

Eastern Illinois University
2008-2009 Administrative Calendar

*** Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 12, 2008				IBHE Meeting (Kendall College - Chicago)
August 19, 2008	Transfer August registration	Transfer August registration	Transfer August registration	Transfer August registration
August 21, 2008	Freshman August registration	Freshman August registration	Freshman August registration	Freshman August registration
August 22, 2008	Prowl Welcome 9:30 - Lantz/ Prowl College meetings - 10-12:30	Prowl Welcome 9:30 - Lantz/ Prowl College meetings - 10-12:30	Prowl Welcome 9:30 - Lantz/ Prowl College meetings - 10-12:30	Prowl Welcome 9:30 - Lantz/Prowl College meetings - 10-12:30
August 25, 2008	First class day/fall semester	First class day/fall semester	First class day/fall semester	First class day/fall semester
August 26, 2008				* Notify faculty of Achievement and Contribution Awards, deadline for applying for pre-retirement summer option, and outside employment verification
August 29, 2008				* Board of Trustees Report materials due by noon to External Relations
August 29, 2008	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
September 1, 2008	Labor Day	Labor Day	Labor Day	Labor Day
September 2, 2008	Fall Convocation	Fall Convocation	Fall Convocation	Fall Convocation
September 2, 2008		Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2009 semester		
September 2, 2008				* VPAA issues Research/Creativity/Special Project Pool Procedures
September 3, 2008	Last day for audit requests	Last day for audit requests	Last day for audit requests	Last day for audit requests
September 5, 2008		* Tier 1 scheduling ends for spring 2009	* Tier 1 scheduling ends for spring 2009	* Tier 1 scheduling ends for spring 2009
September 5, 2008		* Spring 2009 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 2009 class schedule due to deans. Prior consultation on overloads required. Due to VPAA 9/8	* Preparation for Banner/Astra Tier 2 scheduling for spring 2009
September 8, 2008	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)
September 8, 2008	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.

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
September 8, 2008	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.	Last day to drop a class with no grade 4:00 p.m.
September 8, 2008		* Tier 2 scheduling begins in Banner/Astra for spring 2009	* Spring 2009 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2009	
September 12, 2008		* Tier 2 ends for spring 2009	* Tier 2 ends for spring 2009	* Preparation for Banner/Astra Tier 3 scheduling for spring 2009
September 12, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
September 15, 2008				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)
September 15, 2008	* Spring 2009 Continuing Ed course proposals due to Continuing Ed	* Spring 2009 Continuing Ed course proposals due to Continuing Ed	* Spring 2009 Continuing Ed course proposals due to Continuing Ed	
September 15, 2008		* 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, 2008		* Tier 3 scheduling begins in Banner/Astra for spring 2009	* Tier 3 scheduling begins in Banner/Astra for spring 2009	
September 15, 2008	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 17, 2008	Constitution Day	Constitution Day	Constitution Day	Constitution Day
September 19, 2008		* Tier 3 scheduling ends in Banner/Astra for Spring 2009	* Tier 3 scheduling ends in Banner/Astra for Spring 2009	
September 26, 2008	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		
September 30, 2008	* Summer 2009 Continuing Ed course proposals due to Continuing Ed	* Summer 2009 Continuing Ed course proposals due to Continuing Ed	* Summer 2009 Continuing Ed course proposals due to Continuing Ed	
September 30, 2008			Deans receive FY09 summer school budget	* Summer School Director provides 2009 summer school budget to deans
October 3, 2008		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 3, 2008		* Nominations for Provost's Award for Achievement in Academic Assessment due to VPAA Office	* Nominations for Provost's Award for Achievement in Academic Assessment due to VPAA Office	
October 6, 2008				* Preparation for Banner/Astra Tier 1 scheduling for summer 2009
October 6, 2008		* Tier 1 scheduling begins in Banner/Astra for summer 2009	* Tier 1 scheduling begins in Banner/Astra for summer 2009	
October 6, 2008				* Human Resources provides faculty with individualized Employment Statement
October 7, 2008				IBHE Meeting (Kennedy-King College, Chicago)
October 9, 2008			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Studies	
October 10, 2008	Fall Break	Fall Break	Fall Break	Fall Break
October 13, 2008	Open House	Open House	Open House	Open House
October 14, 2008		* Faculty workload reports due to deans (final fall 2008 and tentative spring 2009). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2008 and tentative spring 2009)	
October 14, 2008		* 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 15, 2008				* Total budget request due to IBHE
