

**EASTERN ILLINOIS UNIVERSITY  
2017-2018 ADMINISTRATIVE CALENDAR**

			* action required		
Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
8/1/2017	Reissue Section Size Minima Memo		YES	YES	* YES
8/15/2017	Transfer Debut	YES	YES	YES	YES
8/16/2017	International Orientation	YES	YES	YES	YES
8/16/2017	Fall 2017 semester opens	YES	YES	YES	YES
8/17/2017	Freshman Debut	YES	YES	YES	YES
8/17/2017	International Orientation	YES	YES	YES	YES
8/18/2017	Prowl Begins	YES	YES	YES	YES
8/18/2017	Deadline for completing summer 2017 graduation requirements	YES	YES	YES	YES
8/18/2017	Fall Convocation	YES	YES	YES	YES
8/21/2017	First class day/fall semester	YES	YES	YES	YES
8/24/2017	Place notification of Achievement and Contribution Awards, pre-retirement summer option, IGPs/Board Regulations, and outside employment verification deadlines in newsletter				* YES
8/25/2017	Last day for add requests	YES	YES	YES	YES
8/29/2017	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
8/30/2017	VPAA issues Research/ Creativity/Special Project Pool Procedures	YES	YES	YES	YES
9/1/2017	First Census Date (Count Day)	YES	YES	YES	YES
9/1/2017	Last day to drop a class and not be charged	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
9/1/2017	Last day for credit/no credit requests 4:00 p.m.	YES	YES	YES	YES
9/4/2017	Labor Day	YES	YES	YES	YES
9/5/2017	Provost notifies faculty of sick leave policies				* YES
9/5/2017	Tier 1 scheduling ends for spring 2018		* YES	YES	
9/5/2017	Spring 2018 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	
9/5/2017	Spring 2018 class schedule due to deans. Prior consultation; overloads required. Due to VPAA 9/6/17		* YES	YES	
9/5/2017	Spring 2018 Continuing Ed course requests due to SCE Academic Services and Operations		* YES	YES	
9/6/2017	Board of Trustees Report materials due by noon	YES	YES	YES	YES
9/6/2017	Tier 2 scheduling begins in Banner/Astra for spring 2018		* YES	YES	
9/6/2017	Spring 2018 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2018		* YES	YES	
9/8/2017	Fall Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty		YES	* YES	
9/11/2017	Spring 2018 schedule opened in PAWS	YES	YES	YES	YES
9/12/2017	Tier 2 scheduling ends in Banner/Astra for spring 2018		* YES	YES	
9/13/2017	Tier 3 scheduling begins in Banner/Astra for spring 2018		* YES	YES	
9/15/2017	Family Weekend (9/15/17 - 9/17/17)	YES	YES	YES	YES
9/15/2017	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	* YES			

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
9/18/2017	Tier 3 scheduling ends in Banner/Astra for Spring 2018		* YES	YES	
9/15/2017	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)	YES	YES	YES	* YES
9/19/2017	Fall Faculty Activity Analysis forms due to chairs	* YES	YES		
9/19/2017	IBHE Meeting, (Western Illinois University, Macomb)	YES	YES	YES	YES
9/20/2017	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				* YES
9/22/2017	Board of Trustees meeting	YES	YES	YES	YES
9/22/2017	Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2018 semester	* YES	YES		
9/23/2017	EIU Football Tailgate (Admissions Event)	YES	YES	YES	YES
9/26/2017	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		YES	* YES	
9/26/2017	Fall Faculty Activity Analysis forms due from chairs to deans		* YES	YES	
9/26/2017	Tier 1 scheduling begins in Banner/Astra for summer 2018		* YES	YES	
10/2/2017	Human Resources provides faculty with individualized Employment Statement	YES			* YES
10/3/2017	Deans return fall Faculty Activity Analysis forms to Planning & Institutional Research			* YES	

