summaries due to CASA	* Department assessment summaries due to CASA	* Department assessment summaries due to CASA	
June 18, 2012	* PBI Committee provides recommendations to VPAA, copy to ASP			PBI Committee provides recommendations to VPAA, copy to ASP
June 18, 2012	Freshman Debut	Freshman Debut	Freshman Debut	Freshman Debut
June 18, 2012	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
June 18, 2012	First Census Date (Count Day) Summer 6-WK and Summer 8-WK	First Census Date (Count Day) Summer 6-WK and Summer 8-WK	First Census Date (Count Day) Summer 6-WK and Summer 8-WK	First Census Date (Count Day) Summer 6-WK and Summer 8-WK
June 18, 2012	Last day for credit/no credit requests	Last day for credit/no credit requests	Last day for credit/no credit requests	Last day for credit/no credit requests
June 19, 2012	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)
June 20, 2012	Freshman Debut 6/20-6/21	Freshman Debut 6/20-6/21	Freshman Debut 6/20-6/21	Freshman Debut 6/20-6/21
June 22, 2012	* ASPs request reconsideration if PBI Committee recommendation is negative			
June 22, 2012		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	
June 25, 2012		* Final Summer 2012 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 25, 2012	Freshman Debut 6/25-6/26	Freshman Debut 6/25-6/26	Freshman Debut 6/25-6/26	Freshman Debut 6/25-6/26

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
June 27, 2012	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)
June 27, 2012	* PBI Committee provides ASP with results of reconsideration and copy to VPAA			PBI Committee provides ASP with results of reconsideration and copy to VPAA
June 28, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
June 29, 2012			* Deans return Summer Faculty Activity Analysis forms to Planning & Institutional Studies	
June 29, 2012		* Updated Major Assessment Profiles due to VPAA	* Updated Major Assessment Profiles due to VPAA	Updated Major Assessment Profiles due to VPAA
June 29, 2012				* Appropriate vice president provides each ASP with PBI decision
July 2, 2012	Freshman Debut 7/2-7/3	Freshman Debut 7/2-7/3	Freshman Debut 7/2-7/3	Freshman Debut 7/2-7/3
July 4, 2012	Independence Day	Independence Day	Independence Day	Independence Day
July 6, 2012			* Final Summer 2012 faculty workload reports due	
July 9, 2012	Freshman Debut (7/9-7/11)	Freshman Debut (7/9-7/11)	Freshman Debut (7/9-7/11)	Freshman Debut (7/9-7/11)
July 11, 2012	Last day for grade of "W" for withdrawal, 6-WK term	Last day for grade of "W" for withdrawal, 6-WK term	Last day for grade of "W" for withdrawal, 6-WK term	Last day for grade of "W" for withdrawal, 6-WK term
July 11, 2012			* Deadline for Deans to enter overload contract revisions into online workload system (minor revisions to Summer 6-WK and Summer 8-WK assignments also may be entered if necessary)	
July 12, 2012	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)
July 13, 2012			* Deans/directors submit A&P direct report evaluations to VPAA	
July 16, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
July 17, 2012	Freshman Debut 7/17-7/19	Freshman Debut 7/17-7/19	Freshman Debut 7/17-7/19	Freshman Debut 7/17-7/19
July 20, 2012	Open House	Open House	Open House	Open House
July 20, 2012	Last day for grade of "W" for withdrawal, 8-WK term	Last day for grade of "W" for withdrawal, 8-WK term	Last day for grade of "W" for withdrawal, 8-WK term	Last day for grade of "W" for withdrawal, 8-WK term
July 20, 2012	Summer 6-WK 2012 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2012 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2012 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2012 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)
July 21, 2012	Summer 6-WK 2012 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2012 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2012 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2012 last class day, courses meeting on Saturday (Final exams during last class day)

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
July 23, 2012	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)	Freshman Debut (Gateway/Boost)
July 24, 2012	Freshman Debut 7/24-7/26	Freshman Debut 7/24-7/26	Freshman Debut 7/24-7/26	Freshman Debut 7/24-7/26
July 25, 2012	Summer 6-WK 2012 term closes. Second Census Date	Summer 6-WK 2012 term closes. Second Census Date	Summer 6-WK 2012 term closes. Second Census Date	Summer 6-WK 2012 term closes. Second Census Date
July 25, 2012	Summer 6-WK 2012 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2012 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2012 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2012 grades due (entered in PAWS) 4:00 p.m.
August 3, 2012	Summer 8-WK last class day M-F classes (Final Exams during last class meeting)	Summer 8-WK last class day (Final Exams during last class meeting)	Summer 8-WK last class day (Final Exams during last class meeting)	Summer 8-WK last class day (Final Exams during last class meeting)
August 4, 2012	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)
August 8, 2012	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes
August 8, 2012	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.
August 9, 2012			* Deadline for Deans to enter any final contract revisions into online workload system (only minor revisions to Summer 8-WK and overload assignments may be entered)	
August 10, 2012	* Last day to submit EWP ratings for Summer 2012	* Last day to submit EWP ratings for Summer 2012		
August 15, 2012	Fall 2012 semester opens	Fall 2012 semester opens	Fall 2012 semester opens	Fall 2012 semester opens
August 16, 2012	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
August 17, 2012	Deadline for completing summer 2012 graduation requirements	Deadline for completing summer 2012 graduation requirements	Deadline for completing summer 2012 graduation requirements	Deadline for completing summer 2012 graduation requirements

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
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Notes: Published by the Office of Academic Affairs, Jeff Cross

First Review Draft: July 5, 2011

Revised Review Draft: July 19, 2011 Added:

8/10/2011

Summer term closes

8/10/2011

Deadline for completing Summer 2011 graduation requirements

1/6/2012

Deadline for completing Fall 2011 graduation requirements

5/9/2012

Summer 2012 semester opens

5/31/2012

Deadline for completing Spring 2012 graduation requirements

8/15/2012

Fall semester 2012 opens

8/17/2012

Deadline for completing Summer 2012 graduation requirements

Revised:

11/11/2011

* Tier 1 scheduling ends in Banner/Astra for Summer 2012

11/18/2011

* Summer Schedule due to deans and VPAA

3/8/2012

Midterm grades for Spring 2012 closes at 4:00 p.m. (revised from 3/7/2012)

First Electronic Publication: August 15, 2011

Revised: August 29, 2011

8/25/2011

* Newsletter insertion for ACA, Outside Employment and Preretirement

10/13/2011

* Workload report due date

2/1/2012

* Notification of acceptance/rejection of sabbatical

2/16/2012

* Faculty requests for reconsideration

3/30/2011

* Chairs provide copy of re-employment roster of Unit B ACFs

4/13/2012

* Tentative 2012-2013 workload reports due from chairs to deans; opportunity

Revised January 23, 2012

Added

3/1/2012

Chairs notify Deans of any planned changes to ACF multi-year contracts

3/7/2012

Deans notify VPAA of any planned changes to ACF multi-year contracts