October 15, 2008	* Faculty who desire not to teach in 2009 summer session notify chair in writing			
October 15, 2008	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 15, 2008	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 15, 2008	* Chair of ACA Selection Committee forwards list of recipients to President			
October 22, 2008	* 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 23, 2008		* Chairs report to VPAA fall courses where the final exam is not feasible or unnecessary	Chairs report to VPAA fall courses where the final exam is not feasible or unnecessary	
October 23, 2008				* Report to UPI changes in status of positions of Units A and B
October 24, 2008			* Faculty workloads and overload reports due to VPAA	Faculty workloads and overload reports due from deans
October 30, 2008			* CASA mails midterm letters	
October 31, 2008				* President notifies ACA Selection Committee of any concerns or disagreement with selections
October 31, 2008	* Deadline for tenured faculty submitting retraining leave/ sabbatical assignment applications for 2009-2010 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2009-2010 to chair (copies to dean and VPAA)		
October 31, 2008	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2009-2010 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2009-2010 encouraged; must be submitted 3 months prior to start of leave		
October 31, 2008	* Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2009-2010 (copies to dean and VPAA, VPSA where appropriate)	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2009-2010 (copies to dean and VPAA, VPSA where appropriate)		
October 31, 2008	* Tenured/tenure-track faculty may submit proposed assignment for 2009-2010 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2009-2010 class schedule in writing to chair		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 31, 2008		* Last day for submission of Graduate Assistants Activity Analysis forms to the Office of Planning and Institutional Studies	* Last day for submission of Graduate Assistants Activity Analysis forms to the Office of Planning and Institutional Studies	
November 3, 2008			* Deans report to VPAA fall courses where the final exam is not feasible or unnecessary	Deans report to VPAA fall courses where the final exam is not feasible or unnecessary
November 5, 2008	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
November 7, 2008				* Board of Trustees report materials due by noon to External Relations
November 7, 2008	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, 2008		* Summer 2009 class schedule due to deans 11/21 and completed in Banner/Astra for Tier 1 scheduling 11/7. Opportunity for consultation with faculty member required. Consultation with deans on overload required	Summer 2009 class schedule due to deans. Prior consultation on overloads required. Due to Deans 11/21	* Preparation for Banner/Astra Tier 2 scheduling for summer 2009
November 10, 2008	Open House	Open House	Open House	Open House
November 10, 2008		* Tier 1 scheduling begins in Banner/Astra for Fall 2009	* Tier 1 scheduling begins in Banner/Astra for Fall 2009	
November 10, 2008		* Tier 2 scheduling begins in Banner/Astra for summer 2009		
November 11, 2008		* Chairs submit to deans faculty sabbatical applications and LWOS applications for 2009-2010	Chairs submit to deans faculty sabbatical applications and LWOS applications for 2009-2010	
November 12, 2008				* VPAA appoints ACF PBI Committee
November 14, 2008		* Tier 2 scheduling ends in Banner/Astra for summer 2009		
November 14, 2008	* Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair			
November 14, 2008	* Annually contracted faculty/ASPs wishing to be considered for a performance based increase notify the VPAA of intent to apply, in writing, copy supervisor and dean/director			Annually contracted faculty/ASPs wishing to be considered for a performance based increase 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 14, 2008		* 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 14, 2008	* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary			
November 14, 2008		* Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2009-2010 to deans	Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2009-2010 to deans	
November 14, 2008				* VPAA notifies faculty of summer pre-retirement assignment decision
November 14, 2008		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	
November 17, 2008				* Preparation for Banner/Astra Tier 3 scheduling for summer 2009
November 17, 2008		* Tier 3 scheduling begins in Banner/Astra for summer 2009	* Tier 3 scheduling begins in Banner/Astra for summer 2009	* Tier 3 scheduling begins in Banner/Astra for summer 2009
November 21, 2008			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2009-2010 to VPAA	
November 21, 2008		* Tier 3 scheduling ends in Banner/Astra for summer 2009	* Tier 3 scheduling ends in Banner/Astra for summer 2009	
November 21, 2008			* Summer 2009 class schedule due to VPAA.	