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
10/4/2017	Mid-term grades for Fall 2017 open at 8:00 a.m.	YES	YES	YES	YES
10/9/2017	Open House	YES	YES	YES	YES
10/11/2017	Faculty workload reports due to deans (final fall 2017 with tentative spring 2018). Opportunity for faculty consultation required		*YES	YES	
10/11/2017	Faculty workload reports due to deans (final fall 2017 with tentative spring 2018)		* YES	YES	
10/11/2017	Mid-term, fall semester	YES	YES	YES	YES
10/11/2017	Mid-term grades for Fall 2017 closes at 4:00 p.m.	YES	YES	YES	YES
10/13/2017	CASA sends midterm grades	YES	YES	YES	YES
10/13/2017	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)	* YES			
10/13/2017	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals			YES	* YES
10/13/2017	Operating and Capital Budget requests due to IBHE				* YES
10/13/2017	Fall Break	YES	YES	YES	YES
10/16/2017	Last day for eligible faculty to apply for pre-retirement summer assignments	* YES			YES
10/16/2017	Chair of ACA Selection Committee forwards list of recipients to President	* YES			YES
10/16/2017	Faculty who desire not to teach in 2018 summer session notify chair in writing	* YES	YES		

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
10/19/2017	Report to UPI changes in status of positions of Units A and B	YES			* YES
10/23/2017	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	* YES	YES		
10/26/2017	Final fall/tentative spring faculty workloads and overload reports due to VPAA			* YES	YES
10/27/2017	Transfer Debut				
10/28/2017	Honors Visit Day	YES	YES	YES	YES
10/31/2017	President notifies ACA Selection Committee of any concerns or disagreement with selections	YES			* YES
10/31/2017	Tenured/tenure-track faculty may submit proposed assignment for 2018-2019 class schedule in writing to chair	* YES	YES		
11/1/2017	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2018-2019 to chair (copies to dean and VPAA)	* YES	YES	YES	YES
11/1/2017	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2018-2019 encouraged; must be submitted 3 months prior to start of leave	* YES	YES	YES	YES
11/1/2017	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2018-2019 (copies to dean and VPAA, VPSA where appropriate)	* YES	YES	YES	YES
11/1/2017	Tier 1 scheduling begins in Banner/Astra for Fall 2018		* YES	YES	
11/1/2017	Chairs notify Deans of new course fees and course fee revisions		* YES	YES	
11/2/2017	Board of Trustees report materials due by noon	YES	YES	YES	YES
11/3/2017	Last day for grade of "W" for withdrawal, fall semester	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
11/6/2017	Deans report to VPAA and to Registrar final examination schedule changes and courses for which the final examinations have been waived for Fall			* YES	YES
11/7/2017	Tier 1 scheduling ends in Banner/Astra for Summer 2018		* YES	YES	
11/7/2017	Tier 2 scheduling begins in Banner/Astra for summer 2018		* YES	YES	
11/7/2017	Summer 2018 Continuing Ed course requests due to SCE Academic Services and Operations		* YES	YES	
11/9/2017	Tier 2 scheduling ends in Banner/Astra for summer 2018		* YES	YES	
11/10/2017	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications for 2018-2019 to deans		* YES	YES	
11/10/2017	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2018-2019		* YES	YES	
11/10/2017	Open House	YES	YES	YES	YES
11/10/2017	Tier 3 scheduling begins in Banner/Astra for summer 2018		* YES	YES	
11/13/2017	VPAA appoints ACF PBI Committee	YES			* YES
11/13/2017	Transfer Debut	YES	YES	YES	YES
11/13/2017	Tier 3 scheduling ends in Banner/Astra for summer 2018		* YES	YES	
11/13/2017	Summer 2018 Schedule due to deans and VPAA. Opportunity for consultation with faculty member required. Consultation with deans on overload required		* YES	YES	
11/13/2017	Summer 2018 class schedule due to deans and VPAA. Prior consultation on overloads required.		* YES	YES	
11/13/2017	Summer 2018 Schedule due to deans and VPAA		* YES	YES	YES
11/14/2017	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring 2018 semester	* YES	YES		

