

**Eastern Illinois University**  
**2007-2008 Administrative Calendar**

**\* Action Required**

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 14, 2007				IBHE Meeting (The Palmer House Hilton, Chicago)
August 16, 2007	Freshman August registration	Freshman August registration	Freshman August registration	Freshman August registration
August 20, 2007	First class day/fall semester	First class day/fall semester	First class day/fall semester	First class day/fall semester
August 21, 2007				* Notify faculty of Achievement and Contribution Awards, deadline for applying for pre-retirement summer option, and outside employment verification
August 24, 2007				* Board of Trustees Report materials due by noon to External Relations
August 24, 2007	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
August 27, 2007		Chairs sent 5th day major/option lists from Registration to ensure current students are properly registered before 10th day, if permitted by Banner		* Registration sends 5th day major/option lists to departments, if permitted by Banner
August 28, 2007	Fall Convocation	Fall Convocation	Fall Convocation	Fall Convocation
August 28, 2007	Last day for audit requests	Last day for audit requests	Last day for audit requests	Last day for audit requests
August 31, 2007				* Performance Report due to IBHE
August 31, 2007	10th class day - official enrollment count	10th class day - official enrollment count	10th class day - official enrollment count	10th class day - official enrollment count
August 31, 2007	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
August 31, 2007	Last day to drop a class with no grade	Last day to drop a class with no grade	Last day to drop a class with no grade	Last day to drop a class with no grade
August 31, 2007		Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2008 semester		
September 3, 2007	Labor Day	Labor Day	Labor Day	Labor Day
September 4, 2007				* VPAA issues Research/Creativity/Special Project Pool Procedures
September 7, 2007		* Tier 1 scheduling ends for spring 2008	* Tier 1 scheduling ends for spring 2008	* Tier 1 scheduling ends for spring 2008

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
September 7, 2007		* Spring 2008 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 2008 class schedule due to deans. Prior consultation on overloads required. Due to VPAA 9/10	* Preparation for Banner/Astra Tier 2 scheduling for spring 2008
September 10, 2007		* Tier 2 scheduling begins in Banner/Astra for spring 2008	* Spring 2008 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2008	
September 14, 2007		* Tier 2 ends for spring 2008	* Tier 2 ends for spring 2008	* Preparation for Banner/Astra Tier 3 scheduling for spring 2008
September 14, 2007				* VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)
September 14, 2007	* Spring 2008 Continuing Ed course proposals due to Continuing Ed	* Spring 2008 Continuing Ed course proposals due to Continuing Ed	* Spring 2008 Continuing Ed course proposals due to Continuing Ed	
September 14, 2007	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
September 14, 2007		* 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 17, 2007		* Tier 3 scheduling begins in Banner/Astra for spring 2008	* Tier 3 scheduling begins in Banner/Astra for spring 2008	
September 17, 2007	* Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee			
September 18, 2007				* President releases FY10 Planning Goals (tentative)
September 21, 2007		* Tier 3 scheduling ends in Banner/Astra for spring 2008	* Tier 3 scheduling ends in Banner/Astra for spring 2008	
September 26, 2007	* Fall Faculty Activity Analysis forms due to chairs	Fall Faculty Activity Analysis forms due from Faculty		
September 28, 2007		Chairs and deans sent 10th day (official count) Major/Option lists from Planning and Inst. Studies	Chairs and deans sent 10th day (official count) Major/Option lists from Planning and Inst. Studies	* Chairs and deans sent 10th day (official count) Major/Option lists from Planning and Inst. Studies