November 21, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
November 27, 2008	Thanksgiving Holiday 11/27-28	Thanksgiving Holiday 11/27-28	Thanksgiving Holiday 11/27-28	Thanksgiving Holiday 11/27-28
December 1, 2008		* 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 3, 2008				* President notifies ACA recipients
December 4, 2008	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
December 4, 2008	* Fall 2009 Continuing Ed course proposals due to Continuing Ed	* Fall 2009 Continuing Ed course proposals due to Continuing Ed	* Fall 2009 Continuing Ed course proposals due to Continuing Ed	
December 8, 2008		* Participating departments' final FY2010 Cooperative Internship Grant Requests due to Dan Crews, Arts & Humanities	* Final FY2010 Cooperative Internship Grant Requests due to Dan Crews, Arts & Humanities	
December 8, 2008		* Chairs report to Deans final examination schedule changes or for Fall	Chairs report to Deans final examination schedule changes for Fall	
December 8, 2008				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
December 9, 2008				IBHE Meeting (National-Louis Union, Chicago)
December 9, 2008			* Sabbatical replacement costs due to VPAA	Sabbatical replacement costs due from deans
December 12, 2008			* 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 12, 2008	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 15, 2008	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin
December 15, 2008			* Dean issues decision on credit unit assignments from the allocated pool	Dean issues decision on credit unit assignments from the allocated pool
December 15, 2008				* Course fee requests due to Presidents Council
December 19, 2008	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end
December 20, 2008	Fall Commencement	Fall Commencement	Fall Commencement	Fall Commencement
December 22, 2008	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)
December 22, 2008	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 25, 2008	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 26, 2008	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 31, 2008	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday
January 1, 2009	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday
January 6, 2009				* Board of Trustees report materials due by noon to External Relations

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 9, 2009	Freshman Debut (January Registration)	Freshman Debut (January Registration)	Freshman Debut (January Registration)	Freshman Debut (January Registration)
January 9, 2009	Transfer Debut (January Registration)	Transfer Debut (January Registration)	Transfer Debut (January Registration)	Transfer Debut (January Registration)
January 12, 2009	First day of spring semester	First day of spring semester	First day of spring semester	First day of spring semester
January 16, 2009	* 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 16, 2009	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
January 16, 2009	* 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 16, 2009	* 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 19, 2009	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday
January 20, 2009		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
January 20, 2009		Revisions of student evaluation forms due to Academic Assessment and Testing for fall 2009 semester		
January 20, 2009				* Provost notifies faculty of sick leave policies
January 21, 2009	Last day for audit requests	Last day for audit requests	Last day for audit requests	Last day for audit requests
January 23, 2009	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
January 23, 2009		Dean/director submit summaries of area planning unit initiatives that support VPAA goals	* Dean/director submit summaries of area planning unit initiatives that support VPAA goals	Dean/director submit summaries of area planning unit initiatives that support VPAA goals
January 23, 2009	* DPC submits retention, promotion, and tenure recommendations to chair			
January 23, 2009		* Tier 1 scheduling ends in Banner/Astra for fall 2009	* Tier 1 scheduling ends in Banner/Astra for fall 2009	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 23, 2009		* Fall 2009 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 2009 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 1/26/09	* Fall 2009 class schedules due to deans and completed in Banner/Astra for Tier 1 scheduling
January 26, 2009	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)	First Census Date (Count Day)
January 26, 2009	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.
