

**Eastern Illinois University  
2016-2017 Administrative Calendar**

<b>*=Action Required</b>					
<b>Date</b>	<b>Item</b>	<b>Faculty/ Faculty Committees/ ASP</b>	<b>Dept Chairs/ Directors/ Coordinators</b>	<b>Dean</b>	<b>VPAA / President/ Other</b>
8/1/2016	Reissue Section Size Minima Memo		YES	YES	*YES
8/5/2016	Summer 8-WK last class day (Final Exams during last class meeting)	YES	YES	YES	YES
8/6/2016	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES
8/10/2016	Summer 8-WK term closes (second census date)	YES	YES	YES	YES
8/10/2016	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
8/16/2016	Transfer Debut	YES	YES	YES	YES
8/17/2016	Fall 2016 semester opens	YES	YES	YES	YES
8/17/2016	International Orientation	YES	YES	YES	YES
8/18/2016	Freshman Debut	YES	YES	YES	YES
8/19/2016	Deadline for completing summer 2016 graduation requirements	YES	YES	YES	YES
8/19/2016	Prowl begins	YES	YES	YES	YES
8/19/2016	Fall Convocation	YES	YES	YES	YES
8/22/2016	First class day/fall semester	YES	YES	YES	YES
8/24/2016	Place notification of Achievement and Contribution Awards, pre-retirement summer option, IGPs/Board Regulations, and outside employment verification deadlines in newsletter				*YES
8/26/2016	Last day for add requests	YES	YES	YES	YES
8/30/2016	VPAA issues Research/ Creativity/Special Project Pool Procedures				*YES
8/31/2016	Board of Trustees Report materials due by noon		YES	YES	*YES
9/2/2016	Provost notifies faculty of sick leave policies			YES	*YES
9/2/2016	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
9/2/2016	First Census Date (Count Day)	YES	YES	YES	YES
9/2/2016	Last day to drop a class and not be charged	YES	YES	YES	YES
9/2/2016	Last day for credit/no credit requests 4:00 p.m.	YES	YES	no	YES
9/5/2016	Labor Day	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
9/6/2016	Spring 2017 Continuing Ed course requests due to SCE Academic Services and Operations		*YES	YES	
9/6/2016	Tier 1 scheduling ends for spring 2017	YES	YES	YES	YES
9/6/2016	Spring 2017 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		*YES	YES	
9/6/2016	Spring 2017 class schedule due to deans. Prior consultation on overloads required. Due to VPAA 9/7/16		*YES	YES	
9/7/2016	Tier 2 scheduling begins in Banner/Astra for spring 2017		*YES	YES	
9/7/2016	Spring 2017 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2017		*YES	YES	
9/8/2016	Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty		YES	*YES	
9/10/2016	Spring 2017 schedule opened in PAWS	YES	YES	YES	YES
9/13/2016	Tier 2 scheduling ends in Banner/Astra for spring 2017		*YES	YES	
9/14/2016	Tier 3 scheduling begins in Banner/Astra for spring 2017		*YES	YES	
9/14/2016	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)	YES	YES	YES	*YES
9/15/2016	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	*YES			
9/16/2016	Board of Trustees meeting	YES	YES	YES	YES
9/19/2016	Tier 3 scheduling ends in Banner/Astra for Spring 2017		*YES	YES	
9/19/2016	Fall Faculty Activity Analysis forms due to chairs	*YES	YES		
9/19/2016	Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2017 semester	*YES	YES		
9/20/2016	VPAA provides UPI Chapter President a list of ASP advisors and the number of their respective assigned advisees for the current fall and previous spring semester				*YES

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9/26/2016	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		YES	*YES	
9/26/2016	Fall Faculty Activity Analysis forms due from chairs to deans		*YES	YES	
9/27/2016	IBHE Meeting, Xavier University Chicago	YES	YES	YES	YES
9/27/2016	Tier 1 scheduling begins in Banner/Astra for summer 2017		*YES	YES	
10/3/2016	Human Resources provides faculty with individualized Employment Statement	YES			*YES
10/3/2016	Deans return fall Faculty Activity Analysis forms to Planning & Institutional Research			*YES	
10/5/2016	Mid-term grades for Fall 2016 open at 8:00 a.m.	YES	YES	YES	YES
10/8/2016	EIU Football Tailgate (Admissions Event)	YES	YES	YES	YES
10/10/2016	Open House	YES	YES	YES	YES
10/11/2016	Faculty workload reports due to deans (final fall 2016 with tentative spring 2017). Opportunity for faculty consultation required		*YES	YES	
