



## **ACADEMIC PLANNING CALENDAR** **2019-2020**

### **June 2019**

|                |   |
|----------------|---|
| June 1         | Board of Trustees Committee meetings  |
| June 1         | Board of Trustees Meeting   |
| June 1         | Founders Gala   |
| June 3         | Spring 2019 incomplete grades due   |
| June 7         | (E) Chairs submit evaluation reports to the Dean  |
| June 7         | Copy of minutes of each committee for preceding academic year placed on the portal by FAC   |
| June 7         | Summer Pre-Session classes end  |
| June 10        | First Summer Session and Nine-Week Session classes commence   |
| June 10        | Spring Semester Incomplete Grades Due   |
| June 14        | (E) Chair will meet with the Dean for a review of the Chair's assessment of each faculty member of the department (second Friday in June) |
| June 28        | (E) Dean submits all faculty evaluations and report to the Provost for review (last Friday in June)                                       |
| June 30-July 1 | New Student Orientation (Session I)   |

### **July 2019**

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|------------|--|
| July 9     | FAC Meeting  |
| July 12    | (E) Department Chair communicates in writing to faculty member informing of final rating of Annual Evaluation (second Friday in July)                  |
| July 12    | (E) The President informs the individual faculty member in writing of his/her salary adjustment for the upcoming academic year (second Friday in July) |
| July 12    | First Summer Session classes end   |
| July 14-15 | New Student Orientation (Session II)   |
| July 15    | Second Summer Session classes commence   |
| July 19    | Summer open house  |
| July 26    | (T) Candidate announces intent to stand for tenure (last Friday in July)   |

### **August 2019**

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| August 2  | Chair of the DPC shall inform the faculty member subject to tenure review of the purpose of the committee and the procedures to be followed (first Friday in August) |
| August 9  | List of department course-offerings for spring semester, 2020 due in college/school  |
| August 13 | Summer Nine-Week Session classes end   |
| August 14 | New faculty orientation (1-4pm)  |
| August 15 | New faculty orientation (8:30am-3:30pm)  |
| August 16 | Summer Full Session and Second Session classes end   |
| August 16 | Final list of college/school course offerings for spring semester, 2020 due in Provost's office from college/school deans  |
| August 16 | (P) Department Chair requests nominations for promotion (third Friday in August)   |
| August 16 | Academic advising in-service (9:30-3pm)  |
| August 19 | Fall 2019 part time faculty contract database due to Deans   |
| August 21 | University Convocation   |
| August 21 | Faculty retreat  |
| August 22 | Full Faculty meeting (9:00-11:00am); continental breakfast starting at 8:30am  |

- August 23 First-year foundations fall convocation
- August 23 (T) Faculty candidates for tenure must have packages to DPC (last Friday in August)  
(copy of statement to Dean)
- August 23 Final list of university-wide course offerings for spring semester, 2020 due to the Registrar from Provost
- August 26 Fall classes commence
- August 30 Department Chair informs eligible faculty member of third-year review (last Friday in August)
- August 30 Preliminary faculty load forms for fall semester, 2019 due to Deans
- August 30 (S) Sabbatical proposals due to FDC
- August 30 Fall 2019 adjunct faculty contract database to HR from Dean
- August 30 The faculty member must prepare and assemble the materials described in Section 5.9.5 and submit these to the DCP
- August 30 Department Chair shall notify eligible faculty members that they are subject to 3<sup>rd</sup> year review (last Friday in August)
- August 30 Faculty member standing for tenure to submit materials to DPC (last Friday in August)

**September 2019**

- September 1 All requests for sabbatical leave must be submitted by this date
- September 2 Labor Day (no classes)
- September 6 List of college/school course offerings for winter (12/26-1/11) Intersession due in Deans office from chairs
- September 6 Class rosters due back to Registrar
- September 8 Summer Commencement (1pm)
- September 12 FAC meeting (11-1pm)
- September 13 (E) By this date, each Department Chair meets with individual faculty member to discuss results of annual evaluation (second Friday in September)
- September 13 List of college/school course offerings for winter (12/23-1/10) Intersession due in Provost's office from deans
- September 13 All revisions to Faculty load forms for fall semester, 2019 due to Dean
- September 13 Faculty load forms due to the Provost's Office from the Deans
- September 16 Summer session incomplete grades due
- September 20 List of college/school course offerings for winter (12/23-1/10) Intersession due to registrar from the Provost
- September 24 FAC meeting (11-1pm)
- September 27 DPC shall meet to discuss faculty who are eligible for third year review (last Friday in September)
- September 28 First Fall Open House
- September 30 Preliminary list Follow Thursday class schedule of departmental course offerings for spring semester, 2020 submitted to College/School Dean by department Chair to keep the two-year planning calendar intact.