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
11/15/2017	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	* YES			YES
11/15/2017	VPAA notifies faculty of summer pre-retirement assignment decision	YES			* YES
11/15/2017	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	* YES	YES	YES	YES
11/15/2017	Annually contracted faculty/ASPs wishing to be considered for a PBI notify the VPAA of intent, in writing, copy supervisor and dean/director	* YES	YES	YES	YES
11/16/2017	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	YES	YES
11/17/2017	Board of Trustees meeting	YES	YES	YES	YES
11/20/2017	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2018-2019 to VPAA			* YES	YES
11/20/2017	Thanksgiving Break 11/20-24	YES	YES	YES	YES
11/30/2017	President notifies ACA recipients	YES			* YES
11/30/2017	Course fee requests (new, change, or delete) due to VPAA from Deans			* YES	YES
11/30/2017	Course fee requests due to VPAA				YES
11/30/2017	Provost sends letter to Deans regarding CU bump for faculty teaching a technology-delivered course for the first time			YES	* YES
12/1/2017	Transfer Debut	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
12/5/2017	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall		* YES	YES	
12/7/2017	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves	YES	YES	YES	* YES
12/8/2017	Last day of classes for fall semester	YES	YES	YES	YES
12/11/2017	Sabbatical replacement costs for AY18 due to VPAA			* YES	YES
12/11/2017	Dean issues decision on credit unit assignments from the allocated pool			* YES	YES
12/11/2017	Fall semester final exams begin	YES	YES	YES	YES
12/12/2017	IBHE Meeting (Illinois Mathematics and Science Academy, Aurora )	YES	YES	YES	YES
12/15/2017	Course fee requests due to Presidents Council				* YES
12/15/2017	Fall semester final exams end	YES	YES	YES	YES
12/16/2017	Fall Commencement	YES	YES	YES	YES
12/18/2017	Fall EWP submissions due	YES	YES	YES	YES
12/18/2017	Second Census Date (Semester Closes)	YES	YES	YES	YES
12/18/2017	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
12/25/2017	Christmas Holiday	YES	YES	YES	YES
12/26/2017	Christmas Holiday	YES	YES	YES	YES



Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
12/27/2017	Fall EWP ratings due	YES	YES	YES	YES
1/1/2018	New Year's Eve Holiday	YES	YES	YES	YES
1/2/2018	New Year's Day Holiday	YES	YES	YES	YES
1/3/2018	Spring term opens	YES	YES	YES	YES
1/3/2018	International Orientation (1/3/18 - 1/4/18)	YES	YES	YES	YES
1/5/2018	Deadline for completing Fall 2017 graduation requirements	YES	YES	YES	YES
1/6/2018	Prowl begins	YES	YES	YES	YES
1/5/2018	Transfer Debut (January Registration)	YES	YES	YES	YES
1/5/2018	Freshman Debut (January Registration)	YES	YES	YES	YES
1/8/2018	First class day of spring semester	YES	YES	YES	YES
1/10/2018	Summer 2018 schedule opened in PAWS	YES	YES	YES	YES
1/10/2018	Fall 2018 Schedule opened in PAWS	YES	YES	YES	YES
1/10/2018	Board of Trustees report materials due by noon	YES	YES	YES	YES
1/12/2018	Draft IBHE program review due from chairs to deans		* YES	YES	
1/12/2018	Last day for add requests	YES	YES	YES	YES
1/12/2018	Grade Appeal Committee Semester Report for fall due to CAA and CGS	* YES			YES
1/15/2018	M.L. King Birthday	YES	YES	YES	YES
1/16/2018	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	* YES	YES		

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
1/16/2018	Faculty applying for retention, tenure, and promotion provide chair (for DPC use) with supporting material evaluation	* YES	YES		
1/17/2018	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
1/22/2018	Provost notifies faculty of sick leave policies				* YES
1/22/2018	First Census Date (Count Day)	YES	YES	YES	YES
1/22/2018	Last day for credit/no credit requests 4:00 pm	YES	YES	YES	YES
1/23/2018	Fall 2018 Continuing Ed course requests due to SCE Academic Services and Operations		* YES	YES	
1/23/2018	Tier 1 scheduling ends in Banner/Astra for fall 2018		* YES	YES	
1/23/2018	Fall 2018 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 1/24/18		* YES	YES	
1/23/2018	Fall 2018 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling.		* YES	YES	
1/24/2018	* Tier 2 scheduling begins in Banner/Astra for fall 2018		* YES	YES	
1/24/2018	* Fall 2018 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2018		* YES	YES	
1/25/2018	DPC submits retention, promotion, and tenure recommendations to chair	* YES	YES		
1/26/2018	Board of Trustees meeting	YES	YES	YES	YES
1/27/2018	Chicago Regional Admit Reception (1/27/18 and 1/29/18)	YES	YES	YES	YES
1/31/2018	Tier 2 scheduling ends in Banner/Astra for fall 2018		* YES	YES	