10/12/2016	Mid-term, fall semester	YES	YES	YES	YES
10/12/2016	Mid-term grades for Fall 2016 closes at 4:00 p.m.	YES	YES	YES	YES
10/13/2016	CASA sends midterm grades	YES	YES	YES	YES
10/13/2016	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)	*YES			
10/13/2016	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals			YES	*YES
10/14/2016	Operating and Capital Budget requests due to IBHE				YES
10/14/2016	Fall Break	YES	YES	YES	YES
10/17/2016	Last day for eligible faculty to apply for pre-retirement summer assignments	*YES			YES
10/17/2016	Chair of ACA Selection Committee forwards list of recipients to President	*YES			YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
10/17/2016	Participating departments' final FY2018 Cooperative Internship Grant Requests due to Career Services	YES	YES		
10/17/2016	Faculty who desire not to teach in 2017 summer session notify chair in writing	*YES	YES		
10/20/2016	Report to UPI changes in status of positions of Units A and B	YES			*YES
10/21/2016	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	*YES	YES		
10/26/2016	Final fall/tentative spring faculty workloads and overload reports due to VPAA			*YES	YES
10/27/2016	Transfer Debut	YES	YES	YES	YES
10/27/2016	Trustee Conference, Chicago(Tentative)	YES	YES	YES	YES
10/31/2016	President notifies ACA Selection Committee of any concerns or disagreement with selections	YES			*YES
10/31/2016	Tenured/tenure-track faculty may submit proposed assignment for 2017-2018 class schedule in writing to chair	*YES	YES		
11/1/2016	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2017-2018 to chair (copies to dean and VPAA)	*YES	YES		
11/1/2016	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2017-2018 encouraged; must be submitted 3 months prior to start of leave	*YES	YES		
11/1/2016	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2017-2018 (copies to dean and VPAA, VPSA where appropriate)	*YES	YES		
11/1/2016	Tier 1 scheduling begins in Banner/Astra for Fall 2017		*YES	YES	
11/1/2016	Chairs notify Deans of new course fees and course fee revisions		*YES	YES	
11/2/2016	Board of Trustees report materials due by noon		YES	YES	*YES
11/4/2016	Last day for grade of "W" for withdrawal, fall semester	YES	YES	YES	YES
11/7/2016	Tier 1 scheduling ends in Banner/Astra for Summer 2017		*YES	YES	

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11/8/2016	Tier 2 scheduling begins in Banner/Astra for Spring 2017		*YES	YES	
11/9/2016	Summer 2017 Continuing Ed course requests due to SCE Academic Services and Operations	*YES	*YES	YES	
11/10/2016	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications for 2017-2018 to deans		*YES	YES	
11/10/2016	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2017-18		*YES	YES	
11/10/2016	Tier 2 scheduling ends in Banner/Astra for summer 2017		*YES	YES	
11/11/2016	Open House	YES	YES	YES	YES
11/11/2016	VPAA appoints ACF PBI Committee	no	no	no	*YES
11/11/2016	Tier 3 scheduling begins in Banner/Astra for summer 2017		*YES	YES	
11/14/2016	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2017 semester	*YES			
11/14/2016	Transfer Debut	YES	YES	YES	YES
11/14/2016	Tier 3 scheduling ends in Banner/Astra for summer 2017		*YES	YES	
11/14/2016	Summer 2017 Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required		*YES	YES	
11/14/2016	Summer 2017 Schedule due to deans and VPAA			*YES	YES
11/15/2016	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	*YES			YES
11/15/2016	VPAA notifies faculty of summer pre-retirement assignment decision	YES			*YES
11/15/2016	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	*YES			YES
11/15/2016	Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	*YES			YES

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11/16/2016	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		*YES	YES	
11/18/2016	Board of Trustees meeting	YES	YES	YES	YES
11/18/2016	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2017-2018 to VPAA			*YES	YES
11/21/2016	Thanksgiving Break 11/21-25	YES	YES	YES	YES