**October 2019**

- October 3 Full Faculty meeting (11-1pm)
- October 3 Board of Trustees Committee meetings
- October 4 Board of Trustees Meeting
- October 4-6 Homecoming Weekend
- October 4 (T) DPC report on tenure candidates to department Chair (first Friday in October)
- October 4 (P) Nominations submitted to department Chair (first Friday in October)
- October 7 By this date, the DPC chair shall inform 3<sup>rd</sup> year review faculty of the purpose of the committee and the procedures to be followed
- October 10-14 Fall break
- October 11 (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 14

- October 11 (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 14
- October 11 (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 14
- October 11 (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 14
- October 14 List of college/school course offerings for summer 2020 due in Provost's office from deans/chairs
- October 14 Deadline for mid-term grade submittal from faculty
- October 18 (T) Dean transmits report and dossier on tenure and promotion candidates to the Provost (third Friday in October)
- October 22 FAC meeting (11-1pm)
- October 22 (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 (The Tuesday following the third Friday in October)
- October 25 List of college/school course offerings for summer 2020 due to registrar from the Provost
- October 31 Third year review materials due to DPC.

**November 2019**

- November 7 Full Faculty Meeting (11-1pm)
- November 9 Fall Open House
- November 14 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 26 FAC meeting (11-1pm)
- November 26 Follow Thursday class schedule
- November 27 Thanksgiving Recess Begins
- November 29 (P) Chair delivers promotion report to the Dean with copy to nominee (first Friday in December)
- November 29 (P) DPC report on promotion to Chairs (last Friday in November). **NOTE:** Since the University is closed, the report is due on Monday, December 2.
- November 29 (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, December 2.

**December 2019**

- December 2 Classes resume
- December 5 Full Faculty meeting (11-1pm)
- December 6 (P) Chair to provide copies of the DPC report and the Chair's report to the dean and faculty member under review (first Friday in December)
- December 9 Last Day of Classes. Follow Friday Schedule
- December 9 Final exams begin at 6 pm
- December 9 DPC completes procedures 1-4 for 3<sup>rd</sup> year review. (by final day of fall classes)
- December 12 FAC meeting (11-1pm)
- December 13 (P) Dean transmits report on promotion candidates to Provost with copy to nominee (second Friday in December)
- December 13 (\*) Last date for non-renewal notification for second year faculty
- December 16 Final exams end
- December 18 (S) Provost notifies candidates of approved sabbaticals
- December 23 Intersession classes commence
- December 29 Recommended date for completion of 3<sup>rd</sup> year review by DPC and forwarded to Chair but due to the University closed January 1 is the deadline for completion.
- December 31 Intersession faculty pay spreadsheet to payroll

### **January 2020**

|            |   |
|------------|---|
| January 3  | Preliminary Faculty load forms for Spring semester, 2020 due to Deans   |
| January 3  | Preliminary Spring 2020 part time faculty contract database due to Deans  |
| January 9  | FAC meeting (11-1pm)  |
| January 10 | Intersession classes end  |
| January 10 | Final faculty load forms for Spring semester, 2020 due to Deans   |
| January 10 | Final Spring 2020 part time faculty contract database due to Deans  |
| January 10 | Final list of department course offerings for Fall Semester, 2020 due in college/deans office from department Chairs and preliminary list of department course offerings for spring semester, 2021, fall semester, 2021, and spring semester, 2022 due in college/school Deans office |
| January 13 | Spring classes commence   |
| January 13 | (P) Provost to notify in writing the Chair of TAP that he or she has custody of the reports, promotion application, and associated materials, and that they are available for inspection by members of the TAP committee (First day of the Spring Semester)                           |
| January 14 | Final Spring 2020 part time faculty contract database due to Human Resources from Dean  |
| January 15 | Fall Semester Incomplete Grades Due   |
| January 17 | Final Faculty load forms for spring semester, 2020 due in Provost's office from Deans   |
| January 17 | List of school-wide course-offerings for fall semester, 2020 due in Provost's office from college/school deans  |
| January 18 | Martin Luther King Day Recess Begins  |
| January 19 | Winter Commencement (1pm)   |
| January 21 | Classes Resume  |
| January 24 | Final list of university-wide course offerings for fall semester, 2020 due to Registrar from Provost  |
| January 25 | Open House  |
| January 28 | FAC Meeting (11-1pm)  |
| January 31 | (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 2020**

