

Eastern Illinois University 2019-2020 Administrative Calendar

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
9/11/2019	Tier 3 scheduling begins in Banner/Astra for spring 2020	YES	YES	NO	NO
9/13/2019	Board of Trustees meeting	YES	YES	YES	YES
9/13/2019	Board of Trustees meeting	YES	YES	YES	YES
9/14/2019	EIU Football Tailgate (Admissions Event)	YES	YES	YES	YES
9/16/2019	Tier 3 scheduling ends in Banner/Astra for Spring 2020	YES	YES	NO	NO
9/16/2019	Board of Trustees meeting	YES	YES	NO	YES
9/17/2019	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
9/18/2019	IBHE Meeting, Eastern Illinois University, Charleston, IL	NO	NO	NO	YES
9/18/2019	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
9/23/2019	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	NO	NO	YES	NO
9/24/2019	Revisions of student evaluation forms due to Academic Assessment and Testing for spring semester	NO	YES	NO	NO
9/24/2019	Tier 1 scheduling begins in Banner/Astra for summer 2020	YES	YES	NO	NO
9/26/2019	Deans consult with chairs about classroom visitation practices and procedures within their respective departments	YES	YES	NO	NO
9/27/2019	CORRECTION: Family Weekend (9/27-29)	YES	YES	YES	YES
9/27/2019	Community Ambassador Reception	YES	YES	YES	YES
10/1/2019	Human Resources provides faculty with individualized Employment Statement	NO	NO	NO	YES
10/2/2019	Mid-term grades for Fall 2019 open at 8:00 a.m.	YES	YES	YES	YES
10/7/2019	Dual Credit Visit Day	YES	YES	YES	YES

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10/9/2019	Mid-term, fall semester	YES	YES	YES	YES
10/11/2019	Faculty workload reports due to deans (final fall 2019 with tentative spring 2020). Opportunity for faculty consultation required	YES	YES	NO	NO
10/11/2019	Fall Break	NO	NO	YES	NO
10/14/2019	Open House	YES	YES	YES	YES
10/15/2019	Chair of ACA Selection Committee forwards list of recipients to President	NO	NO	YES	NO
10/15/2019	CASA sends midterm grades	YES	NO	NO	NO
10/15/2019	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)	NO	YES	NO	NO
10/15/2019	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals	NO	NO	NO	YES
10/15/2019	Operating and Capital Budget requests due to IBHE	NO	NO	NO	YES
10/15/2019	Faculty who desire not to teach in 2020 summer session notify chair in writing	NO	NO	YES	NO
10/15/2019	Salute to Scholars	YES	YES	YES	YES
10/16/2019	Mid-term grades for Fall 2019 closes at 4:00 p.m.	YES	YES	YES	YES
10/17/2019	Last day for eligible faculty to apply for pre-retirement summer assignments	NO	NO	YES	NO
10/18/2019	Report to UPI changes in status of positions of Units A and B	NO	NO	NO	YES
10/18/2019	Transfer Day	YES	YES	YES	YES
10/19/2019	Honors Visit Day	YES	YES	YES	YES
10/23/2019	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

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10/28/2019	Final fall/tentative spring faculty workloads and overload reports due to VPAA	YES	NO	NO	YES
10/28/2019	Honors Visit Day	NO	NO	NO	YES
10/31/2019	President notifies ACA Selection Committee of any concerns or disagreement with selections	NO	NO	NO	YES
10/31/2019	Tenured/tenure-track faculty may submit proposed assignment for 2020-2021 class schedule in writing to chair	NO	YES	YES	NO
10/31/2019	Board of Trustees report materials due by noon	NO	NO	NO	YES
11/1/2019	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2020-2021 to chair (copies to dean and VPAA)	NO	NO	YES	NO
11/1/2019	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2020-2021 encouraged; must be submitted 3 months prior to start of leave	NO	NO	YES	NO
11/1/2019	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2020-2021 (copies to dean and VPAA, VPSA where appropriate)	NO	YES	YES	NO
11/1/2019	Last day for grade of "W" for withdrawal, fall semester	YES	YES	YES	YES
11/1/2019	Transfer Day	YES	YES	YES	YES
11/1/2019	Chairs notify Deans of new course fees and course fee revisions	NO	YES	NO	NO
11/1/2019	Deadline for annually contracted faculty (with a seniority number of 10 or more) to apply in writing for administrative educational leave and retraining leave for 2020-21 (copies to dean and VPAA, VPSA where appropriate)	NO	NO	YES	NO
11/4/2019	Tier 1 scheduling begins in Banner/Astra for Fall	YES	YES	NO	NO
11/4/2019	Tier 1 scheduling ends in Banner/Astra for Summer	YES	YES	NO	NO
11/5/2019	Tier 2 scheduling begins in Banner/Astra for summer	YES	YES	NO	NO
11/7/2019	Tier 2 scheduling ends in Banner/Astra for summer	YES	YES	NO	NO
11/8/2019	Tier 3 scheduling begins in Banner/Astra for summer	YES	YES	NO	NO
11/8/2019	Summer Continuing Ed course requests due to SEL Academic Services and Operations	YES	YES	NO	NO
11/11/2019	Open House	YES	YES	YES	YES
11/11/2019	Tier 3 scheduling ends in Banner/Astra for summer	YES	YES	NO	NO