11/30/2016	President notifies ACA recipients	YES			*YES
11/30/2016	Course fee requests (new, change, or delete) due to VPAA from Deans			*YES	YES
11/30/2016	Provost sends letter to Deans regarding CU bump for faculty teaching a technology-delivered course for the first time			YES	*YES
12/2/2016	Transfer Debut	YES	YES	YES	YES
12/5/2016	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall		*YES	YES	
12/7/2016	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for fall			*YES	YES
12/8/2016	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	YES	YES	YES	*YES
12/9/2016	Sabbatical replacement costs for AY17 due to VPAA			*YES	*YES
12/9/2016	Dean issues decision on credit unit assignments from the allocated pool		YES	*YES	
12/9/2016	Last day of classes for fall semester	YES	YES	YES	YES
12/12/2016	Fall semester final exams begin	YES	YES	YES	YES
12/13/2016	IBHE Meeting (Harper College, Palatine, IL)	YES	YES	YES	YES
12/15/2016	Course fee requests due to Presidents Council				*YES
12/16/2016	Fall semester final exams end	YES	YES	YES	YES
12/16/2016	Fall EWP submissions due	YES	YES	YES	YES
12/17/2016	Fall Commencement	YES	YES	YES	YES
12/19/2016	Second Census Date (Semester Closes)	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
12/19/2016	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
12/23/2016	Christmas Holiday	YES	YES	YES	YES
12/26/2016	Christmas Holiday	YES	YES	YES	YES
12/26/2016	Fall EWP ratings due	YES	YES	YES	YES
12/30/2016	New Year's Eve Holiday	YES	YES	YES	YES
1/2/2017	New Year's Day Holiday	YES	YES	YES	YES
1/4/2017	Spring term opens	YES	YES	YES	YES
1/5/2017	International Orientation	YES	YES	YES	YES
1/6/2017	Deadline for completing Fall 2016 graduation requirements	YES	YES	YES	YES
1/6/2017	Transfer Debut (January Registration)	YES	YES	YES	YES
1/6/2017	Freshman Debut (January Registration)	YES	YES	YES	YES
1/7/2017	Prowl begins	YES	YES	YES	YES
1/9/2017	First class day of spring semester	YES	YES	YES	YES
1/10/2017	Summer schedule opened in PAWS	YES	YES	YES	YES
1/10/2017	Fall 2017 Schedule opened in PAWS	YES	YES	YES	YES
1/11/2017	Board of Trustees report materials due by noon		YES	YES	*YES
1/11/2017	Provost notifies faculty of sick leave policies	no	no	YES	*YES
1/11/2017	Draft IBHE program review due from chairs to deans		*YES	YES	
1/13/2017	Last day for add requests	YES	YES	YES	YES
1/13/2017	Grade Appeal Committee Semester Report for fall due to CAA and CGS	*YES			YES
1/16/2017	M.L. King Birthday	YES	YES	YES	YES
1/17/2017	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	*YES	YES		
1/17/2017	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	*YES	YES		
1/17/2017	Fall 2017 Continuing Ed course requests due to SCE Academic Services and Operations	*YES	*YES	YES	
1/18/2017	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
1/23/2017	First Census Date (Count Day)	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
1/23/2017	Last day for credit/no credit requests 4:00 pm	YES	YES	YES	YES
1/24/2017	Tier 1 scheduling ends in Banner/Astra for fall 2017		*YES	YES	
1/24/2017	Fall 2017 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 1/25/17		*YES	YES	
1/24/2017	Fall 2017 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling.		*YES	YES	
1/25/2017	* Tier 2 scheduling begins in Banner/Astra for fall 2017		*YES	YES	
1/25/2017	* Fall 2017 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2017			*YES	YES
1/26/2017	DPC submits retention, promotion, and tenure recommendations to chair	*YES	YES		
1/27/2017	Board of Trustees meeting	YES	YES	YES	YES
1/31/2017	Tier 2 scheduling ends in Banner/Astra for fall 2017		*YES	YES	
2/1/2017	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	*YES			YES
2/1/2017	Tier 3 scheduling begins in Banner/Astra for fall 2017		*YES	YES	
2/2/2017	Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs	no	YES	YES	
2/3/2017	Draft IBHE program review due from deans to VPAA			*YES	YES
2/6/2017	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	*YES	YES	YES	YES
2/6/2017	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	YES	*YES		
2/6/2017	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)		*YES	YES	