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 1, 2007				* Human Resources provides faculty with individualized Employment Statement
October 1, 2007	* Faculty who desire not to teach in 2008 summer session notify chair in writing			
October 1, 2007	* Last day for eligible faculty to apply for pre-retirement summer assignments			
October 2, 2007		* Faculty workload reports due to deans (final fall 2007 and tentative spring 2008). Opportunity for faculty consultation required	Faculty workload reports due to deans (final fall 2007 and tentative spring 2008)	
October 2, 2007		* Fall Faculty Activity Analysis forms due from chairs to deans	Fall Faculty Activity Analysis forms due from chairs to deans	
October 2, 2007				IBHE Meeting (Southern Illinois University, Carbondale)
October 3, 2007			Deans receive FY08 summer school budget	* Summer School Director provides 2008 summer school budget to deans
October 4, 2007			* Deans return fall Faculty Activity Analysis forms to Planning & Institutional Studies	
October 5, 2007		* 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 8, 2007				* Preparation for Banner/Astra Tier 1 scheduling for summer 2008
October 8, 2007	Open House	Open House	Open House	Open House
October 8, 2007		* Tier 1 scheduling begins in Banner/Astra for summer 2008	* Tier 1 scheduling begins in Banner/Astra for summer 2008	
October 10, 2007	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester	Mid-term, fall semester
October 12, 2007	Fall Break	Fall Break	Fall Break	Fall Break
October 15, 2007			* Faculty workloads and overload reports due to VPAA	Faculty workloads and overload reports due from deans
October 15, 2007				* Total budget request due to IBHE
October 15, 2007	* Chair of ACA Selection Committee forwards list of recipients to President			

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
October 16, 2007		* 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 18, 2007				* Report to UPI changes in status of positions of Units A and B
October 23, 2007	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
October 30, 2007	* 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 30, 2007				* President notifies ACA Selection Committee of any concerns or disagreement with selections
October 31, 2007		* Last day for submission of Graduate Assistants Activity Analysis forms to Planning and Institutional Studies	* Last day for submission of Graduate Assistants Activity Analysis forms to Planning and Institutional Studies	
October 31, 2007			* CASA mails midterm letters	
November 1, 2007	* Deadline for tenured faculty submitting retraining leave/ sabbatical assignment applications for 2008-2009 to chair (copies to dean and VPAA)	Deadline for submitting retraining leave/sabbatical assignment applications for 2008-2009 to chair (copies to dean and VPAA)		
November 1, 2007	* Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2008-2009 encouraged; must be submitted 3 months prior to start of leave	Applications for LWOS for tenured/tenure-track faculty and ASPs for 2008-2009 encouraged; must be submitted 3 months prior to start of leave		

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 1, 2007	* Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2008-2009 (copies to dean and VPAA, VPSA where appropriate)	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2008-2009 (copies to dean and VPAA, VPSA where appropriate)		
November 1, 2007	* Tenured/tenure-track faculty may submit proposed assignment for 2008-2009 class schedule in writing to chair	Tenured/tenure-track faculty may submit proposed assignment for 2008-2009 class schedule in writing to chair		
November 2, 2007	* Summer 2008 Continuing Ed course proposals due to Continuing Ed	* Summer 2008 Continuing Ed course proposals due to Continuing Ed	* Summer 2008 Continuing Ed course proposals due to Continuing Ed	
November 2, 2007	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 9, 2007				* Board of Trustees report materials due by noon to External Relations
November 12, 2007	Open House	Open House	Open House	Open House
November 12, 2007		* Tier 1 scheduling begins in Banner/Astra for Fall 2008	* Tier 1 scheduling begins in Banner/Astra for Fall 2008	
November 12, 2007		* Chairs submit to deans faculty sabbatical applications and LWOS applications for 2008-2009	Chairs submit to deans faculty sabbatical applications and LWOS applications for 2008-2009	
November 12, 2007		* Summer 2008 class schedule due to deans 11/28 and completed in Banner/Astra for Tier 1 scheduling 11/12. Opportunity for consultation with faculty member required. Consultation with deans on overload required	Summer 2008 class schedule due to deans. Prior consultation on overloads required. Due to Deans 11/28	* Preparation for Banner/Astra Tier 2 scheduling for summer 2008
November 13, 2007		* Tier 2 scheduling begins in Banner/Astra for summer 2008		
November 14, 2007				* VPAA appoints ACF PBI Committee
November 15, 2007		* Tier 2 scheduling ends in Banner/Astra for summer 2008		
November 15, 2007	* Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair			