January 26, 2009		* Tier 2 scheduling begins in Banner/Astra for fall 2009	* Fall 2009 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2009	
January 30, 2009		* 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	
January 30, 2009		* Draft IBHE program review due to VPAA	* Draft IBHE program review due to VPAA	
January 30, 2009		* Tier 2 scheduling ends in Banner/Astra for fall 2009	* Tier 2 scheduling ends in Banner/Astra for fall 2009	
February 2, 2009	* Grade Appeal Committee Semesterly Report for fall due to CAA and CGS		Grade Appeal Committee Semesterly Report for fall due to CAA and CGS	Grade Appeal Committee Semesterly Report for fall due to CAA and CGS
February 2, 2009	* Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments	`		Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments
February 2, 2009		* Tier 3 scheduling begins in Banner/Astra for fall 2009	* Tier 3 scheduling begins in Banner/Astra for fall 2009	
February 2, 2009	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 4, 2009	* Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 4, 2009		* 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 5, 2009	* Faculty requests for chair reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair			
February 6, 2009		* Tier 3 scheduling ends in Banner/Astra for fall 2009	* Tier 3 scheduling ends in Banner/Astra for fall 2009	
February 10, 2009	* Eligible faculty submit PAI materials to chair for submission to DPC			
February 10, 2009	* 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 10, 2009		* Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair	
February 11, 2009		* 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 12, 2009	* 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 12, 2009		* 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 12, 2009				* Board of Trustees report materials due by noon to External Relations
February 13, 2009	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 15, 2009		* Revised Undergraduate Catalog materials due to VPAA	* Revised Undergraduate Catalog materials due to VPAA	Revised Undergraduate Catalog materials due to VPAA
February 16, 2009	Open House	Open House	Open House	Open House
February 17, 2009		* Final 2008-2009 faculty workloads and overload reports due from chair to dean, including final spring semester 2009 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2008-2009 faculty workloads and overload reports due from chair to dean, including final spring semester 2009 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 18, 2009	* Annually contracted faculty with unsatisfactory evaluation requests review by the ACF appeal committee			
February 18, 2009	* DPC submits PAI recommendations to chair			
February 19, 2009	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 20, 2009			* Deans report to VPAA on faculty teaching at other institutions	
February 24, 2009			* Final 2008-2009 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2009 workloads based on official enrollment reports for spring semester	Final 2008-2009 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2009 workloads based on official enrollment reports for spring semester
February 25, 2009		* Chairs return spring Faculty Analysis forms to deans	Chairs return spring Faculty Analysis forms to deans	
February 25, 2009		* Chair provides PAI recommendations of DPC and Chair to faculty		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 26, 2009			* Deans provide VPAA with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC, chair, and dean (except for 1st and 3rd year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	Deans provide VPAA with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC, chair, and dean (except for 1st and 3rd year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit
February 26, 2009	* CAA Invites nominations for designation of Professor Laureate			
February 27, 2009	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 2, 2009			* Deans return spring Faculty Activity Analysis forms to Planning & Institutional Studies	
March 3, 2009	Chair 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 3, 2009				* VPAA Submits 1st, 2nd, 3rd, 4th, and 5th year retention, tenure, and promotion recommendations to UPC
March 4, 2009	* 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 5, 2009	Midterm for spring semester	Midterm for spring semester	Midterm for spring semester	Midterm for spring semester
March 6, 2009	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
March 6, 2009		* Chair provides dean with DPC and chair PAI recommendations	Chair provides dean with DPC and chair PAI recommendations	
March 13, 2009		* Chairs report to VPAA spring courses where the final exam is not feasible or unnecessary	Chairs report to VPAA spring courses where the final exam is not feasible or unnecessary	
March 13, 2009				* Report to UPI changes in status of positions Units A & B
March 13, 2009			* 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