2/7/2017	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		YES	*YES	



Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
2/8/2017	Summer Research and Creative Activity Awards	YES	YES	YES	YES
2/10/2017	Eligible faculty submit PAI materials to chair for submission to DPC	*YES	YES		
2/10/2017	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty		*YES	YES	YES
2/10/2017	Spring Faculty Activity Analysis forms due from Faculty	*YES	YES		
2/10/2017	Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date		*YES	YES	
2/10/2017	Transfer Open House	YES	YES	YES	
2/13/2017	Tier 3 scheduling ends in Banner/Astra for fall 2017		*YES	YES	
2/15/2017	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	*YES	YES		
2/15/2017	Final 2016-2017 faculty workloads and overload reports due from chair to dean, including final spring semester 2017 workloads based on official enrollment reports for spring semester		*YES	YES	
2/17/2017	Lincoln's Birthday	YES	YES	YES	YES
2/18/2017	Access Granted 2/18-2/20	YES	YES	YES	
2/20/2017	Admitted Student Day	YES	YES	YES	YES
2/20/2017	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	*YES	YES		
2/20/2017	DPC submits PAI recommendations to chair	*YES	YES		
2/20/2017	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	*YES	YES		
2/20/2017	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean	YES	*YES	YES	
2/20/2017	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			*YES	YES
2/20/2017	CAA Invites nominations for designation of Faculty Laureate	*YES			

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
2/21/2017	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	*YES	YES		
2/21/2017	Tier 1 scheduling begins in Banner/Astra for Spring 2018		*YES	YES	
2/22/2017	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC	YES			*YES
2/22/2017	Revisions of student evaluation forms due to Academic Assessment and Testing for fall 2017 semester	*YES			
2/22/2017	Chairs return spring Faculty Activity Analysis forms to deans		*YES	YES	
2/22/2017	Deans report to VPAA on faculty teaching at other institutions. (Forward approved outside employment forms.)			*YES	YES
2/23/2017	Midterm grades for Spring 2017 open 8:00 a.m.	YES	YES	YES	YES
2/24/2017	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	YES	*YES	YES	YES
2/24/2017	Final 2016-2017 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2017 workloads based on official enrollment reports for spring semester			*YES	YES
2/27/2017	Chair provides PAI recommendations of DPC and Chair to faculty	YES	*YES		
3/1/2017	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	*YES	YES		
3/1/2017	Chairs notify deans of any planned changes to ACF multi-year contracts		*YES	YES	
3/2/2017	Deans return spring Faculty Activity Analysis forms to Planning and Institutional Research			*YES	
3/2/2017	Midterm, spring semester	YES	YES	YES	YES
3/2/2017	Midterm grades for Spring 2017 closes 4:00 p.m.	YES	YES	YES	YES
3/3/2017	Chair provides ACF evaluation materials to ACF Appeal Committee	YES	*YES		
3/3/2017	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	*YES	YES		
3/3/2017	CASA sends midterm grades	YES	YES	YES	YES
3/4/2017	Admitted Student Day	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
3/6/2017	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	*YES			YES
3/8/2017	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty			*YES	YES
3/8/2017	Deans notify VPAA of any planned changes to ACF multi-year contracts			*YES	YES
3/8/2017	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)		*YES	YES	
3/8/2017	Report to UPI changes in status of positions Units A & B				*YES
3/9/2017	Last day for council action on items to be included in the Undergraduate Catalog	YES	YES	YES	YES
3/9/2017	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	YES	YES	*YES	YES
3/10/2017	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI		*YES	YES	
3/10/2017	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	YES	*YES		
3/10/2017	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	YES			*YES
3/13/2017	Spring Break March 13-17	YES	YES	YES	YES