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 15, 2007	* Annually contracted faculty/ASP 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/ASP wishing to be considered for a performance based increase notify the VPAA of intent to apply, in writing, copy supervisor and dean/director
November 15, 2007		* 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 15, 2007	* ACA Committee notifies President of reconsideration of final selection of recipients, if necessary			
November 15, 2007		* Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2008-2009 to deans	Chairs, directors, etc., submit ASP administrative educational leave, tenured/tenure-track and ASP retraining leave applications for 2008-2009 to deans	
November 15, 2007	* Eligible annually contracted faculty and academic support professionals who wish to apply for the PBI notify VPAA in writing of intent, copy to chair and dean			
November 15, 2007				* VPAA notifies faculty of summer pre-retirement assignment decision
November 16, 2007		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 16, 2007				* Preparation for Banner/Astra Tier 3 scheduling for summer 2008
November 16, 2007		* Tier 3 scheduling begins in Banner/Astra for summer 2008	* Tier 3 scheduling begins in Banner/Astra for summer 2008	* Tier 3 scheduling begins in Banner/Astra for summer 2008
November 22, 2007	Thanksgiving Holiday 11/22-23	Thanksgiving Holiday 11/22-23	Thanksgiving Holiday 11/22-23	Thanksgiving Holiday 11/22-23

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
November 27, 2007			* Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2008-2009 to VPAA	
November 27, 2007		* Tier 3 scheduling ends in Banner/Astra for summer 2008	* Tier 3 scheduling ends in Banner/Astra for summer 2008	
November 28, 2007			* Summer 2008 class schedule due to VPAA.	
November 30, 2007	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
November 30, 2007		VP Focus Statements released for FY10	VP Focus Statements released for FY10	VP Focus Statements released for FY10 (tentative)
November 30, 2007	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
December 3, 2007		* 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 4, 2007				IBHE Meeting (Northeastern Illinois University, Chicago)
December 5, 2007				* President notifies ACA recipients
December 7, 2007	* Fall 2008 Continuing Ed course proposals due to Continuing Ed	* Fall 2008 Continuing Ed course proposals due to Continuing Ed	* Fall 2008 Continuing Ed course proposals due to Continuing Ed	
December 7, 2007		* Participating departments' final FY2008 Cooperative Internship Grant Requests due to Dan Crews, Arts & Humanities	* Final FY2008 Cooperative Internship Grant Requests due to Dan Crews, Arts & Humanities	
December 7, 2007	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 7, 2007				* VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves
December 10, 2007	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin	Fall semester final exams begin
December 11, 2007			* Sabbatical replacement costs due to VPAA	Sabbatical replacement costs due from deans
December 14, 2007	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end	Fall semester final exams end
December 14, 2007			* Dean issues decision on credit unit assignments from the allocated pool	Dean issues decision on credit unit assignments from the allocated pool
December 14, 2007				* Course fee requests due to Presidents Council
December 15, 2007	Fall Commencement	Fall Commencement	Fall Commencement	Fall Commencement
December 17, 2007	Semester closes	Semester closes	Semester closes	Semester closes

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
December 17, 2007	Grades due (entered in PAWS)	Grades due (entered in PAWS)	Grades due (entered in PAWS)	Grades due (entered in PAWS)
December 24, 2007	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 25, 2007	Christmas Holiday	Christmas Holiday	Christmas Holiday	Christmas Holiday
December 31, 2007	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday	New Year's Eve Holiday
January 1, 2008	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday	New Year's Day Holiday
January 3, 2008		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 3, 2008				* Board of Trustees report materials due by noon to External Relations
January 4, 2008	Freshman Orientation	Freshman Orientation	Freshman Orientation	Freshman Orientation
January 4, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
January 4, 2008	Spring semester January registration	Spring semester January registration	Spring semester January registration	Spring semester January registration
January 7, 2008	First day of spring semester	First day of spring semester	First day of spring semester	First day of spring semester
January 11, 2008	Last day for add requests	Last day for add requests	Last day for add requests	Last day for add requests
January 14, 2008	* 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 15, 2008	Last day for audit requests	Last day for audit requests	Last day for audit requests	Last day for audit requests
January 16, 2008	* 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 16, 2008	* 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 18, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
January 18, 2008		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 18, 2008	Official spring semester enrollment count (10th day)	Official spring semester enrollment count (10th day)	Official spring semester enrollment count (10th day)	Official spring semester enrollment count (10th day)
January 18, 2008	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