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11/12/2019	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications for 2020-2021 to deans	YES	YES	NO	NO
11/12/2019	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2020-21	YES	YES	NO	NO
11/13/2019	VPAA appoints ACF PBI Committee	NO	NO	NO	YES
11/14/2019	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	YES	YES	YES	YES
11/14/2019	Summer Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required	NO	YES	NO	NO
11/15/2019	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	NO	NO	YES	YES
11/15/2019	VPAA notifies faculty of summer pre-retirement assignment decision	NO	NO	NO	YES
11/15/2019	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
11/15/2019	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
11/15/2019	Transfer Day	YES	YES	YES	YES
11/15/2019	Board of Trustees Meeting	YES	YES	YES	YES
11/18/2019	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
11/20/2019	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2020-2021 to VPAA	YES	NO	NO	NO
11/25/2019	Thanksgiving Break 11/25-29	YES	YES	YES	YES
12/2/2019	President notifies ACA recipients	NO	NO	NO	YES

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12/2/2019	Course fee requests (new, change, or delete) due to VPAA from Deans via online submission	YES	YES	NO	NO
12/2/2019	Course fee requests due to VPAA via online submission	NO	NO	NO	YES
12/2/2019	Provost sends letter to Deans regarding CU bump for faculty teaching a technology-delivered course for the first time	YES	NO	NO	YES
12/5/2019	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall	YES	YES	NO	NO
12/6/2019	Last day of classes for fall semester	YES	YES	YES	YES
12/9/2019	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall	YES	NO	NO	YES
12/9/2019	Fall semester final exams begin	YES	YES	YES	YES
12/10/2019	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	NO	NO	NO	YES
12/11/2019	Sabbatical replacement costs for due to VPAA	YES	NO	NO	NO
12/11/2019	Dean issues decision on credit unit assignments from the allocated pool	YES	NO	NO	YES
12/13/2019	Fall semester final exams end	YES	YES	YES	YES
12/14/2019	Fall Commencement	YES	YES	YES	YES
12/16/2019	Second Census Date (Semester Closes)	YES	YES	YES	YES
12/16/2019	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
12/17/2019	Course fee requests due to Presidents Council	NO	NO	NO	YES

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
12/18/2019	Fall EWP submissions due	NO	YES	YES	NO
12/25/2019	Christmas Holiday	YES	YES	YES	YES
12/26/2019	Christmas Holiday	YES	YES	YES	YES
12/26/2019	Fall EWP ratings due	NO	YES	YES	NO
1/1/2020	New Year's Eve Holiday	YES	YES	YES	YES
1/2/2020	New Year's Day Holiday	YES	YES	YES	YES
1/8/2020	Spring term opens	YES	YES	YES	YES
1/8/2020	International Orientation	YES	YES	YES	YES
1/9/2020	International Orientation	YES	YES	NO	NO
1/10/2020	Deadline for completing Fall graduation requirements	YES	YES	YES	YES
1/10/2020	Transfer Day (January Registration)	YES	YES	YES	YES
1/10/2020	Summer 2020 schedule opened in PAWS	YES	YES	YES	YES
1/10/2020	Fall 2020 Schedule opened in PAWS	YES	YES	YES	NO
1/10/2020	Freshman Orientation (Jan Registration, No Panther Fair)	YES	YES	YES	YES
1/11/2020	Prowl begins	YES	YES	YES	YES
1/13/2020	First class day of spring semester	YES	YES	YES	YES
1/14/2020	Draft IBHE program review due from chairs to deans	YES	YES	NO	NO
1/15/2020	Grade Appeal Committee Semester Report for fall due to CAA and CGS	YES	NO	YES	NO
1/17/2020	Last day for add requests	YES	YES	YES	YES