3/14/2017	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	*YES	YES		
3/14/2017	Deadline for withdrawing a multiple year ACF contract	YES	YES	YES	*YES
3/15/2017	Provost invites eligible faculty to serve on the ACA Committee	YES			*YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
3/21/2017	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	*YES			
3/22/2017	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	*YES			YES
3/22/2017	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	*YES	YES		
3/22/2017	ACF PBI portfolios due	*YES	YES		
3/24/2017	Undergraduate Catalog made available to deans/directors/ departments for review		YES	YES	*YES
3/28/2017	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	YES	*YES	YES	
3/28/2017	ACF appeal committee report sent to Chair, copy to Dean and VPAA	*YES	YES	YES	YES
3/28/2017	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member	*YES			YES
3/29/2017	Dean submits written PAI recommendations to VPAA, with copy to faculty member	YES		*YES	YES
3/30/2017	Transfer Debut	YES	YES	YES	YES
3/31/2017	VPAA notifies faculty of 1st and 2nd, year retention decisions	YES	no	no	*YES
3/31/2017	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2017-2018 appointment to appropriate dean, VPAA, and UPI Chapter President		*YES	YES	YES
3/31/2017	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	YES			*YES
3/31/2017	PAI recommendations submitted to UPC by VPAA	YES			*YES
4/3/2017	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	*YES	YES		

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4/3/2017	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	*YES	YES		
4/3/2017	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	YES	*YES	*YES	
4/3/2017	Reissue Section Size Minima Memo			YES	*YES
4/4/2017	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	*YES			
4/6/2017	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	YES	*YES		
4/7/2017	Tentative summer 2017 faculty workload reports due from chairs to deans; opportunity for faculty consultation required		*YES	YES	
4/7/2017	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
4/7/2017	VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	YES			*YES
4/8/2017	Transfer Debut	YES	YES	YES	YES
4/10/2017	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	YES			*YES
4/12/2017	Board of Trustees report materials due by noon		YES	YES	*YES
4/13/2017	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2017 semester	*YES			
4/14/2017	Tentative summer 2017 faculty workload reports due from deans to SCE			*YES	YES
4/14/2017	Tentative 2017-2018 workload reports due from chairs to deans; opportunity for faculty consultation required		*YES	YES	
4/14/2017	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	*YES			YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
4/14/2017	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	*YES			YES
4/14/2017	VPAA appoints ASP PBI Committee				*YES
4/14/2017	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	YES	*YES	*YES	YES
4/14/2017	By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) develop tentative written work plan for the next year and review statement of methods and materials used for evaluation; submit to appropriate dean/director and appropriate vice president for approval, with copy to ASP	YES	*YES	*YES	YES
4/14/2017	Transfer Debut (tentative)	YES	YES	YES	YES
4/17/2017	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty			*YES	YES
4/17/2017	Revised Undergraduate Catalog materials due to VPAA	YES	YES	YES	YES
4/18/2017	VPAA provides PBI portfolios to ACF PBI Committee	YES			*YES
4/19/2017	UPC submits PAI recommendations to VPAA, copy to faculty	*YES			YES
4/21/2017	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	*YES			YES
4/21/2017	Deadline to cancel Summer 4-WK classes	YES	YES	YES	YES
4/24/2017	Transfer Debut	YES	YES	YES	YES
4/24/2017	Request for fall 2017 University Foundation Courses from CASA	*YES			YES
4/24/2017	Tentative 2017-2018 workload reports due from deans to VPAA			*YES	YES
4/24/2017	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring		*YES	YES	