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
1/31/2018	Tier 3 scheduling begins in Banner/Astra for fall 2018		* YES	YES	
2/1/2018	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	* YES			YES
2/2/2018	Spring Faculty Activity Analysis forms mailed to deans for distribution to chairs				
2/3/2018	Metro East Regional Admit Reception	YES	YES	YES	YES
2/5/2018	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* YES	YES	YES	YES
2/5/2018	Chair provides faculty with retention, tenure, and promotion recommendations of DPC and chair (except reconsiderations)	YES	* YES		
2/5/2018	Chair provides dean with retention, tenure, and promotion recommendations of DPC and chair (except for reconsiderations)		* YES	YES	
2/7/2018	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		YES	* YES	
2/8/2018	Summer Research and Creative Activity Awards	YES	YES	YES	YES
2/9/2018	Draft IBHE program review due from deans to VPAA			* YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
2/9/2018	Eligible faculty submit PAI material to chair for submission to DPC. Note: 3rd, 4th, and 5th Retention Year are handled at the DPC and Chair level with the Round 1 Portfolios	* YES	YES		
2/9/2018	Transfer Open House	YES	YES	YES	YES
2/12/2018	Chairs submit copies of annual evaluations of annually contracted faculty to deans and VPAA; copies to faculty	YES	* YES	YES	YES
2/12/2018	Spring Faculty Activity Analysis forms due from Faculty	YES	YES	YES	YES
2/12/2018	Chairs report to deans on faculty teaching at other institutions. All Outside Employment Approval forms should be forwarded to deans by this date		* YES	YES	
2/12/2018	Tier 3 scheduling ends in Banner/Astra for fall 2018		* YES	YES	
2/14/2018	Faculty requests for reconsideration of negative recommendations on retention, tenure, and promotion by DPC and/or chair	* YES	YES		
2/15/2018	Final 2017-2018 faculty workloads and overload reports due from chair to dean, including final spring semester 2018 workloads based on official enrollment reports for spring semester		* YES	YES	
2/16/2018	Lincoln's Birthday	YES	YES	YES	YES
2/17/2018	Access Granted 2/17-2/19	YES	YES	YES	YES
2/19/2018	Admitted Student Day	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
2/19/2018	DPC provides written results of reconsideration of negative recommendation of retention, tenure, and promotion to chair	* YES	YES		
2/19/2018	DPC submits PAI recommendations to chair	* YES	YES		
2/19/2018	Chair provides written results of reconsideration of negative recommendation of retention, tenure, and promotion to faculty member and dean		* YES	YES	
2/19/2018	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, tenure, and promotion recommendations of DPC, chair, and dean			* YES	YES
2/19/2018	CAA Invites nominations for designation of Faculty Laureate	* YES			
2/20/2018	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	* YES	YES		
2/20/2018	Tier 1 scheduling begins in Banner/Astra for Spring 2019		* YES	YES	
2/20/2018	VPAA submits 1st (where necessary), 2nd, tenure, and promotion recommendations to UPC				* YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
2/20/2018	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	* YES	YES		
2/22/2018	Chairs return spring Faculty Activity Analysis forms to deans		* YES	YES	
2/22/2018	Deans report to VPAA on faculty teaching at other institutions. (Forward approved outside employment forms.)			* YES	YES
2/22/2018	Midterm grades for Spring 2018 open 8:00 a.m.	YES	YES	YES	YES
2/23/2018	Revisions of student evaluation forms due to Academic Assessment and Testing for fall 2018 semester	* YES			
2/26/2018	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA	YES	* YES	YES	YES
2/26/2018	Final 2017-2018 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2018 workloads based on official enrollment reports for spring semester			* YES	YES
2/26/2018	Chair provides PAI recommendations of DPC and Chair to faculty and dean	YES	* YES		
3/1/2018	Chairs notify deans of any planned changes to ACF multi-year contracts		* YES	YES	
3/1/2018	Midterm, spring semester	YES	YES	YES	YES
3/1/2018	Midterm grades for Spring 2018 closes 4:00 p.m.	YES	YES	YES	YES
3/2/2018	Deans return spring Faculty Activity Analysis forms to Planning and Institutional Research			* YES	
3/2/2018	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	* YES	YES		

