



ACADEMIC PLANNING CALENDAR **2017-2018**

June 2017

June 3	Board of Trustees Committee meetings
June 3	Board of Trustees Meeting
June 3	Founders Gala
June 5	Spring 2017 incomplete grades due
June 9	(E) Chairs submit evaluation reports to the Dean
June 9	Copy of minutes of each committee for preceding academic year placed on the portal by FAC
June 12	First day of summer session and evening session begin
June 12	Spring Semester Incomplete Grades Due
June 25-26	New Student Orientation (Session I)
June 30	(E) Dean submits all faculty evaluations and report to the Provost for review (last Friday in June)

July 2017

July 9-10	New Student Orientation (Session II)
July 14	(E) Department Chair communicates in writing to faculty member informing of final rating of Annual Evaluation (second Friday in July)
July 17	Second day summer session begins
July 21	Summer open house
July 28	(T) Candidate announces intent to stand for tenure (last Friday in July)

August 2017

August 10	FAC meeting
August 11	List of department course-offerings for spring semester, 2018 due in college/school
August 16	New faculty orientation (1-4pm)
August 17	New faculty orientation (8:30am-3:30pm)
August 18	Final list of college/school course offerings for spring semester, 2018 due in Provost's office from college/school deans
August 18	(P) Department Chair requests nominations for promotion (third Friday in August)
August 18	Academic advising in-service (9:30-3pm)
August 21	Fall 2017 part time faculty contract database due to Deans
August 22	FAC meeting (tentative)
August 24	University Convocation
August 24	Faculty meeting (11-1pm)
August 25	Faculty retreat (11-1pm)
August 25	First-year foundations fall convocation (3pm)
August 25	(T) Faculty candidates for tenure must have packages to DPC (last Friday in August) (copy of statement to Dean)
August 25	Department Chair informs eligible faculty member of third-year review (last Friday in August)
August 25	Final list of university-wide course offerings for spring semester, 2018 due to the Registrar from Provost
August 28	Classes commence

September 2017

- September 1 Preliminary faculty load forms for fall semester, 2017 due to Deans
September 1 (S) Sabbatical proposals due to FDC
September 1 Fall 2017 adjunct faculty contract database to HR from Deans
September 8 List of college/school course offerings for winter (12/26-1/12) Intersession due in Dean's office from chairs
September 8 Class rosters due back to Registrar
September 10 Summer Commencement
September 14 FAC meeting (11-1pm)
September 15 (E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation (second Friday in September)
September 15 List of college/school course offerings for winter (12/26-1/12) Intersession due in Provost's office from deans
September 15 All revisions to Faculty load forms for fall semester, 2017 due to Dean
September 18 Summer session incomplete grades due
September 22 List of college/school course offerings for winter (12/26-1/12) Intersession due to registrar from the Provost
September 15 Faculty load forms due to the Provost's Office from the Deans
September 23 First Fall Open House
September 26 FAC meeting (11-1pm)
September 29 DPC shall meet to discuss faculty who are eligible for third year review (last Friday in September)

October 2017

- October 2 Preliminary list of departmental course offerings for spring semester, 2018 submitted to College/School Dean by department Chair to keep the two-year planning calendar intact.
October 5 Faculty meeting (11-1pm)
October 5 Board of Trustees Committee meetings
October 6 Board of Trustees Meeting
October 6-8 Homecoming Weekend
October 6 (T) DPC report on tenure candidates to department Chair (first Friday in October)
October 6 (P) Nominations submitted to department Chair (first Friday in October)
October 7 By this date, the DPC chair shall inform 3rd year review faculty of the purpose of the committee and the procedures to be followed
October 12-13 Fall break
October 12 FAC (11-1pm)
October 13 (T) DPC informs candidate of its recommendation (second Friday in October) **NOTE:** The second Fri is during fall break so reports are due Monday, October 16
October 13 (P) Candidate delivers materials for promotion to DPC (Second Fri in October) which must have its first meeting. **NOTE:** The second Fri is during fall break so reports are due Monday, October 16
October 13 (T) Department Chair recommendation on tenure candidates with DPC report due to Dean. **NOTE:** The second Fri is during fall break so reports are Monday, October 16
October 13 (T) DPC chair notifies tenure and promotion candidates of the DPC recommendation on tenure. **NOTE:** The second Fri is during fall break so reports are Monday, October 16
October 13 List of college/school course offerings for summer 2018 due in Provost's office from deans/chairs
October 16 See **NOTES** for October 13
October 16 Deadline for mid-term grade submittal from faculty
October 20 (T) Dean transmits report and dossier on tenure and promotion candidates to the Provost (third Friday in October)
October 24 FAC meeting (11-1pm)
October 27 (T) Provost notifies in writing the Chair of TAP that he or she has custody of the reports, etc., and are available for inspection by members of TAP Committee (fourth Friday in October)

October 27 List of college/school course offerings for summer 2018 due to registrar from the Provost
October 31 Third year review materials due to DPC.