4/24/2017	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	YES			*YES
4/25/2017	Notice of Summer Appointments to be sent to Deans' Offices			YES	*YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
4/25/2017	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	*YES			
4/25/2017	ACF requests reconsideration of negative PBI Committee recommendation	*YES	YES		
4/26/2017	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring			*YES	YES
4/27/2017	Transfer Debut	YES	YES	YES	YES
4/27/2017	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	*YES			YES
4/28/2017	Board of Trustees meeting	YES	YES	YES	YES
4/28/2017	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	YES		*YES	YES
4/28/2017	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	*YES			YES
4/28/2017	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee				*YES
4/28/2017	Last class day of spring semester	YES	YES	YES	YES
5/1/2017	Spring semester final exams begin	YES	YES	YES	YES
5/3/2017	VPAA notifies faculty in writing of PAI decisions	YES			*YES
5/3/2017	Chairs/Coordinators review listings of regular graduate faculty, associate and adjunct graduate faculty to determine renewals for new and 5th year status and prepare nominations for 2017-18		*YES	YES	
5/4/2017	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY 2017-18			*YES	
5/4/2017	VPAA notifies annually contracted faculty of PBI results	YES			*YES
5/5/2017	Spring semester final exams end	YES	YES	YES	YES
5/5/2017	Spring EWP submissions due	YES	YES	YES	YES
5/5/2017	Deadline to cancel Summer 8-WK classes	YES	YES	YES	YES
5/6/2017	Spring Commencement	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
5/8/2017	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2017 semester	*YES			
5/8/2017	Second Census Date (Semester Closes)	YES	YES	YES	YES
5/8/2017	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
5/10/2017	Summer 2017 semester opens	YES	YES	YES	YES
5/12/2017	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	*YES	YES		
5/15/2017	Summer Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty		*YES	*YES	
5/15/2017	Summer 4-WK 2017 first class day	YES	YES	YES	YES
5/15/2017	Spring EWP ratings due	YES	YES	YES	YES
5/16/2017	First Census Date (Count Day) Summer 4-WK	YES	YES	YES	YES
5/16/2017	Last day to submit audit or credit requests, 4:00 p.m.	YES	YES	YES	YES
5/17/2017	Summer 4-WK 2017 freeze enrollment date (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
5/17/2017	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	YES		*YES	YES
5/19/2017	Deadline to cancel Summer 6-WK classes	YES	YES	YES	YES
5/22/2017	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.)	YES		*YES	YES
5/23/2017	Summer Faculty Activity Analysis forms due from faculty	YES	YES		
5/24/2017	VPAA provides materials to ASP PBI Committee	YES			*YES
5/29/2017	Memorial Day holiday	YES	YES	YES	YES
5/30/2017	PBI Committee provides recommendations to VPAA, copy to ASP	*YES			YES
5/30/2017	Summer 8-WK 2017 first class day	YES	YES	YES	YES
5/31/2017	Deadline for completing Spring 2017 graduation requirements	YES	YES	YES	YES



Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
5/31/2017	Transfer Debut	YES	YES	YES	YES
6/1/2017	Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty	YES	*YES		YES
6/2/2017	Last day for grade of "W" for withdrawal, 4-WK term	YES	YES	YES	YES
6/2/2017	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES
6/2/2017	Summer 8-WK freeze enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
6/5/2017	Freshman Debut 6/5-6/7	YES	YES	YES	YES
6/5/2017	ASPs request reconsideration if PBI Committee recommendation is negative	*YES			
6/6/2017	Deadline for Deans to ensure Summer 4-WK faculty workloads are correct in Banner			*YES	
6/6/2017	First Census Date (Count Day) Summer 8-WK	YES	YES	YES	YES
6/7/2017	Board of Trustees report materials due by noon		YES	YES	*YES
6/8/2017	Deadline for Deans to enter Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)			*YES	
6/8/2017	Freshman Debut (summer athletes)	YES	YES	YES	YES
6/9/2017	Final IBHE program reviews due to VPAA	YES	YES	YES	YES