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 13, 2009	* UPC submits written recommendations on 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member			UPC submits written recommendations on 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member
March 16, 2009	Spring Break March 16-20	Spring Break March 16-20	Spring Break March 16-20	Spring Break March 16-20
March 17, 2009	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 18, 2009	* Faculty requests for reconsideration of 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
March 20, 2009			* CASA mails midterm letters	
March 23, 2008			* Deans report to VPAA spring courses where the final exam is not feasible or unnecessary	Deans report to VPAA spring courses where the final exam is not feasible or unnecessary
March 23, 2009			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 23, 2009	* UPC provides faculty with results of reconsideration of negative 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA			UPC provides faculty with results of reconsideration of negative 1st (where necessary), 2nd, and 3rd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA
March 25, 2009				* VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)
March 27, 2009	* 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, 2009				* Board of Trustees report materials due by noon to External Relations

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 30, 2009	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 30, 2009		* Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2009-2010 appointment to appropriate dean, VPAA, and UPI Chapter President		
April 1, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
April 1, 2009				* VPAA notifies faculty of 1st (where necessary), 2nd, 3rd, year retention decisions
April 1, 2009	* 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 1, 2009				* PAI recommendations submitted to UPC by VPAA
April 1, 2009		* Nomination for graduate assistants for 2009-2010 due from graduate coordinators to Dean of Graduate School via the academic dean	* Nomination for graduate assistants for 2009-2010 due from graduate coordinators to Dean of Graduate School via the academic dean	
April 2, 2009			* Request for fall 2009 University Foundation Courses from CASA	
April 2, 2009		* Tentative summer 2009 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2009 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	
April 4, 2009	Admitted Student Day	Admitted Student Day	Admitted Student Day	Admitted Student Day
April 6, 2009		* 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	
April 6, 2009				* Preliminary list and description of new program requests and program priority budget requests due to VPAA

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 9, 2009	* 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		
April 9, 2009	* UPC submits written recommendations for 4th (where necessary) and 5th year retention and promotion to VPAA, with copy to faculty member			UPC submits written recommendations for 4th (where necessary) and 5th year retention and promotion to VPAA, with copy to faculty member
April 10, 2009				* VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule
April 10, 2009			* Tentative summer 2009 faculty workload reports due from deans to Director of Summer School	Tentative summer 2009 faculty workload reports due from deans to Director of Summer School
April 13, 2009		* Tentative 2009-2010 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2009-2010 workload reports due from chairs to deans; opportunity for faculty consultation required	
April 13, 2009	* Faculty requests for reconsideration of 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC			
April 14, 2009	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		
April 15, 2009	* 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		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 15, 2009	* 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 15, 2009				* VPAA appoints ASP PBI Committee
April 15, 2009	* ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations			
April 16, 2009	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty
April 16, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
April 17, 2009	* UPC provides faculty member with written results of reconsideration of negative 4th (where necessary) and 5th year retention and promotion recommendation, copy to VPAA			UPC provides faculty member with written results of reconsideration of negative 4th (where necessary) and 5th year retention and promotion recommendation, copy to VPAA
April 17, 2009		* Applications for IBHE approval of academic programs requiring new money due to VPAA	* Applications for IBHE approval of academic programs requiring new money due to VPAA	
April 18, 2009	Open House	Open House	Open House	Open House
April 20, 2009	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
April 21, 2009			* 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 21, 2009			* Tentative 2009-2010 workload reports due from deans to VPAA	