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
January 18, 2008		Official spring semester enrollment advisee lists distributed to chairs for completing final 2007-08 overload reports		* VPAA sends official spring semester advisee enrollment lists to chairs for completing final 2007-2008 workload reports, if Banner permits
January 18, 2008		Revisions of student evaluation forms due to Academic Assessment and Testing for fall 2008 semester		
January 21, 2008	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday	M.L. King Birthday
January 22, 2008				* Provost notifies faculty of sick leave policies
January 24, 2008	* DPC submits retention, promotion, and tenure recommendations to chair			
January 25, 2008		* Tier 1 scheduling ends in Banner/Astra for fall 2008	* Tier 1 scheduling ends in Banner/Astra for fall 2008	
January 25, 2008		* Fall 2008 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 2008 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 1/28/08	* Fall 2008 class schedules due to deans and completed in Banner/Astra for Tier 1 scheduling
January 25, 2008		* 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 28, 2008		* Tier 2 scheduling begins in Banner/Astra for fall 2008	* Fall 2008 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2008	
January 30, 2008	* Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" recommendation		
January 31, 2008		* Draft IBHE program review due to VPAA	* Draft IBHE program review due to VPAA	
February 1, 2008		* Tier 2 scheduling ends in Banner/Astra for fall 2008	* Tier 2 scheduling ends in Banner/Astra for fall 2008	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 1, 2008	* 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 1, 2008	* Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments			Faculty notifies VPAA Office of acceptance/rejection of sabbatical assignments
February 4, 2008		* Tier 3 scheduling begins in Banner/Astra for fall 2008	* Tier 3 scheduling begins in Banner/Astra for fall 2008	
February 4, 2008		* 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, 2008	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 5, 2008		* 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 6, 2008		* Final 2007-2008 faculty workloads and overload reports due from chair to dean, including final spring semester 2008 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	Final 2007-2008 faculty workloads and overload reports due from chair to dean, including final spring semester 2008 workloads based on official enrollment reports for spring semester; final Faculty Workload Report is the basis for overload payments (must be accurate)	
February 8, 2008		* Tier 3 scheduling ends in Banner/Astra for fall 2008	* Tier 3 scheduling ends in Banner/Astra for fall 2008	
February 8, 2008	* Faculty requests for chair reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair			
February 8, 2008		* Revised Undergraduate Catalog materials due to VPAA	* Revised Undergraduate Catalog materials due to VPAA	Revised Undergraduate Catalog materials due to VPAA

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 11, 2008	* Annually contracted faculty with unsatisfactory evaluation requests review by the ACF appeal committee			
February 12, 2008	* Eligible faculty submit PAI materials to chair for submission to DPC			
February 13, 2008		* Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure		
February 13, 2008		* 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 14, 2008	* 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 14, 2008			* Final 2007-2008 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2008 workloads based on official enrollment reports for spring semester	Final 2007-2008 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2008 workloads based on official enrollment reports for spring semester
February 15, 2008		* 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 15, 2008	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday	Lincoln's Birthday
February 18, 2008	Open House	Open House	Open House	Open House
February 19, 2008	* Spring Faculty Activity Analysis forms due to chairs	Spring Faculty Activity Analysis forms due from Faculty		
February 21, 2008	* DPC submits PAI recommendations to chair			
February 21, 2008			* Deans report to VPAA on faculty teaching at other institutions	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
February 22, 2008				* Board of Trustees report materials due by noon to External Relations
February 22, 2008	* CAA Invites nominations for designation of Professor Laureate			
February 25, 2008	* 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
February 26, 2008		* Chairs return spring Faculty Analysis forms to deans	Chairs return spring Faculty Analysis forms to deans	
February 27, 2008		* Chair provides PAI recommendations of DPC and Chair to faculty		
February 28, 2008		Chairs and deans sent major/option spring semester printouts from Planning & Institutional Studies	Chairs and deans sent major/option spring semester printouts from Planning & Institutional Studies	* Chairs and deans sent major/option spring semester printouts from Planning & Institutional Studies
February 28, 2008			* Deans return spring Faculty Activity Analysis forms to Planning & Institutional Studies	
February 28, 2008			* 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 28, 2008	Midterm for spring semester	Midterm for spring semester	Midterm for spring semester	Midterm for spring semester
March 3, 2008	* Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair			
March 5, 2008	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 5, 2008				* VPAA Submits 1st, 2nd, 3rd, 4th, and 5th year retention, tenure, and promotion recommendations to UPC