6/9/2017	Summer 4-WK 2017 last class day, Monday-Friday courses (Final Exams during last class meeting)	YES	YES	YES	YES
6/10/2017	Summer 4-WK 2017 last class day, courses meeting on Saturday	YES	YES	YES	YES
6/12/2017	Freshman Debut (12-15)	YES	YES	YES	YES
6/12/2017	Summer 6-WK 2017 first class day	YES	YES	YES	YES
6/12/2017	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	*YES			YES
6/14/2017	Summer 4-WK 2017 term closes	YES	YES	YES	YES
6/14/2017	Second Census Date (4-WK)	YES	YES	YES	YES
6/14/2017	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
6/15/2017	Appropriate vice president provides each ASP with retention decision	YES			*YES
6/16/2017	Summer 6-WK enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
6/19/2017	First Census Date (Count Day) Summer 6-WK	YES	YES	YES	YES
6/19/2017	Deadline to submit audit or credit requests 4:00 p.m. - 6 -WK	YES	YES	YES	YES
6/19/2017	Freshman Debut 6/19-6/21	YES	YES	YES	YES
6/20/2017	Chairs submit Summer Faculty Activity Analysis forms to deans		*YES	YES	
6/22/2017	Transfer Debut	YES	YES	YES	YES
6/23/2017	Board of Trustees meeting	YES	YES	YES	YES
6/26/2017	Final Summer 2017 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		*YES	YES	
6/26/2017	Appropriate vice president provides each ASP with PBI decision	YES			*YES
6/26/2017	Freshman Debut 6/26-6/29	YES	YES	YES	YES
6/27/2017	Deans return Summer Faculty Activity Analysis forms to Planning and Institutional Research			*YES	
6/30/2017	Updated Major Assessment Profiles due to VPAA		*YES	YES	YES
6/30/2017	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments			*YES	
7/3/2017	Deans forward list of student complaints to VPAA			*YES	YES
7/4/2017	Independence Day	YES	YES	YES	YES
7/5/2017	Freshman Debut 7/5-7/6	YES	YES	YES	YES
7/6/2017	Final Summer 2017 faculty workload reports due to SCE /Academic Services and Operations			*YES	
7/7/2017	Last day for grade of "W" for withdrawal, 8-WK term	YES	YES	YES	YES
7/10/2017	Transfer Debut	YES	YES	YES	YES
7/12/2017	Freshman Debut 7/12-7/13	YES	YES	YES	YES
7/12/2017	Last day for grade of "W" for withdrawal, 6-WK term	YES	YES	YES	YES
7/14/2017	Open House	YES	YES	YES	YES
7/14/2017	Deans/directors submit A&P direct report evaluations to VPAA			*YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
7/21/2017	Summer 6-WK 2017 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	YES	YES	YES	YES
7/21/2017	Summer 8-WK last class day (Final Exams during last class meeting)	YES	YES	YES	YES
7/22/2017	Summer 6-WK 2017 last class day, courses meeting on Saturday (Final exams during last class day)	YES	YES	YES	YES
7/22/2017	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES
7/22/2017	Summer EWP submissions due	YES	YES	YES	YES
7/26/2017	Summer 6-WK 2017 term closes. Second Census Date	YES	YES	YES	YES
7/26/2017	Summer 6-WK 2017 grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/26/2017	Summer 8-WK term closes	YES	YES	YES	YES
7/26/2017	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/31/2017	Summer EWP ratings due	YES	YES	YES	YES
8/15/2017	Transfer Debut	YES	YES	YES	YES
8/16/2017	International Orientation	YES	YES	YES	YES
8/17/2017	Fall 2017 semester opens	YES	YES	YES	YES
8/17/2017	Freshman Debut	YES	YES	YES	YES
8/18/2017	Prowl begins	YES	YES	YES	YES
8/18/2017	Deadline for completing summer 2017 graduation requirements	YES	YES	YES	YES

**Corrections as of 8/25/16**

- 9/6/2016 Updated "Spring 2016" year in scheduling to be "Spring 2017." **Spring 2017 Continuing Ed course requests due to SCE Academic Services and Operations**
- 9/6/2016 6/15/17 was changed to **6/5/17**. ASPs request reconsideration if PBI Committee recommendation is negative
- 9/9/2016 4/3/17 the following language was added. **Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI**

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA / President/ Other
10/7/2016	delete: 10/17/16 Participating departments' final FY2018 Cooperative Internship Grant Requests due to Career Services				
1/11/2017	Draft IBHE program review due from chairs to deans, <b>was previously 1/20/17, but revised to 1/11/17.</b>				