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
3/3/2018	Admitted Student Day	YES	YES	YES	YES
3/5/2018	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	* YES			
3/5/2018	CASA sends midterm grades	YES	YES	YES	YES
3/6/2018	Chair provides ACF evaluation materials to ACF Appeal Committee		* YES		
3/7/2018	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year promotion recommendations to VPAA, with copy to faculty member	* YES			YES
3/8/2018	Deans submit copies of annual evaluations of annually contracted faculty to VPAA, with copy to faculty			* YES	YES
3/8/2018	Deans notify VPAA of any planned changes to ACF multi-year contracts			* YES	YES
3/8/2018	Report to UPI changes in status of positions Units A & B	YES			* YES
3/8/2018	Last day for approved CAA action on items to be included in the undergraduate catalog	YES	YES	YES	YES
3/9/2018	DPC and/or Chair provide faculty with written notification of reconsideration of negative PAI recommendation	* YES	* YES		
3/9/2018	Chair provides dean with chair and DPC written notification of reconsideration of negative recommendation of PAI	YES	* YES	YES	YES
3/12/2018	Spring Break March 12-16	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
3/14/2018	Faculty requests for reconsideration of 1st (where necessary), 2nd, tenure, and promotion recommendations (if UPC recommendation is negative and DPC recommendation is positive) sent to UPC.	* YES			
3/15/2018	Deadline for withdrawing a multiple year ACF contract	YES	YES	YES	* YES
3/15/2018	Provost invites eligible faculty to serve on the ACA Committee	YES			* YES
3/19/2018	Deans provide VPAA with 3rd, 4th, and 5th Retention Year and PAI recommendations			* YES	YES
3/20/2018	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	YES			* YES
3/20/2018	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	* YES			
3/21/2018	UPC provides faculty with results of reconsideration of negative 1st (where necessary), 2nd, tenure, and promotion recommendations with copy to VPAA	* YES			YES
3/22/2018	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	* YES	YES	YES	YES
3/22/2018	ACF PBI portfolios due	* YES	YES		
3/23/2018	Online Undergraduate catalog should be reviewed by Deans, Directors and Chairs. To make edits, programs are required to "cut-and-paste" catalog text and revise as appropriate in a Microsoft Word document. Please note, the annual review of catalog copy applies only to department or unit information and/or prefatory text for a major. As such, degree requirements, course descriptions, and so on cannot be edited without CAA approval. If you identify an error in the curriculum, please contact the Registrar's Office or the Office of Academic Affairs.		YES	YES	* YES



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3/26/2018	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring		* YES	YES	
3/28/2018	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty		* YES	YES	
3/28/2018	ACF appeal committee report sent to Chair, copy to Dean and VPAA	* YES	YES	YES	YES
3/29/2018	Transfer Debut	YES	YES	YES	YES
3/30/2018	VPAA notifies faculty of 1st and 2nd retention decisions	YES			* YES
3/30/2018	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
4/2/2018	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	* YES	YES		
4/2/2018	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2018-2019 appointment to appropriate dean, VPAA, and UPI Chapter President		* YES	YES	YES
4/2/2018	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)	YES			* YES
4/3/2018	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	* YES	YES	YES	
4/3/2018	Reissue Section Size Minima Memo				* YES
4/3/2018	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	* YES	YES		
4/6/2018	UPC submits written recommendations for 3rd, 4th, and 5th Retention Year and PAI to VPAA with copy to faculty	* YES			
4/6/2018	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	YES	* YES		
4/7/2018	Transfer Debut	YES	YES	YES	YES
4/9/2018	Tentative summer 2018 faculty workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/9/2018	VPAA notifies faculty of tenure and promotions recommendations. Tenure decisions are made by the Board of Trustees according to their schedule	YES			* YES
4/10/2018	Legacy Celebration (tentative)	YES	YES	YES	YES