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 6, 2008				* Report to UPI changes in status of positions Units A & B
March 7, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
March 8, 2008		* Chair provides dean with DPC and chair PAI recommendations	Chair provides dean with DPC and chair PAI recommendations	
March 8, 2008			* 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
March 10, 2008	Spring Break March 10-14	Spring Break March 10-14	Spring Break March 10-14	Spring Break March 10-14
March 17, 2008				* VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)
March 17, 2008	Provost invites eligible faculty to serve on the ACA Committee			* Provost invites eligible faculty to serve on the ACA Committee
March 18, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
March 19, 2008	* 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 20, 2008			* Dean submits written PAI recommendations to VPAA, with copy to faculty member	
March 21, 2008			* CASA mails midterm letters	
March 24, 2008	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 24, 2008	* 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			

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
March 27, 2008	* 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 28, 2008	* 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 31, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
March 31, 2008		* Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2008-2009 appointment to appropriate dean, VPAA, and UPI Chapter President		
March 31, 2008		* 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 1, 2008				* VPAA notifies faculty of 1st (where necessary), 2nd, 3rd, year retention decisions
April 1, 2008	* 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, 2008				* PAI recommendations submitted to UPC by VPAA
April 2, 2008		* Nomination for graduate assistants for 2008-2009 due from graduate coordinators to Dean of Graduate School via the academic dean	* Nomination for graduate assistants for 2008-2009 due from graduate coordinators to Dean of Graduate School via the academic dean	
April 2, 2008			* Request for fall 2008 University Foundation Courses from CASA	
April 3, 2008		* Tentative summer 2008 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative summer 2008 faculty workload reports due from chairs to deans; opportunity for faculty consultation required	
April 4, 2008				* Board of Trustees report materials due by noon to External Relations

