

## 2022-2023 Administrative Calendar

Date	Message	Dean	Chairs/Directors/C oordinators	Faculty/Faculty Committees/ASP	VPAA Office/President/O ther
9/5/2022	Provost notifies faculty of sick leave policies	NO	NO	NO	YES
9/6/2022	Spring 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.	YES	YES	NO	NO
9/15/2022	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	NO	NO	YES	NO
9/16/2022	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)	NO	NO	NO	YES
9/16/2022	VPAA provides UPI Chapter President a list of ASP advisors and the number of their respective assigned advisees for the current fall and previous spring semester.	NO	NO	NO	YES
9/27/2022	Deans consult with chairs about classroom visitation practices and procedures within their respective departments.	YES	YES	NO	NO
10/4/2022	Reminder to tenured faculty submitting retraining leave/sabbatical assignment applications for next AY to submit applications to chair (copies to dean and VPAA) by first of November.	NO	NO	YES	NO

10/11/2022	Faculty workload reports due to deans. Opportunity for faculty consultation required.	YES	YES	NO	NO
10/11/2022	Report to UPI changes in status of positions of Units A and B	NO	NO	NO	YES
10/14/2022	Chair of ACA Selection Committee forwards list of recipients to President	NO	NO	YES	YES
10/14/2022	Faculty who desire not to teach in summer session notify chair in writing	NO	NO	YES	NO
10/14/2022	Last day for eligible faculty to apply for pre-retirement summer assignments	NO	NO	YES	NO
10/14/2022	Selection of a departmental representative from each department to the college-level review committee (in the case of Library Services, a Unit A, tenured, resource professional from each reporting unit with tenured resource professional employees)	YES	YES	NO	NO
10/14/2022	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals	NO	NO	NO	YES
10/14/2022	Operating and Capital Budget requests due to IBHE	NO	NO	NO	YES
10/21/2022	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	NO	YES	YES	NO

10/22/2022	A copy of the approved department rotation list shall be provided to each department employee	NO	YES	YES	NO
10/27/2022	Final fall/tentative spring faculty workloads and overload reports due to VPAA	YES	NO	NO	YES
10/31/2022	President notifies ACA Selection Committee of any concerns or disagreement with selections	NO	NO	NO	YES
10/31/2022	Tenured/tenure-track faculty may submit proposed assignment for 2023-2024 class schedule in writing to chair	NO	YES	YES	NO
11/1/2022	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs must be submitted 3 months prior to start of leave	NO	NO	YES	NO
11/1/2022	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave (copies to dean and VPAA, VPSA where appropriate)	NO	YES	YES	NO
11/1/2022	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications(copies to dean and VPAA)	NO	NO	YES	NO
11/1/2022	Incumbent must notify the Dean whether or not Department Chair reappointment is desired	YES	YES	NO	YES
11/1/2022	Chairs notify Deans of new course fees and course fee revisions	NO	YES	NO	NO

11/1/2022	Deadline for annually contracted faculty (with seniority number of 10 or more) to apply in writing for administrative educational leave and retraining leave for 2022/2023 (copies to dean and VPAA, VPSA where appropriate)	NO	NO	YES	NO
11/11/2022	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications	YES	YES	NO	NO
11/11/2022	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications to deans	YES	YES	NO	NO
11/11/2022	VPAA appoints ACF PBI Committee	NO	NO	NO	YES
11/11/2022	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	YES	YES	YES	YES
11/14/2022	Summer Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required.	YES	YES	NO	NO
11/15/2022	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	NO	NO	YES	YES
11/15/2022	Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	NO	NO	YES	YES
11/15/2022	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	NO	NO	YES	NO

11/15/2022	VPAA notifies faculty of summer pre-retirement assignment decision	NO	NO	NO	YES
11/17/2022	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	YES	YES	NO	NO
11/21/2022	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications to VPAA	YES	NO	NO	YES
11/22/2022	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment	YES	YES	YES	NO
12/1/2022	Course fee requests (new, change, or delete) due to VPAA from Deans via online submission	YES	YES	NO	YES
12/1/2022	President notifies ACA recipients	NO	NO	NO	YES
12/2/2022	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall	YES	YES	NO	NO
12/8/2022	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall	YES	NO	NO	YES
12/9/2022	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	NO	NO	NO	YES