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1/17/2020	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	NO	YES	YES	NO
1/17/2020	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	NO	YES	YES	NO
1/17/2020	Fall Continuing Ed course requests due to SEL	YES	YES	NO	NO
1/20/2020	M.L. King Birthday	YES	YES	YES	YES
1/21/2020	Tier 1 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO
1/22/2020	Provost notifies faculty of sick leave policies	NO	NO	NO	YES
1/22/2020	* Tier 2 scheduling begins in Banner/Astra for fall	NO	YES	NO	NO
1/22/2020	Fall 2020 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling.	NO	NO	NO	YES
1/23/2020	* Fall 2020 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2020	YES	NO	NO	NO
1/24/2020	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
1/25/2020	Regional Admitted Student - Latino Event	YES	YES	YES	YES
1/26/2020	Regional Admitted Student Event - Carlisle, Lombard	YES	YES	YES	YES
1/27/2020	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
1/27/2020	First Census Date (Count Day)	YES	YES	YES	YES
1/27/2020	Last day for credit/no credit requests 4:00 pm	YES	YES	YES	YES
1/28/2020	DPC submits retention, promotion, and tenure recommendations to chair	NO	NO	YES	NO
1/30/2020	Tier 2 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO
1/31/2020	Tier 3 scheduling begins in Banner/Astra for fall	YES	YES	NO	NO

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
2/3/2020	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	NO	NO	YES	YES
2/5/2020	Draft IBHE program review due from deans to VPAA	YES	YES	NO	NO
2/5/2020	Summer Research and Creative Activity Awards	YES	YES	YES	YES
2/6/2020	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	NO	YES	YES	NO
2/6/2020	Chair provides 1st, 2nd, 3rd, 4th, and 5th year faculty with retention, tenure, and promotion recommendations of DPC and chair	YES	YES	NO	NO
2/6/2020	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
2/7/2020	Deans consult with chairs about classroom visitation practices and procedures within their respective departments	YES	YES	NO	NO
2/7/2020	Open House - Transfer	YES	YES	YES	YES
2/10/2020	Tier 3 scheduling ends in Banner/Astra for fall	YES	YES	NO	NO
2/12/2020	Eligible faculty submit PAI materials to chair for submission to DPC	NO	NO	YES	NO
2/12/2020	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	YES	YES	NO	NO
2/12/2020	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
2/12/2020	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	NO	NO	YES	NO
2/14/2020	Lincoln's Birthday	YES	YES	YES	YES

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2/17/2020	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	NO	NO	YES	NO
2/17/2020	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
2/17/2020	Campus Admitted Student Day	YES	YES	YES	YES
2/19/2020	Tier 1 scheduling begins in Banner/Astra for Spring	YES	YES	NO	NO
2/20/2020	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	NO	YES	YES	NO
2/20/2020	DPC submits PAI recommendations to chair	NO	YES	YES	NO
2/20/2020	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	NO	YES	YES	NO
2/20/2020	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
2/20/2020	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
2/20/2020	CAA Invites nominations for designation of Faculty Laureate	NO	NO	YES	NO
2/21/2020	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	NO	YES	YES	NO
2/24/2020	VPAA submits 1st (where necessary), 2nd, and tenure/tenure-year promotion recommendations to UPC	NO	NO	NO	YES
2/24/2020	Revisions of student evaluation forms due to Academic Assessment and Testing for fall semester	NO	YES	NO	NO

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2/24/2020	Deans report to VPAA on faculty teaching at other institutions via online system	YES	NO	NO	NO
2/26/2020	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	YES	YES	NO	NO
2/26/2020	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
2/27/2020	Chair provides PAI recommendations of DPC and Chair to faculty	NO	YES	NO	NO
2/27/2020	Midterm grades for Spring open 8:00 a.m.	YES	YES	YES	YES
3/2/2020	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	NO	NO	YES	NO
3/2/2020	Chairs notify deans of any planned changes to ACF multi-year contracts	YES	YES	NO	NO
3/4/2020	Chair provides ACF evaluation materials to ACF Appeal Committee	NO	YES	YES	NO
3/4/2020	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	NO	NO	YES	NO
3/4/2020	CASA sends midterm grades	YES	NO	NO	NO
3/5/2020	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
3/5/2020	Midterm, spring semester	YES	YES	YES	YES
3/7/2020	Campus Admitted Student Day	YES	YES	YES	YES
3/9/2020	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty	YES	NO	NO	YES
3/9/2020	Deans notify VPAA of any planned changes to ACF multi-year contracts	YES	NO	NO	YES