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4/11/2018	Board of Trustees report materials due by noon	YES	YES	YES	YES
4/13/2018	Faculty requests for reconsideration of 3rd, 4th, and 5th Retention Year and PAI recommendations sent to UPC	* YES			
4/13/2018	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer 2018 semester	* YES	YES	YES	YES
4/13/2018	Transfer Debut (tentative)	YES	YES	YES	YES
4/16/2018	Tentative summer 2018 faculty workload reports due from deans to SCE Academic Services and Operations			* YES	YES
4/16/2018	Tentative 2018-2019 workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/16/2018	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	* YES			YES
4/16/2018	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	* YES			YES
4/16/2018	VPAA appoints ASP PBI Committee				* YES
4/16/2018	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president	YES	* YES	* YES	
4/16/2018	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	* YES	
4/17/2018	UPC provides faculty with results of reconsideration of negative 3rd, 4th, and 5th Retention Year and PAI recommendations with copy to VPAA	* YES			YES
4/17/2018	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty			* YES	YES
4/18/2018	VPAA provides PBI portfolios to ACF PBI Committee				* YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
4/20/2018	Revised catalog materials, if any, are due to the Associate Dean of the home college for academic departments as a Microsoft Word document. Edits for other units in Academic Affairs are forwarded to the Office of Academic Affairs for revision.	YES	YES	* YES	YES
4/23/2018	Tentative 2018-2019 workload reports due from deans to VPAA			* YES	YES
4/23/2018	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	* YES			YES
4/23/2018	Deadline to cancel Summer 4-WK classes		* YES	* YES	YES
4/23/2018	Transfer Debut	YES	YES	YES	YES
4/23/2018	Request for fall 2018 University Foundation Courses from CASA	* YES	* YES		
4/25/2018	Notice of Summer Appointments to be sent to Deans' Offices				* YES
4/26/2018	Deans report to VPAA and Registrar classes where final exams are not feasible and any final examination schedule changes for spring			* YES	YES
4/27/2018	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs.			* YES	YES
4/27/2018	VPAA notifies faculty of 3rd, 4th, and 5th Retention Year and PAI decisions	YES			* YES
4/27/2018	Last class day of spring semester	YES	YES	YES	YES
4/27/2018	Board of Trustees meeting	YES	YES	YES	YES
4/30/2018	ACF requests reconsideration of negative PBI Committee recommendation	* YES			
4/30/2018	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA	YES	* YES	* YES	
4/30/2018	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee	* YES			* YES
4/30/2018	Spring semester final exams begin	YES	YES	YES	YES
5/3/2018	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	* YES			YES
5/3/2018	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 for 2018-19		* YES	* YES	

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
5/4/2018	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY 2018-19			* YES	
5/4/2018	Spring semester final exams end	YES	YES	YES	YES
5/4/2018	Spring EWP submissions due	* YES			
5/5/2018	Spring Commencement	YES	YES	YES	YES
5/7/2018	VPAA notifies annually contracted faculty of PBI results	YES			* YES
5/7/2018	Second Census Date (Semester Closes)	YES	YES	YES	YES
5/7/2018	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
5/8/2018	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall 2018 semester	* YES			
5/9/2018	Summer 2018 semester opens	YES	YES	YES	YES
5/11/2018	Deadline to cancel Summer 8-WK classes		* YES	* YES	
5/14/2018	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	* YES			YES
5/14/2018	Summer 4-WK 2018 first class day	YES	YES	YES	YES
5/15/2018	Summer Faculty Activity Analysis forms mailed to deans for distribution to chairs by Planning and Institutional Research for distribution to faculty		YES	* YES	
5/15/2018	First Census Date (Count Day) Summer 4-WK	YES	YES	YES	YES
5/15/2018	Last day to submit audit or credit requests, 4:00 p.m.	YES	YES	YES	YES
5/15/2018	Registrar completes all final edits and "locks down" the catalog				* Yes
5/16/2018	Summer 4-WK 2018 freeze enrollment date (will determine faculty CUs that are based on enrollment)		* YES	* YES	
5/17/2018	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP			* YES	YES
5/18/2018	Spring EWP ratings due	* YES			
5/22/2018	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	
5/23/2018	Summer Faculty Activity Analysis forms due from faculty	* YES			