|             |   |
|-------------|---|
| February 6  | Full Faculty meeting (11-1pm)   |
| February 13 | FAC meeting (11-1pm)  |
| February 14 | Departmental chair shall provide copies of the DPC report and chair's report to the faculty member undergoing 3 <sup>rd</sup> year review. Supporting material shall be returned to the faculty member. (second Friday in February) |
| February 21 | (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 25 | FAC meeting (11-1pm)  |
| February 27 | (*) Last date for non-renewal notification for first year faculty   |
| February 29 | Spring Recess Begins  |

### **March 2020**

|          |  |
|----------|--|
| March 3  | Deadline for Mid-term grade submittal from faculty   |
| March 6  | Board of Trustees Committee meetings   |
| March 6  | Board of Trustees Meeting  |
| March 6  | (T) Board votes on faculty for tenure and promotion  |
| March 9  | Classes Resume   |
| March 12 | Full Faculty Meeting (11-1pm)  |
| March 12 | Preliminary list of department course offerings for fall semester 2020 due in college/school dean's office so as to keep the two-year planning calendar intact |
| March 13 | (P) TAP forwards written report to Provost (second Friday in March).   |

March 13 (P) Provost shares TAP report and his/her recommendations with President (second Friday in March)

March 22 VIP day

March 24 FAC meeting (11-1pm)

March 31 Department Chairs submit names of award recipients for annual awards ceremony to Provost Office

March 31 Department Chairs submit names of first year advisors to Student Affairs for 2020-2021 academic year

#### **April 2020**

April 2 Full Faculty meeting (11-1pm)

April 3 (P) TAP to forward to the Provost its written report with appended minority reports with evaluations collected by TAP (first Friday in April)

April 4 Accepted Students Day

April 8 Last date for submission of curricular proposals to the Curriculum Committee for the 2020-2021 academic year

April 9 Holiday Recess Begins

April 13 Classes Resume

April 25 Open House

April 26 TREC submits names of Carpenter Award selections to Provost in order of top three

April 28 FAC meeting (11-1pm)

April 29 (S) Provost notifies faculty of deadline of August 31, 2020 for submission of sabbatical proposals for academic year 2020-2021

April 29 Chairs inform Provost of DPC composition for academic year 2020-2021

April 29 Follow Thursday class schedule

April 29 Classes end

April 30 (T) Dean informs faculty who are eligible to stand for tenure in upcoming year

April 30 (T) DPC shall be formed and have its first meeting by May 1 (by final day of spring classes)

April 30 Final Exams Begin

April 30 Full Faculty Meeting (9-11am); continental breakfast starting at 8:30am

April 30 Faculty recognition event (TREC Awards) (11-1pm)

#### **May 2020**

May 7 Final Exams End

May 13 (\*) Last date for notification for third-sixth year probationary faculty that they will receive a terminal contract for the upcoming academic year

May 14 FAC Meeting (11-1pm)

May 15 (E) Faculty self-evaluations due in department Chair's office (one week after final exams)

May 16 Spring Commencement

May 18 Summer Pre-Session and Full Session classes commence

May 23 Changes (if any) to Summer Chair assignments due to Provost (include dates/specifics)

May 26 FAC meeting (11-1pm)

May 29 (E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member (last Friday in May)

May 31 (E) Chair provides an evaluation of the faculty member's performance & reviews it with faculty member