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3/9/2020	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)	YES	YES	NO	NO
3/10/2020	Last day for approved CAA action on items to be included in the undergraduate catalog	YES	YES	NO	NO
3/10/2020	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
3/11/2020	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	NO	YES	NO	NO
3/11/2020	DPC/Chair provides faculty with written notification of reconsideration of negative recommendation of PAI	NO	YES	YES	NO
3/11/2020	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	NO	NO	YES	YES
3/12/2020	Midterm grades for Spring closes 4:00 p.m.	YES	YES	YES	YES
3/13/2020	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
3/13/2020	Report to UPI changes in status of positions Units A & B	NO	NO	NO	YES
3/13/2020	Deadline for withdrawing a multiple year ACF contract	NO	YES	NO	YES
3/13/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
3/16/2020	Spring Break March 16-20	YES	YES	YES	YES
3/16/2020	Provost invites eligible faculty to serve on the ACA Committee	NO	NO	YES	YES
3/20/2020	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	YES	YES	YES	YES
3/23/2020	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
3/23/2020	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
3/23/2020	ACF PBI portfolios due	NO	YES	NO	NO
3/24/2020	Spring Open House	NO	NO	YES	NO
3/25/2020	Undergraduate Catalog made available to deans/directors/ departments for review	YES	YES	NO	YES
3/27/2020	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty	YES	YES	NO	NO

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3/27/2020	ACF appeal committee report sent to Chair, copy to Dean and VPAA	YES	YES	YES	YES
3/27/2020	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
3/27/2020	Transfer Orientation	YES	YES	YES	NO
3/27/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
3/30/2020	Dean submits written PAI recommendations to VPAA, with copy to faculty member	YES	NO	NO	NO
3/30/2020	Open House	YES	YES	YES	YES
4/1/2020	VPAA notifies faculty of 1st and 2nd, year retention decisions	NO	NO	NO	YES
4/1/2020	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing appointment to appropriate dean, VPAA, and UPI Chapter President	NO	YES	NO	NO
4/1/2020	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	NO	NO	NO	YES
4/1/2020	PAI recommendations submitted to UPC by VPAA	NO	NO	NO	YES
4/2/2020	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	NO	YES	YES	NO
4/2/2020	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	NO	NO	YES	NO
4/2/2020	Reissue Section Size Minima Memo	NO	NO	NO	YES
4/2/2020	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	NO	YES	YES	NO
4/3/2020	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
4/3/2020	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
4/3/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/4/2020	Transfer Orientation	YES	YES	YES	YES
4/7/2020	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	NO	YES	YES	NO
4/8/2020	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/8/2020	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
4/9/2020	Legacy Celebration (tentative)	YES	YES	YES	YES

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4/9/2020	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
4/9/2020	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed	NO	NO	YES	NO
4/10/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/13/2020	Board of Trustees report materials due by noon	NO	NO	NO	YES
4/14/2020	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	YES	YES	YES	YES
4/15/2020	Tentative summer faculty workload reports due from deans to Director of Summer School	YES	NO	NO	YES
4/15/2020	Tentative 2020-2021 workload reports due from chairs to deans; opportunity for faculty consultation required	YES	YES	NO	NO
4/15/2020	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
4/15/2020	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
4/15/2020	VPAA appoints ASP PBI Committee	NO	NO	NO	YES
4/15/2020	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	YES	YES	NO	NO
4/15/2020	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/director and appropriate vice president for approval, with copy to ASP	YES	YES	NO	YES
4/16/2020	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty	YES	NO	NO	YES
4/16/2020	Revised Undergraduate Catalog materials due to VPAA	YES	YES	NO	YES
4/17/2020	VPAA provides PBI portfolios to ACF PBI Committee	NO	NO	NO	YES
4/17/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/20/2020	UPC submits PAI recommendations to VPAA, copy to faculty	NO	NO	YES	YES
4/21/2020	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	NO	NO	YES	NO