12/12/2022	Dean issues decision on credit unit assignments from the allocated pool	YES	NO	NO	YES
12/12/2022	Sabbatical replacement costs due to VPAA	YES	NO	NO	NO
12/15/2022	Dean shall conduct a review of the department chair incumbent's performance prior to December 15 of final year of the incumbent's term of office per IGP 29.	YES	NO	NO	YES
12/16/2022	Course fee requests due to Presidents Council	NO	NO	NO	YES
12/20/2022	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	YES	YES	YES	NO
1/5/2023	Board of Trustees report materials due by noon	NO	NO	NO	YES
1/11/2023	Grade Appeal Committee Semester Report for fall due to CAA and CGS	YES	NO	YES	NO
1/18/2023	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	NO	YES	YES	NO
1/18/2023	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	NO	YES	YES	NO

1/20/2023	Board of Trustees Meeting	YES	YES	YES	YES
1/23/2023	Provost notifies faculty of sick leave policies	NO	NO	NO	YES
1/24/2023	Fall 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	YES	YES	NO	NO
1/24/2023	Tier 1 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO
1/25/2023	* Tier 2 scheduling begins in Banner/Astra for fall	NO	YES	NO	NO
1/26/2023	DPC submits retention, promotion, and tenure recommendations to chair	NO	NO	YES	NO
2/1/2023	Dean shall make a recommendation regarding the reappointment of the incumbent chair to the Provost by February 1.	YES	NO	NO	YES
2/1/2023	Tier 2 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO
2/1/2023	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	NO	NO	YES	YES

2/1/2023	CAA Invites nominations for designation of Faculty Laureate	NO	NO	YES	NO
2/2/2023	Tier 3 scheduling begins in Banner/Astra for fall	YES	YES	NO	NO
2/3/2023	Draft IBHE program review due from deans to VPAA	YES	YES	NO	NO
2/3/2023	Chair provides dean with 1st, 2nd, 3rd, 4th, and 5th year retention and tenure and promotion recommendations of DPC and chair (except for reconsiderations)	YES	YES	NO	NO
2/3/2023	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	YES	YES	NO	NO
2/6/2023	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	NO	YES	YES	NO
2/8/2023	Deans consult with chairs about classroom visitation practices and procedures within their respective departments	YES	YES	NO	NO
2/8/2023	Summer Research and Creative Activity Awards deadline	YES	YES	YES	YES
2/8/2023	Tier 3 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO



2/8/2023	Eligible faculty submit PAI materials to chair for submission to DPC	NO	NO	YES	NO
2/8/2023	Tier 1 scheduling begins in Banner/Astra for Spring	YES	YES	NO	NO
2/10/2023	Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date via online system	YES	YES	NO	NO
2/10/2023	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	YES	YES	NO	NO
2/13/2023	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	NO	NO	YES	NO
2/13/2023	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	NO	NO	YES	NO
2/15/2023	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	NO	YES	YES	NO
2/16/2023	Final faculty workloads and overload reports due from chair to dean, including final spring semester workloads based on official enrollment reports for spring semester	YES	YES	NO	NO
2/16/2023	DPC submits PAI recommendations to chair	NO	YES	YES	NO

2/16/2023	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	NO	YES	YES	NO
2/20/2023	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year promotion recommendations of DPC, chair, and dean	YES	NO	NO	YES
2/20/2023	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean.	NO	YES	NO	NO
2/21/2023	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC	NO	NO	NO	YES
2/22/2023	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	NO	YES	YES	NO
2/23/2023	Deans report to VPAA on faculty teaching at other institutions via online system	YES	NO	NO	NO
2/24/2023	Final faculty workloads and overload reports due from dean to VPAA, including final spring semester workloads based on official enrollment reports for spring semester	YES	NO	NO	YES
2/24/2023	Chair provides PAI recommendations of DPC and Chair to faculty	NO	YES	NO	NO
2/27/2023	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	YES	YES	NO	NO