April 21, 2009	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 22, 2009				* VPAA provides PBI portfolios to ACF PBI Committee
April 22, 2008		* Chairs report to Deans final examination schedule changes or for Spring	Chairs report to Deans final examination schedule changes or for Spring	
April 24, 2009	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			
April 27, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
April 29, 2009		* Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president		
April 30, 2009	* ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty			
April 30, 2009				* Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee
April 30, 2009				* VPAA notifies tenured/tenure-track faculty of 4th and 5th year retention decisions and promotion decisions
April 30, 2008			* Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Spring	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Spring
May 1, 2009		* Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2009-2010	Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2009-2010	
May 1, 2009	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester
May 4, 2009	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin
May 5, 2009			* Academic deans review listing of regular graduate faculty, associate and adjunct graduate faculty for AY 2009-2010	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 6, 2009		* When not required by chair, dean/director submits written retention recommendations on ASPs to appropriate vice president	* Dean/director submits written retention recommendations on ASPs to appropriate vice president	
May 7, 2009				* VPAA notifies faculty in writing of PAI decisions
May 7, 2009		* 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		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
May 8, 2009	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end
May 9, 2009	Spring Commencement	Spring Commencement	Spring Commencement	Spring Commencement
May 11, 2009				* VPAA notifies annually contracted faculty, in writing, of PBI decisions
May 11, 2009	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 11, 2009	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)	Second Census Date (Semester Closes)
May 14, 2009		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to	* Planning & Institutional Studies sends deans Summer Faculty Activity
May 18, 2009	Summer 4-WK 2009 first class day	Summer 4-WK 2009 first class day	Summer 4-WK 2009 first class day	Summer 4-WK 2009 first class day
May 19, 2009	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 20, 2009	* 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 25, 2009	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday
May 29, 2009		* 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

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 29, 2009				* Board of Trustees report materials due by 9:00 a.m. to External Relations
May 29, 2009	* 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 1, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
June 2, 2009	Freshman Debut 6/2-6/4	Freshman Debut 6/3-6/5	Freshman Debut 6/3-6/5	Freshman Debut 6/3-6/5
June 3, 2009		* 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 5, 2009	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 5, 2009		* Final IBHE program reviews due to VPAA	* Final IBHE Program Reviews due to VPAA	
June 5, 2009		Deans/Directors submit end-of-year area planning initiative summaries that support VPAA goals	* Deans/Directors submit end-of-year area planning initiative summaries that support VPAA goals	Deans/Directors submit end-of-year area planning initiative summaries that support VPAA goals
June 7, 2009	Freshman Debut (Gateway/Boost students) 6/7-6/8	Freshman Debut (Gateway/Boost students) 6/7-6/8	Freshman Debut (Gateway/Boost students) 6/7-6/8	Freshman Debut (Gateway/Boost students) 6/7-6/8
June 9, 2009	Freshman Debut 6/9-6/11	Freshman Debut 6/9-6/11	Freshman Debut 6/9-6/11	Freshman Debut 6/9-6/11
June 9, 2009			* Dean/director submits written retention recommendations and PBI recommendations on ASPs to appropriate vice president	
June 11, 2009	Summer 4-WK 2009 term closes	Summer 4-WK 2009 term closes	Summer 4-WK 2009 term closes	Summer 4-WK 2009 term closes
June 12, 2009	Summer 4-WK 2009 last class day, Monday-Friday courses	Summer 4-WK 2009 last class day, Monday-Friday courses	Summer 4-WK 2009 last class day, Monday-Friday courses	Summer 4-WK 2009 last class day, Monday-Friday courses
June 12, 2009			* 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, 2009	Summer 4-WK 2009 last class day, courses meeting on Saturday	Summer 4-WK 2009 last class day, courses meeting on Saturday	Summer 4-WK 2009 last class day, courses meeting on Saturday	Summer 4-WK 2009 last class day, courses meeting on Saturday
June 15, 2009	Summer 6-WK 2009 first class day	Summer 6-WK 2009 first class day	Summer 6-WK 2009 first class day	Summer 6-WK 2009 first class day
June 15, 2009	Summer 8-WK 2009 first class day	Summer 8-WK 2009 first class day	Summer 8-WK 2009 first class day	Summer 8-WK 2009 first class day