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4/22/2020	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	NO	NO	YES	NO
4/22/2020	Deadline to cancel Summer 4-WK classes	YES	YES	YES	YES
4/23/2020	Request for fall University Foundation Courses from CASA	YES	NO	NO	NO
4/23/2020	Tentative 2020-2021 workload reports due from deans to VPAA	YES	NO	NO	NO
4/23/2020	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring	YES	YES	NO	NO
4/23/2020	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions	NO	NO	NO	YES
4/24/2020	Notice of Summer Appointments to be sent to Deans' Offices	YES	NO	NO	YES
4/24/2020	Transfer Orientation	YES	YES	YES	YES
4/24/2020	Faculty submit to UPC requests for reconsideration of negative recommendations of PAI by UPC	NO	NO	YES	NO
4/24/2020	ACF requests reconsideration of negative PBI Committee recommendation	NO	NO	YES	NO
4/24/2020	Future Panther Friday - Admits Only	YES	YES	YES	YES
4/27/2020	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring	YES	NO	NO	YES
4/28/2020	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	NO	NO	YES	YES
4/28/2020	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	NO	NO	YES	NO
4/29/2020	Board of Trustees meeting	YES	YES	YES	YES
4/29/2020	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	YES	NO	NO	YES
4/29/2020	UPC provides faculty with written notification of reconsideration of negative PAI recommendations, copy to VPAA	NO	NO	YES	NO
4/29/2020	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	NO	NO	NO	YES
5/1/2020	Last class day of spring semester	YES	YES	YES	YES
5/4/2020	Spring semester final exams begin	YES	YES	YES	YES
5/4/2020	VPAA notifies faculty in writing of PAI decisions	NO	NO	NO	YES
5/4/2020	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

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Facult y Committees/	VPAA Office/Presid ent/Other
5/5/2020	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY	YES	NO	NO	NO
5/5/2020	VPAA notifies annually contracted faculty of PBI results	NO	NO	NO	YES
5/6/2020	Spring EWP submissions due	NO	YES	YES	NO
5/7/2020	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	YES	YES	YES	YES
5/8/2020	Spring semester final exams end	YES	YES	YES	YES
5/9/2020	Spring Commencement	YES	YES	YES	YES
5/11/2020	Second Census Date (Semester Closes)	YES	YES	YES	YES
5/11/2020	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
5/12/2020	Deadline to cancel Summer 8-WK classes	NO	NO	YES	NO
5/13/2020	Summer semester opens	YES	YES	YES	YES
5/13/2020	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
5/14/2020	Spring EWP ratings due	NO	YES	YES	NO
5/14/2020	Registrar completes all final edits and "locks down" the catalog	YES	YES	YES	YES
5/15/2020	First Census Date (Count Day) Summer 4-WK	YES	YES	YES	YES
5/18/2020	Summer 4-WK first class day	YES	YES	YES	YES
5/18/2020	Summer 4-WK freeze enrollment date (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
5/18/2020	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP	YES	YES	NO	NO
5/20/2020	Deadline to cancel Summer 6-WK classes	YES	YES	YES	YES
5/21/2020	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
5/25/2020	Memorial Day holiday	YES	YES	YES	YES
5/25/2020	VPAA provides materials to ASP PBI Committee	NO	NO	NO	YES
5/27/2020	Last day to submit audit or credit requests, 4:00 p.m.	YES	YES	YES	YES
5/27/2020	First Census Date (Count Day) Summer 6-WK	YES	YES	YES	YES
5/27/2020	Deadline to submit audit or credit requests 4:00 p.m. - 6 -WK	YES	YES	YES	YES
5/29/2020	Deadline for completing Spring graduation requirements	YES	YES	YES	YES
5/29/2020	Transfer Orientation	YES	YES	YES	YES