3/2/2023	Chairs notify deans of any planned changes to ACF multi-year contracts	YES	YES	NO	NO
3/2/2023	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	NO	NO	YES	YES
3/2/2023	Last day for approved CAA action on items to be included in the undergraduate catalog	YES	YES	NO	NO
3/6/2023	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	NO	NO	YES	NO
3/7/2023	Deans provide VPAA with 3rd, 4th, and 5th year retention and promotion recommendations of DPC, chair, and dean (DPC and chair recommendations only for 3rd probationary year if positive); also submit retention, promotion, and tenure recommendations of administrative staff not in the bargaining unit	YES	NO	NO	YES
3/7/2023	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	NO	NO	YES	NO
3/8/2023	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	YES	YES	NO	NO
3/9/2023	Report to UPI changes in status of positions Units A & B	NO	NO	NO	YES
3/9/2023	Deans notify VPAA of any planned changes to ACF multi-year contracts	YES	NO	NO	YES

3/9/2023	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty	YES	NO	NO	YES
3/9/2023	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	NO	NO	YES	YES
3/9/2023	Chair provides ACF evaluation materials to ACF Appeal Committee	NO	YES	YES	NO
3/10/2023	Academic Success Center sends midterm grades	YES	NO	NO	NO
3/10/2023	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	NO	YES	YES	NO
3/10/2023	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	NO	YES	NO	NO
3/10/2023	Faculty requests for reconsideration of 1st (where necessary), 2nd year retention, tenure, and tenure-year promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	NO	NO	YES	NO
3/15/2023	Deadline for withdrawing a multiple year ACF contract	NO	YES	NO	YES
3/21/2023	Undergraduate Catalog made available to deans/directors/ departments for review	YES	YES	NO	YES

3/22/2023	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	YES	YES	YES	YES
3/22/2023	UPC provides faculty with results of reconsideration of negative 1st (where necessary) and 2nd year retention, tenure, and tenure-year promotion recommendations with copy to VPAA	NO	NO	YES	YES
3/23/2023	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	NO	NO	YES	NO
3/27/2023	Dean submits written PAI recommendations to VPAA, with copy to faculty member	YES	NO	NO	NO
3/27/2023	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and promotion to VPAA, with copy to faculty member	NO	NO	YES	YES
3/29/2023	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	YES	YES	NO	NO
3/29/2023	PAI recommendations submitted to UPC by VPAA	NO	NO	NO	YES
3/30/2023	ACF appeal committee report sent to Chair, copy to Dean and VPAA	YES	YES	YES	YES
3/30/2023	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2023-2024 appointment to appropriate dean, VPAA, and UPI Chapter President	NO	YES	NO	NO

3/31/2023	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	NO	NO	NO	YES
3/31/2023	VPAA notifies faculty of 1st and 2nd, year retention decisions	NO	NO	NO	YES
3/31/2023	Provost invites eligible faculty to serve on the ACA Committee	NO	NO	YES	YES
3/31/2023	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	NO	NO	YES	NO
4/4/2023	Reissue Section Size Minima Memo	NO	NO	NO	YES
4/4/2023	Tenured faculty not applying for promotion and/or applying for a PAI with summary must also provide chairs with supporting material for annual evaluation.	NO	YES	YES	NO
4/4/2023	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, promotion (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC	NO	NO	YES	NO
4/6/2023	Board of Trustees report materials due by noon	NO	NO	NO	YES
4/6/2023	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	NO	YES	YES	NO

4/7/2023	VPAA notifies faculty of tenure-year promotions and tenure recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	NO	NO	NO	YES
4/7/2023	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/10/2023	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	NO	NO	YES	YES
4/10/2023	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed	NO	YES	YES	NO
4/11/2023	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	NO	YES	YES	NO
4/13/2023	Tentative summer faculty workload reports due from deans to Director of Summer School	YES	NO	NO	YES
4/13/2023	Revised Undergraduate Catalog materials due to VPAA	YES	YES	NO	YES
4/14/2023	By this date, after consultation with the ASP, supervisors (where director or chair is the supervisor) develop tentative written work plan for the next year and review statement of methods and materials used for evaluation; submit to appropriate dean/dire	YES	YES	NO	YES
4/14/2023	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	YES	YES	NO	NO