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
June 15, 2009				* Appropriate vice president provides each ASP with retention decision
June 15, 2009		* Department assessment summaries due to CASA	* Department assessment summaries due to CASA	
June 15, 2009	Freshman Debut (tentative)	Freshman Debut (tentative)	Freshman Debut (tentative)	Freshman Debut (tentative)
June 16, 2009	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		
June 16, 2009	Freshman Debut 6/16-6/18	Freshman Debut 6/16-6/18	Freshman Debut 6/16-6/18	Freshman Debut 6/16-6/18
June 17, 2009	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 17, 2009				* VPAA provides materials to ASP PBI Committee
June 19, 2009		* Updated Major Assessment Profiles due to VPAA	* Updated Major Assessment Profiles due to VPAA	Updated Major Assessment Profiles due to VPAA
June 22, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
June 22, 2009	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
June 22, 2009	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 22, 2009	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 23, 2009	Freshman Debut 6/23-6/25	Freshman Debut 6/23-6/25	Freshman Debut 6/23-6/25	Freshman Debut 6/23-6/25
June 23, 2009		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	
June 24, 2009		* Final Summer 2009 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 29, 2009			* Deans return Summer Faculty Activity Analysis forms to Planning & Institutional Studies	
June 29, 2009	Freshman Debut 6/29-7/2	Freshman Debut 6/29-7/2	Freshman Debut 6/29-7/2	Freshman Debut 6/29-7/2
July 2, 2009	* PBI Committee provides recommendations to VPAA, copy to ASP			PBI Committee provides recommendations to VPAA, copy to ASP
July 3, 2009	Independence Day	Independence Day	Independence Day	Independence Day
July 5, 2009	Freshman Debut (Gateway/Boost students) 7/5-7/6	Freshman Debut (Gateway/Boost students) 7/5-7/6	Freshman Debut (Gateway/Boost students) 7/5-7/6	Freshman Debut (Gateway/Boost students) 7/5-7/6

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
July 6, 2009	* ASPs request reconsideration if PBI Committee recommendation is negative			
July 7, 2009			* Final Summer 2009 faculty workload reports due from deans to Director of Summer School	
July 7, 2009	Freshman Debut 7/7-7/9	Freshman Debut 7/7-7/9	Freshman Debut 7/7-7/9	Freshman Debut 7/7-7/9
July 7, 2009	* PBI Committee provides ASP with results of reconsideration and copy to VPAA			PBI Committee provides ASP with results of reconsideration and copy to VPAA
July 10, 2009			* 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 13, 2009	Freshman Debut 7/13-7/15	Freshman Debut 7/13-7/15	Freshman Debut 7/13-7/15	Freshman Debut 7/13-7/15
July 13, 2009				* Appropriate vice president provides each ASP with PBI decision
July 15, 2009			* Deans/directors submit A&P direct report evaluations to VPAA	
July 15, 2009	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 16, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
July 17, 2009	Open House	Open House	Open House	Open House
July 24, 2009	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 24, 2009	Summer 6-WK 2009 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2009 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2009 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2009 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)
July 25, 2009	Summer 6-WK 2009 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2009 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2009 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2009 last class day, courses meeting on Saturday (Final exams during last class day)
July 29, 2009	Summer 6-WK 2009 term closes. Second Census Date	Summer 6-WK 2009 term closes. Second Census Date	Summer 6-WK 2009 term closes. Second Census Date	Summer 6-WK 2009 term closes. Second Census Date
July 29, 2009	Summer 6-WK 2009 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2009 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2009 grades due (entered in PAWS) 4:00 p.m.	Summer 6-WK 2009 grades due (entered in PAWS) 4:00 p.m.
August 7, 2009	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)

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 8, 2009	Summer 8-WK last class day M-F classes for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes for classes meeting on Saturday (Final Exams during last class meeting)	Summer 8-WK last class day M-F classes for classes meeting on Saturday (Final Exams during last class meeting)
August 10, 2009			* 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, 2009	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes
August 12, 2009	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 18, 2009	Transfer Debut	Transfer Debut	Transfer Debut	Transfer Debut
August 20, 2009	Freshman Debut modified program	Freshman Debut modified program	Freshman Debut modified program	Freshman Debut modified program

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