

ACADEMIC AFFAIRS DEADLINES 2009-2010

Fall Semester 2009

August 21	Make final changes in Spring Semester 2010 Class Schedule.
August 26	Graduate programmatic proposals due to Graduate Council for September 9 meeting.
September 2	Course Review Forms for graduate courses due to Graduate Council for September 9 meeting.
September 2	Programmatic proposals due to Academic Activities Committee for September 16 meeting.
September 4	Spring Semester 2010 Class Schedule published electronically.
September 9	Graduate Council Meeting
September 9	Course Review forms due to Academic Activities Committee for September 16 meeting.
September 15	Roll Verification Deadline 5:00 PM
September 16	Academic Activities Committee Meeting
September 23	Distance Education Survey Deadline 5:00 PM
September 23	Graduate programmatic proposals due to Graduate Council for October 7 meeting.
September 30	Course Review Forms for graduate courses due to Graduate Council for October 7 meeting.
October 1	Progress Report Grades Due by 5:00 PM
October 2	Extra Compensation paper work due in Office of Academic Affairs.
October 6	Publish annual class schedule for 2010- 2011 electronically.
October 7	Graduate Council Meeting
October 14	Programmatic proposals due to Academic Activities for October 28 meeting.
October 21	Course Review forms due to Academic Activities Committee for October 28 meeting.
October 28	Graduate programmatic proposals due to Graduate Council for November 11 meeting.
October 28	Academic Activities Committee Meeting
October 30	All units' web site updates should be completed.
November 4	Course Review forms for graduate courses due to Graduate Council for November 11 meeting.
November 11	Graduate Council Meeting
November 16	Each dean recommends two tenured professors who are not department heads for service on the University Committee on Promotion and Tenure.
November 27	School level Promotion & Tenure procedures should be complete.
November 30	Deans and directors submit to the VPAA names of applicants recommended for promotion and/or tenure, along with supporting documentation.
November 30	The VPAA appoints, convenes and charges the University Committee on Promotion and Tenure.

December 10 **Fall Semester grades due by 5:00 PM**
December 16 Graduate programmatic proposals due to Graduate Council for January 13 meeting.

Spring Semester 2010

January 6 Course Review forms for graduate courses due to Graduate Council for January 13 meeting.

January 8 Make final changes to Summer Sessions 2010 Class Schedule.

January 12 Post-tenure documentation files due to deans.

January 13 Programmatic proposals due to Academic Activities Committee for January 27 meeting.

January 13 **Graduate Council Meeting**

January 15 Deadline for Faculty Activity Reports from faculty to department heads, activity reports from department heads to deans, and activity reports from deans and directors to VPAA.

January 20 Summer Sessions 2010 Class Schedule published electronically

January 20 Course Review forms due to Academic Activities Committee for January 27 meeting.

January 22 Deadline for faculty submitting annual evaluations of department heads to deans; deadline for department heads submitting evaluations of deans to VPAA.

January 22 Department heads begin meetings with faculty and department staff as part of annual evaluation process (time period continues through February 12).

January 22 Summer teaching assignments and faculty salary information due from department heads to deans.

January 25 University Committee on Promotion and Tenure submits recommendations to the VPAA.

January 27 Graduate programmatic proposals due to Graduate Council for February 10 meeting.

January 27 **Academic Activities Committee Meeting**

January 29 VPAA submits recommendations on Promotion and Tenure to President and notifies candidates of decisions.

January 29 Completion date for review of Instructional Delivery Plans by all programs offering External Degree Programs and Projects.

February 2 Roll Verification Deadline 5:00 PM

February 3 Course Review Forms for graduate courses due to Graduate Council for February 10 meeting.

February 5 Deadline for promotion and tenure appeals of decisions to the President.

February 5 Make final changes in Fall Semester 2010 Class Schedule.

February 5 Summer teaching assignments and faculty salary information due from deans to AVPAA (Dr. Sisk).

February 10 Distance Education Survey Deadline 5:00 PM

February 10 Programmatic proposals due to Academic Activities Committee for February 24 meeting.

February 10 **Graduate Council Meeting**

February 12	Last day for department heads to meet with faculty and department staff as part of annual evaluation process.
February 12	President renders decisions on P & T appeals.
February 12	Pre-tenure Review Faculty documentation files due to deans.
February 12	Department heads submit completed annual evaluation materials for faculty and department staff to deans.
February 12	Deans meet with department heads and school staff as part of annual evaluation process (continues through Feb. 19).
February 17	Course Review forms due to Academic Activities Committee for February 24 meeting.
February 17	Progress Report Grades Due by 5:00 PM
February 19	Last day for deans to meet with department heads and school staff as part of annual evaluation process.
February 24	Publish Fall Semester 2010 Class Schedule electronically.
February 24	Academic Activities Committee Meeting
February 25	Deans submit completed evaluation materials for department heads and school staff to VPAA.
February 26	VPAA meets with deans, directors, and academic affairs staff as part of annual evaluation process (continues through March 5).
February 26	Extra Compensation paperwork due in Office of Academic Affairs
February 26	Post-Tenure Review Committee reports due in deans' offices.
March 5	Final day for VPAA meetings with deans, directors, and academic affairs staff as part of annual evaluation process.
March 5	All units' web information updates to be completed
March 10	Graduate programmatic proposals and course review forms due to Graduate Council for March 24 meeting.
March 17	Course Review forms for graduate courses due to Graduate Council for March 24 meeting.
March 24	Programmatic proposals due to Academic Activities Committee for April 7 meeting.
March 24	Graduate Council Meeting
March 31	Course Review forms due to Academic Activities Committee for April 7 meeting.
March 31	Committee on Pre-Tenure Review reports delivered to department heads.
April 7	Academic Activities Committee Meeting
April 13	Completion of department heads' discussions of Pre-Tenure Review Committee reports with individual faculty members.
April 27	Spring Semester grades due by 5:00 PM
April 28	Faculty members' responses (if any) to Pre-Tenure Review Committee reports due to department heads.
April 30	Deans notify faculty members who will undergo Post-Tenure Review in 2010-2011 academic year.
April 30	Summary Report of Review of all MOUs and Letters of Agreement on file in Office of Academic Affairs
May 3	Pre-Tenure Review reports on file in appropriate office