November 2017

November 2 Faculty meeting (11-1pm)
November 9 FAC meeting (11-1pm)
November 15 (S) Faculty Development Committee submits summary evaluation of sabbatical proposals to Provost and notifies candidates of committee's recommendation
November 18 Open House
November 21 Follow Thursday class schedule
November 22 Thanksgiving recess begins
November 24 (P) DPC report on promotion to Chairs (last Friday in November). **NOTE:** Since the University is closed, the report is due on Monday, November 27th.
November 24 (P) DPC Chair informs candidates about recommendation for promotion (Last Friday in November). **NOTE:** Since the University is closed, the report is due on Monday, November 27th.
November 27 See notes for November 24
November 28 FAC meeting (11-1pm)

December 2017

December 1 (P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
December 7 Faculty meeting (11-1pm)
December 11 Final exams begin at 6 pm
December 11 DPC completes procedures 1-4 for 3rd year review. (by final day of fall classes)
December 14 FAC meeting (11-1pm)
December 15 (P) Dean transmits report on promotion candidates to Provost with copy to nominee (second Friday in December)
December 15 (*) Last date for non-renewal notification for second year faculty
December 20 Final exams end
December 20 (S) Provost notifies candidates of approved sabbaticals
December 26 Intersession begins
December 31 Recommended date for completion of 3rd year review by DPC and forwarded to Chair but due to the University closed January 2 is the deadline for completion.

January 2018

January 2 Intersession faculty pay spreadsheet to payroll
January 5 Preliminary Faculty load forms for Spring semester, 2018 due to Deans
January 5 Preliminary Spring 2018 part time faculty contract database due to Deans
January 11 FAC meeting (11-1pm)
January 12 Intersession classes end
January 12 Final faculty load forms for Spring semester, 2017 due to Deans
January 12 Final Spring 2018 part time faculty contract database due to Deans
January 12 Final list of department course offerings for Fall Semester, 2018 due in college/dean's office from department Chairs and preliminary list of department course offerings for spring semester, 2019, fall semester, 2019, and spring semester, 2020 due in college/school Dean's office
January 15 University closed – MLK day
January 16 First day of Spring classes
January 16 Final Spring 2018 part time faculty contract database due to Human Resources from Dean
January 17 Fall Semester Incomplete Grades Due
January 19 Final Faculty load forms for spring semester, 2018 due in Provost's office from Deans

January 19 List of school-wide course-offerings for fall semester, 2018 due in Provost's office from college/school deans
 January 21 Winter Commencement
 January 23 FAC meeting (11-1pm)
 January 26 Final list of university-wide course offerings for fall semester, 2018 due to Registrar from Provost
 January 27 Open House
 January 26 (T) TAP report on tenure candidates due to Provost (last Friday in January)
 January 31 DPC forwards 3rd year review materials to department Chair

February 2018

February 1 Faculty meeting (11-1pm)
 February 8 FAC meeting (11-1pm)
 February 9 Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3rd year review. Supporting material shall be returned to the faculty member. (second Friday in February)
 February 23 (P) Provost notifies Chair of TAP in writing, of custody of reports, etc., and availability for inspection by TAP committee (last Friday in February)
 February 27 FAC meeting (11-1pm)

March 2018

March 1 (*) Last date for non-renewal notification for first year faculty
 March 1 Faculty meeting (11-1pm)
 March 5 Deadline for Mid-term grade submittal from faculty
 March 3-11 Spring Break
 March 9 (P) TAP forwards written report to Provost (second Friday in March). **NOTE:** Since this is the Friday of Spring break the report is due Monday, March 12
 March 9 (P) Provost shares TAP report and his/her recommendations with President (second Friday in March). **NOTE:** Since this is the Friday of Spring break the report is due Monday, March 12
 March 9 Board of Trustees Committee meetings
 March 9 Board of Trustees Meeting
 March 9 (T) Board votes on faculty for tenure and promotion
 March 14 Preliminary list of department course offerings for fall semester 2019 due in college/school dean's office so as to keep the two-year planning calendar intact
 March 24 VIP day
 March 27 FAC meeting (11-1pm)
 March 29-31 Spring Holiday recess

April 2018

April 1 Spring Holiday recess
 April 2 Department Chairs submit names of award recipients for annual awards ceremony to Provost Office
 April 2 Department Chairs submit names of first year advisors to Student Affairs for 2018-2019 academic year
 April 2-5 Research and Scholarship Symposium
 April 5 Faculty meeting (11-1pm)
 April 10 Last date for submission of curricular proposals to the Curriculum Committee for the 2017-2018 academic year
 April 12 FAC meeting (11-1pm)
 April 14 Open House
 April 24 FAC meeting (11-1pm)
 April 28 TREC submits names of Carpenter Award selections to Provost in order of top three

May 2018

- May 1 (S) Provost notifies faculty of deadline of Sept. 1, 2018 for submission of sabbatical proposals for academic year 2018-2019
- May 1 Chairs inform Provost of DPC composition for academic year 2018-2019
- May 1 Follow Thursday class schedule
- May 2 Classes end
- May 2 (T) Dean informs faculty who are eligible to stand for tenure in upcoming year
- May 2 (T) DPC shall be formed and have its first meeting by May 2 (by final day of spring classes)
- May 3-12 Final exams
- May 3 Faculty meeting (9-11am)
- May 3 Faculty recognition event (TREC Awards)
- May 10 FAC meeting (11-1pm)
- May 15 (*) Last date for notification for third-sixth year probationary faculty that they will receive a terminal contract for the upcoming academic year
- May 19 Spring Commencement
- May 21 (E) Faculty self-evaluations due in department Chair's office (one week after final exams)
- May 22 FAC meeting (11-1pm)
- May 25 (E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)
- May 25 Changes (if any) to Summer Chair assignments due to Provost (include dates/specifics)