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 4, 2008				* Preliminary list and description of new program requests and program priority budget requests due to VPAA
April 4, 2008	* 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, 2008	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 9, 2008	* 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, 2008			* 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 10, 2008		* Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2008-2009	Chairs/Coordinators review nominations for new and 5th year renewal of regular graduate faculty, associate and adjunct graduate faculty for AY2008-2009	
April 10, 2008				* 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, 2008			* Tentative summer 2008 faculty workload reports due from deans to Director of Summer School	Tentative summer 2008 faculty workload reports due from deans to Director of Summer School
April 11, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
April 11, 2008				* VPAA provides PBI portfolios to ACF PBI Committee
April 11, 2008		* Tentative 2008-2009 workload reports due from chairs to deans; opportunity for faculty consultation required	Tentative 2008-2009 workload reports due from chairs to deans; opportunity for faculty consultation required	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 15, 2008	* 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		
April 15, 2008	* 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 15, 2008	* 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, 2008				* VPAA appoints ASP PBI Committee
April 16, 2008	* ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations			
April 17, 2008	* UPC submits PAI recommendations to VPAA, copy to faculty			UPC submits PAI recommendations to VPAA, copy to faculty
April 18, 2008	* 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 18, 2008		* 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 19, 2008	Open House	Open House	Open House	Open House
April 21, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
April 22, 2008			* Tentative 2008-2009 workload reports due from deans to VPAA	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
April 22, 2008	* Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC			
April 25, 2008	* ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty			
April 25, 2008	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester	Last class day of spring semester
April 27, 2008				* VPAA notifies annually contracted faculty, in writing, of PBI decisions
April 28, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
April 28, 2008	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin	Spring semester final exams begin
April 29, 2008	* UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA			
April 29, 2008		* Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president		
April 29, 2008	Last day for submission of EIU4 contracts.	Last day for submission of EIU4 contracts.	Last day for submission of EIU4 contracts.	Last day for submission of EIU4 contracts.
April 30, 2008				* Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee
April 30, 2008				* VPAA notifies tenured/tenure-track faculty of 4th and 5th year retention decisions and promotion decisions
May 2, 2008	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end	Spring semester final exams end
May 3, 2008	Spring Commencement	Spring Commencement	Spring Commencement	Spring Commencement
May 5, 2008				* VPAA notifies faculty in writing of PAI decisions
May 5, 2008	Grades due (entered in PAWS)	Grades due (entered in PAWS)	Grades due (entered in PAWS)	Grades due (entered in PAWS)
May 5, 2008	Semester closes	Semester closes	Semester closes	Semester closes
May 6, 2008			* Academic deans review listing of regular graduate faculty, associate and adjunct graduate faculty for AY 2008-2009	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 7, 2008		* 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 8, 2008		* 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 9, 2008	ASP's 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 12, 2008	Summer 4-WK 2008 first class day	Summer 4-WK 2008 first class day	Summer 4-WK 2008 first class day	Summer 4-WK 2008 first class day
May 14, 2008		Summer Faculty Activity Analysis forms mailed to chairs	* Summer Faculty Activity Analysis forms sent to deans for distribution to chairs	* Planning & Institutional Studies sends deans Summer Faculty Activity Analysis forms for distribution to chairs
May 20, 2008	ASP PBI portfolio, if necessary, due to supervisor			
May 26, 2008	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday	Memorial Day holiday
May 28, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
May 29, 2008	Freshman Orientation	Freshman Orientation	Freshman Orientation	Freshman Orientation
May 30, 2008		* 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
May 30, 2008	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
May 30, 2008		* Final IBHE program reviews due to VPAA	* Final IBHE Program Reviews due to VPAA	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
May 30, 2008	* 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, 2008		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 1, 2008			* Deans/directors submit A&P direct report evaluations to VPAA	
June 2, 2008	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)
June 3, 2008	Freshman Orientation 6/3-6/5	Freshman Orientation 6/3-6/5	Freshman Orientation 6/3-6/5	Freshman Orientation 6/3-6/5
June 4, 2008		* 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 6, 2008				* Board of Trustees report materials due by 9:00 a.m. to External Relations
June 6, 2008	Summer 4-WK 2008 last class day, Monday-Friday courses	Summer 4-WK 2008 last class day, Monday-Friday courses	Summer 4-WK 2008 last class day, Monday-Friday courses	Summer 4-WK 2008 last class day, Monday-Friday courses
June 7, 2008	Summer 4-WK 2008 last class day, courses meeting on Saturday	Summer 4-WK 2008 last class day, courses meeting on Saturday	Summer 4-WK 2008 last class day, courses meeting on Saturday	Summer 4-WK 2008 last class day, courses meeting on Saturday
June 9, 2008	Summer 6-WK 2008 first class day	Summer 6-WK 2008 first class day	Summer 6-WK 2008 first class day	Summer 6-WK 2008 first class day
June 9, 2008	Summer 8-WK 2008 first class day	Summer 8-WK 2008 first class day	Summer 8-WK 2008 first class day	Summer 8-WK 2008 first class day
June 9, 2008	Freshman Orientation 6/9-6/12	Freshman Orientation 6/9-6/12	Freshman Orientation 6/9-6/12	Freshman Orientation 6/9-6/12
June 11, 2008			* Dean/director submits written retention recommendations and PBI recommendations on ASPs to appropriate vice president	
June 11, 2008	Summer 4-WK 2008 term closes	Summer 4-WK 2008 term closes	Summer 4-WK 2008 term closes	Summer 4-WK 2008 term closes
June 11, 2008	Summer 4-WK grades due (entered in PAWS)	Summer 4-WK grades due (entered in PAWS)	Summer 4-WK grades due (entered in PAWS)	Summer 4-WK grades due (entered in PAWS)
June 13, 2008		* Updated Major Assessment Profiles due to VPAA	* Updated Major Assessment Profiles due to VPAA	Updated Major Assessment Profiles due to VPAA
June 13, 2008			* 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)	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
June 16, 2008				* Appropriate vice president provides each ASP with retention decision
June 16, 2008		* Department assessment summaries due to CASA	* Department assessment summaries due to CASA	
June 16, 2008	Summer session enrollment count day	Summer session enrollment count day	Summer session enrollment count day	Summer session enrollment count day
June 16, 2008	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 16, 2008	Freshman Orientation 6/16-6/18	Freshman Orientation 6/16-6/18	Freshman Orientation 6/16-6/18	Freshman Orientation 6/16-6/18
June 17, 2008	* Summer Faculty Activity Analysis forms due to chairs	Summer Faculty Activity Analysis forms due from faculty		
June 18, 2008				* VPAA provides materials to ASP PBI Committee
June 19, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
June 23, 2008	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting	Board of Trustees meeting
June 23, 2008	Freshman Orientation 6/23-6/26	Freshman Orientation 6/23-6/26	Freshman Orientation 6/23-6/26	Freshman Orientation 6/23-6/26
June 24, 2008		* Chairs submit Summer Faculty Activity Analysis forms to deans	Chairs submit Summer Faculty Activity Analysis forms	
June 25, 2008		* Final Summer 2008 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		
June 27, 2008			* Deans return Summer Faculty Activity Analysis forms to Planning & Institutional Studies	
July 1, 2008	Freshman Orientation 7/2-7/3	Freshman Orientation 7/2-7/3	Freshman Orientation 7/2-7/3	Freshman Orientation 7/2-7/3
July 2, 2008	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)	Freshman Orientation (Gateway/Boost students)
July 2, 2008	* PBI Committee provides recommendations to VPAA, copy to ASP			PBI Committee provides recommendations to VPAA, copy to ASP
July 4, 2008	Independence Day	Independence Day	Independence Day	Independence Day
July 7, 2008	* ASPs request reconsideration if PBI Committee recommendation is negative			
July 7, 2008			* Final Summer 2008 faculty workload reports due from deans to Director of Summer School	