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
5/24/2018	VPAA provides materials to ASP PBI Committee				* YES
5/24/2018	Transfer Debut	YES	YES	YES	YES
5/25/2018	Deadline to cancel Summer 6-WK classes		* YES	* YES	
5/28/2018	Memorial Day holiday	YES	YES	YES	YES
5/29/2018	Summer 8-WK 2018 first class day	YES	YES	YES	YES
5/30/2018	PBI Committee provides recommendations to VPAA, copy to ASP	* YES			YES
5/31/2018	Deadline for completing Spring 2018 graduation requirements	YES	YES	YES	YES
6/1/2018	ASP Work Plan due to ASP, copy to VPAA	YES	* YES	YES	YES
6/1/2018	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	YES
6/1/2018	Last day for grade of "W" for withdrawal, 4-WK term	YES	YES	YES	YES
6/1/2018	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES
6/4/2018	Summer 8-WK freeze enrollment dates (will determine faculty CUs that are based on enrollment)		* YES	* YES	
6/5/2018	Deadline to submit audit or credit requests 4:00 p.m. -8 -WK	YES	YES	YES	YES
6/5/2018	Freshman Debut 6/5-6/7	YES	YES	YES	YES
6/5/2018	First Census Date (Count Day) Summer 8-WK	YES	YES	YES	YES
6/6/2018	Deadline for Deans to ensure Summer 4-WK faculty workloads are correct in Banner			* YES	YES
6/6/2018	Board of Trustees report materials due by noon	YES	YES	YES	YES
6/7/2018	ASPs request reconsideration if PBI Committee recommendation is negative	* YES			
6/8/2018	Deadline for Deans to enter Summer 6-WK and Summer 8-WK contract revisions into online workload system (early submission highly encouraged)			* YES	
6/8/2018	Final IBHE program reviews due from Deans to VPAA			* YES	YES
6/8/2018	Summer 4-WK 2018 last class day, Monday-Friday courses (Final Exams during last class meeting)	YES	YES	YES	YES
6/9/2018	Summer 4-WK 2018 last class day, courses meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES
6/11/2018	Freshman Debut 6/11-6/14	YES	YES	YES	YES
6/11/2018	Summer 6-WK 2018 first class day	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
6/12/2018	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	* YES			YES
6/13/2018	Summer 4-WK 2018 term closes	YES	YES	YES	YES
6/13/2018	Second Census Date (4-WK)	YES	YES	YES	YES
6/13/2018	Summer 4-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
6/15/2018	Appropriate vice president provides each ASP with retention decision	YES			* YES
6/15/2018	Summer 6-WK enrollment dates (will determine faculty CUs that are based on enrollment)	YES	YES	YES	YES
6/18/2018	First Census Date (Count Day) Summer 6-WK	YES	YES	YES	YES
6/18/2018	Deadline to submit audit or credit requests 4:00 p.m. - 6 -WK	YES	YES	YES	YES
6/18/2018	Freshman Debut 6/18-6/20	YES	YES	YES	YES
6/20/2018	Chairs submit Summer Faculty Activity Analysis forms to deans		* YES	YES	
6/21/2018	Transfer Debut	YES	YES	YES	YES
6/22/2018	Board of Trustees meeting	YES	YES	YES	YES
6/25/2018	Open House	YES	YES	YES	YES
6/25/2018	Final Summer 2018 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		* YES	YES	
6/26/2018	Appropriate vice president provides each ASP with PBI decision	YES			* YES
6/27/2018	Deans return Summer Faculty Activity Analysis forms to Planning and Institutional Research			* YES	
7/2/2018	Updated Major Assessment Profiles due to VPAA		* YES	YES	YES
7/2/2018	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments			* YES	
7/3/2018	Deans forward list of student complaints to VPAA			* YES	YES
7/4/2018	Independence Day	YES	YES	YES	YES
7/6/2018	Final Summer 2018 faculty workload reports due to SCE/academic Services and Operations		* YES	* YES	
7/6/2018	Last day for grade of "W" for withdrawal, 8-WK term	YES	YES	YES	YES
7/9/2018	Freshman Debut 7/9-7/12	YES	YES	YES	YES
7/11/2018	Last day for grade of "W" for withdrawal, 6-WK term	YES	YES	YES	YES