4/14/2023	VPAA appoints ASP PBI Committee	NO	NO	NO	YES
4/14/2023	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	NO	NO	YES	YES
4/14/2023	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	NO	YES	YES	NO
4/14/2023	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	YES	YES	YES	YES
4/17/2023	Tentative workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/17/2023	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	YES	NO	NO	YES
4/18/2023	UPC submits PAI recommendations to VPAA, copy to faculty	NO	NO	YES	YES
4/18/2023	Renewal request for Unit B and Adjuncts for AY22 can be entered into the online PAR system	YES	YES	NO	NO
4/19/2023	VPAA provides PBI portfolios to ACF PBI Committee	NO	NO	NO	YES



4/20/2023	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	YES	YES	NO	NO
4/20/2023	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	NO	NO	YES	NO
4/21/2023	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	NO	NO	NO	YES
4/21/2023	Board of Trustees meeting	YES	YES	YES	YES
4/24/2023	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	NO	NO	YES	NO
4/24/2023	Tentative workload reports due from deans to VPAA	YES	NO	NO	NO
4/25/2023	Notice of Summer Appointments to be sent to Deans' Offices	YES	NO	NO	YES
4/26/2023	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	NO	NO	YES	NO
4/26/2023	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring	YES	NO	NO	YES

4/27/2023	ACF requests reconsideration of negative PBI Committee recommendation	NO	NO	YES	NO
4/28/2023	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	NO	NO	NO	YES
4/28/2023	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	YES	NO	NO	YES
5/2/2023	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	NO	NO	YES	YES
5/2/2023	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	NO	NO	YES	NO
5/4/2023	VPAA notifies faculty in writing of PAI decisions	NO	NO	NO	YES
5/4/2023	Chairs/Coordinators review listings of regular graduate faculty, associate and adjunct graduate faculty to determine renewals for new and 5th year status and prepare nominations	YES	YES	NO	NO
5/5/2023	VPAA notifies annually contracted faculty of PBI results	NO	NO	NO	YES
5/5/2023	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY	YES	NO	NO	NO

5/5/2023	Spring EWP submissions due for students	NO	YES	YES	NO
5/8/2023	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	YES	YES	YES	YES
5/12/2023	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	NO	NO	YES	NO
5/15/2023	Spring EWP ratings due for faculty	NO	YES	YES	NO
5/18/2023	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	YES	YES	NO	NO
5/22/2023	Dean/director submits written recommendations on ASP PBI portfolios, where necessary, to appropriate vice president, copy to ASP. (This is only if the ASP did not receive the four consecutive superior evaluations.)	YES	NO	NO	NO
5/24/2023	VPAA provides materials to ASP PBI Committee	NO	NO	NO	YES
5/26/2023	PBI Committee provides recommendations to VPAA, copy to ASP	NO	NO	YES	YES
6/1/2023	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES

6/1/2023	ASP Work Plan due to ASP, copy to VPAA	YES	YES	YES	YES
6/2/2023	Chairs submit copies of annual evaluations of tenured faculty not applying for promotion or PAI to deans and VPAA, with copy to faculty	YES	YES	NO	YES
6/6/2023	ASPs request reconsideration if PBI Committee recommendation is negative	NO	NO	YES	NO
6/8/2023	Board of Trustees report materials due by noon	NO	NO	NO	YES
6/9/2023	Final IBHE program reviews due from Deans to VPAA	YES	YES	NO	NO
6/9/2023	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	NO	NO	YES	YES
6/15/2023	Appropriate vice president provides each ASP with retention decision	NO	NO	NO	YES
6/15/2023	Appropriate vice president provides each ASP with PBI decision	NO	NO	NO	YES
6/23/2023	Board of Trustees meeting	YES	YES	YES	YES

6/24/2023	Board of Trustees Retreat	NO	NO	NO	YES
6/30/2023	Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential	YES	NO	NO	NO
6/30/2023	Deans forward list of student complaints to VPAA	YES	NO	NO	YES
6/30/2023	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	YES	YES	YES	NO
7/7/2023	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments	YES	NO	NO	NO
7/10/2023	Final Summer faculty workload reports due to VPAA /academic Services and Operations	YES	NO	NO	NO
7/17/2023	Deans/directors submit A&P direct report evaluations to VPAA	YES	NO	NO	NO
8/1/2023	Deans provides adjunct faculty with course enrollment status and notification if course has sufficient enrollment.	YES	YES	YES	NO
8/24/2023	Board of Trustees materials due by noon	NO	NO	NO	YES