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
July 7, 2008			* 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 7, 2008	Freshman Orientation 7/7-7/9	Freshman Orientation 7/7-7/9	Freshman Orientation 7/7-7/9	Freshman Orientation 7/7-7/9
July 9, 2008	* 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 9, 2008	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 10, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation
July 11, 2008				* RAMP materials due to IBHE, including new program requests and program priority budget requests
July 16, 2008				* Appropriate vice president provides each ASP with PBI decision
July 18, 2008	Summer 6-WK 2008 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2008 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2008 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	Summer 6-WK 2008 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)
July 18, 2008	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 19, 2008	Summer 6-WK 2008 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2008 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2008 last class day, courses meeting on Saturday (Final exams during last class day)	Summer 6-WK 2008 last class day, courses meeting on Saturday (Final exams during last class day)
July 23, 2008	Summer 6-WK 2008 term closes	Summer 6-WK 2008 term closes	Summer 6-WK 2008 term closes	Summer 6-WK 2008 term closes
July 23, 2008	Summer 6-WK 2008 grades due (entered in PAWS)	Summer 6-WK 2008 grades due (entered in PAWS)	Summer 6-WK 2008 grades due (entered in PAWS)	Summer 6-WK 2008 grades due (entered in PAWS)
August 1, 2008	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)
August 2, 2008	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)

Date	Faculty/Faculty Committees	Dept. Chairs Directors & Coordinators	Deans	VPAA Office/President/Other
August 4, 2008			* 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 6, 2008	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes	Summer 8-WK term closes
August 6, 2008	Summer 8-WK grades due (entered in PAWS)	Summer 8-WK grades due (entered in PAWS)	Summer 8-WK grades due (entered in PAWS)	Summer 8-WK grades due (entered in PAWS)
August 14, 2008	Transfer Orientation	Transfer Orientation	Transfer Orientation	Transfer Orientation

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