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
7/13/2018	Deans/directors submit A&P direct report evaluations to VPAA			* YES	YES
7/16/2018	Transfer Debut	YES	YES	YES	YES
7/17/2018	Freshman Debut 7/17-7/19	YES	YES	YES	YES
7/20/2018	Summer 6-WK 2018 last class day, courses meeting on Monday-Friday (Final exams during last class meeting)	YES	YES	YES	YES
7/20/2018	Summer 8-WK last class day (Final Exams during last class meeting)	YES	YES	YES	YES
7/21/2018	Summer 6-WK 2018 last class day, courses meeting on Saturday (Final exams during last class day)	YES	YES	YES	YES
7/21/2018	Summer 8-WK last class day for classes meeting on Saturday (Final Exams during last class meeting)	YES	YES	YES	YES
7/21/2018	Summer EWP submissions due	* YES			
7/25/2018	Summer 6-WK 2018 term closes. Second Census Date	YES	YES	YES	YES
7/25/2018	Summer 6-WK 2018 grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/25/2018	Summer 8-WK term closes	YES	YES	YES	YES
7/25/2018	Summer 8-WK grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
7/31/2018	Summer EWP ratings due	* YES			
8/14/2018	Transfer Debut	YES	YES	YES	YES
8/15/2018	International Orientation	YES	YES	YES	YES
8/15/2018	Fall 2018 semester opens	YES	YES	YES	YES
8/16/2018	Freshman Debut	YES	YES	YES	YES
8/16/2018	International Orientation	YES	YES	YES	YES
8/17/2018	Deadline for completing summer 2018 graduation requirements	YES	YES	YES	YES
8/20/2018	Prowl Begins	YES	YES	YES	YES

Notes: Original release 08-03-2017

Updated: Revised 9/5/18 as listed below

Revised or New Date

1/5/2018 Transfer Debut (January Registration), formerly 1/8/18

Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
1/5/2018	Freshman Debut (January Registration), formerly 1/8/18				
2/20/2018	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation formerly 2/21/18				
3/5/2018	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee, formerly 3/1/18				
3/6/2018	Chair provides ACF evaluation materials to ACF Appeal Committee, formerly 3/5/18				
4/13/2018	Faculty requests for reconsideration of 3rd, 4th, and 5th Retention Year and PAI recommendations sent to UPC, formerly 4/10/18				
4/30/2018	ACF requests reconsideration of negative PBI Committee recommendation, formerly 4/25/18				
5/3/2018	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty, formerly 4/27/18				
5/7/2018	VPAA notifies annually contracted faculty of PBI results, formerly 5/4/18				
6/1/2018	ASP Work Plan due to ASP, copy to VPAA, new				
6/7/2018	ASPs request reconsideration if PBI Committee recommendation is negative, formerly 6/15/18				
Updated:	Revisions made on 11/7/17				
11/6/2017	Deans report to VPAA and to Registrar final examination schedule changes and courses for which the final examinations have been waived for Fall				
12/18/2017	Grades due (entered in PAWS) 4:00 p.m.				
3/8/2018	Last day for approved CAA action on items to be included in the undergraduate catalog				
3/23/2018	Online Undergraduate catalog should be reviewed by Deans, Directors and Chairs. To make edits, programs are required to "cut-and-paste" catalog text and revise as appropriate in a Microsoft Word document. Please note, the annual review of catalog copy applies only to department or unit information and/or prefatory text for a major. As such, degree requirements, course descriptions, and so on cannot be edited without CAA approval. If you identify an error in the curriculum, please contact the Registrar's Office or the Office of Academic Affairs				



Date	Item	Faculty/ Faculty Committees/ ASP	Dept Chairs/ Directors/ Coordinators	Dean	VPAA/ President/ Other
3/26/2018	Deans report to VPAA and to Registrar final examination schedule changes and courses for which the final examinations have been waived for Spring				
4/27/2018	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs.				
4/20/2018	Revised catalog materials, if any, are due to the Associate Dean of the home college for academic departments as a Microsoft Word document. Edits for other units in Academic Affairs are forwarded to the Office of Academic Affairs for revision				
4/27/2018	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs				
5/15/2018	Registrar completes all final edits and “locks down” the catalog				
Updated: Revision made on 2/5/18					
2/26/2018	Chair provides PAI recommendations of DPC and Chair to faculty and dean				