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
5/29/2020	PBI Committee provides recommendations to VPAA, copy to ASP	NO	NO	YES	YES
6/1/2020	Summer 8-WK first class day	YES	YES	YES	YES
6/2/2020	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
6/2/2020	ASP Work Plan due to ASP, copy to VPAA	YES	YES	YES	YES
6/3/2020	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES
6/5/2020	Last day for grade of "W" for withdrawal, 4-WK term	YES	YES	YES	YES
6/5/2020	Deadline for Deans to ensure Summer 4-WK faculty workloads are correct in Banner	YES	NO	NO	NO
6/5/2020	Deadline to submit audit or credit requests 4:00 p.m. - 8-WK	YES	YES	YES	YES
6/8/2020	Freshman Orientation	YES	YES	YES	YES
6/8/2020	Board of Trustees report materials due by noon	NO	NO	NO	YES
6/9/2020	Deadline for Deans to enter Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)	YES	NO	NO	NO
6/9/2020	Freshman Orientation	YES	YES	YES	YES
6/10/2020	Final IBHE program reviews due from Deans to VPAA	YES	YES	NO	NO
6/10/2020	Freshman Orientation	YES	YES	YES	YES
6/10/2020	Summer 4-WK last class day, Monday-Friday courses (Final Exams during last class meeting)	YES	YES	YES	YES
6/11/2020	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	NO	NO	YES	YES
6/11/2020	Freshman Orientation	NO	NO	YES	NO
6/13/2020	Summer 4-WK last class day, courses meeting on Saturday	YES	YES	YES	YES
6/15/2020	Summer 6-WK first class day	YES	YES	YES	YES
6/15/2020	Summer 4-WK term closes	YES	YES	YES	YES
6/15/2020	Second Census Date (4-WK)	YES	YES	YES	YES
6/15/2020	Freshman Orientation (priority summer athletes)	YES	YES	YES	YES
6/16/2020	ASPs request reconsideration if PBI Committee recommendation is negative	NO	NO	YES	NO
6/16/2020	Appropriate vice president provides each ASP with retention decision	NO	NO	NO	YES
6/16/2020	Freshman Orientation	YES	YES	YES	YES
6/17/2020	Summer 6-WK enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
6/17/2020	Freshman Orientation	YES	YES	YES	YES
6/18/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
6/24/2020	Board of Trustees meeting	YES	YES	YES	YES

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
6/25/2020	Final Summer faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential	NO	YES	NO	NO
6/25/2020	Appropriate vice president provides each ASP with PBI decision	NO	NO	NO	YES
6/29/2020	Transfer Orientation	YES	YES	YES	YES
6/30/2020	Freshman Orientation	YES	YES	YES	YES
7/1/2020	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments	YES	NO	NO	NO
7/1/2020	Freshman Orientation	YES	YES	YES	YES
7/2/2020	Deans forward list of student complaints to VPAA	YES	NO	NO	YES
7/4/2020	Independence Day	YES	YES	YES	YES
7/6/2020	Freshman Orientation	YES	YES	YES	YES
7/7/2020	Final Summer faculty workload reports due to SCE /academic Services and Operations	YES	NO	NO	NO
7/7/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
7/8/2020	Freshman Orientation	YES	YES	YES	YES
7/9/2020	Freshman Orientation	YES	YES	YES	YES
7/10/2020	Last day for grade of "W" for withdrawal, 8-WK term	YES	YES	YES	YES
7/11/2020	Transfer Orientation	YES	YES	YES	YES
7/13/2020	Freshman Orientation (Gateway)	YES	YES	YES	YES
7/14/2020	Last day for grade of "W" for withdrawal, 6-WK term	YES	YES	YES	YES
7/14/2020	Freshman Orientation	YES	YES	YES	YES
7/15/2020	Deans/directors submit A&P direct report evaluations to VPAA	YES	NO	NO	NO
7/15/2020	Freshman Orientation	YES	YES	YES	YES
7/16/2020	Freshman Orientation	YES	YES	YES	YES
7/20/2020	Open House	YES	YES	YES	YES
7/21/2020	Summer EWP submissions due	NO	NO	YES	NO
7/21/2020	Freshman Orientation (tentative)	YES	YES	YES	YES
7/24/2020	Summer 6-WK last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	YES	YES	YES	YES
7/24/2020	Summer 8-WK last class day (Final Exams during last class meeting)	YES	YES	YES	YES
7/25/2020	Summer 6-WK last class day, courses meeting on Saturday (Final exams during last class day)	YES	YES	YES	YES
7/25/2020	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES

Date	Message	Dean	Dept Chairs Directors Coordinators	Faculty/Faculty Committees/	VPAA Office/President/Other
7/29/2020	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/29/2020	Summer 6-WK term closes. Second Census Date	YES	YES	YES	YES
7/29/2020	Summer 6-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/29/2020	Summer 8-WK term closes	YES	YES	YES	YES
7/29/2020	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/30/2020	Summer EWP ratings due	NO	NO	YES	NO
8/18/2020	Transfer Orientation	YES	YES	YES	YES
8/18/2020	Deadline for completing summer graduation requirements	YES	YES	YES	YES
8/18/2020	International Orientation	YES	YES	YES	YES
8/19/2020	International Orientation	YES	YES	YES	YES
8/19/2020	Fall semester opens	YES	YES	YES	YES
8/20/2020	Freshman Orientation	YES	YES	YES	YES
8/21/2020	Transition Program (Prowl): Freshmen & Transfer	YES	YES	YES	YES