

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
8/1/2018	Reissue Section Size Minima Memo				* YES
8/14/2018	Transfer Orientation	YES	YES	YES	YES
8/15/2018	Fall 2018 semester opens	YES	YES	YES	YES
8/15/2018	International Orientation		YES	YES	
8/16/2018	Freshman Orientation	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
8/17/2018	Prowl Begins	YES	YES	YES	YES
8/17/2018	Fall Convocation	YES	YES	YES	YES
8/20/2018	First class day/fall semester	YES	YES	YES	YES
8/20/2018	Place notification of Achievement and Contribution Awards, pre-retirement summer option, IGPs/Board Regulations, and outside employment verification				* YES
8/24/2018	Last day for add requests	YES	YES	YES	YES
8/27/2018	Board of Trustees Report materials due by noon		YES	YES	YES
8/28/2018	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
8/30/2018	VPAA issues Research/ Creativity/Special Project Pool Procedures				* YES
8/31/2018	First Census Date (Count Day)	YES	YES	YES	YES
8/31/2018	Last day to drop a class and not be charged	YES	YES	YES	YES
8/31/2018	Last day for credit/no credit requests 4:00 p.m.	YES	YES	YES	YES
9/3/2018	Labor Day	YES	YES	YES	YES
9/4/2018	Tier 1 scheduling ends for spring 2019		YES	YES	YES
9/4/2018	Spring 2019 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		
9/4/2018	Spring 2019 class schedule due to deans. Prior consultation; overloads required. Due to VPAA 9/5/18			YES	
9/4/2018	Spring 2019 Continuing Ed course requests due to SEL Academic Services and		* YES	YES	
9/5/2018	Provost notifies faculty of sick leave policies				* YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
9/5/2018	Tier 2 scheduling begins in Banner/Astra for spring 2019		YES		
9/5/2018	Spring 2019 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for spring 2019			* YES	
9/10/2018	Spring 2019 schedule opened in PAWS	YES	YES	YES	
9/11/2018	Tier 2 scheduling ends in Banner/Astra for spring 2019		YES	YES	
9/12/2018	Tier 3 scheduling begins in Banner/Astra for spring 2019		YES	YES	
9/14/2018	Board of Trustees meeting		YES	YES	YES
9/15/2018	EIU Football Tailgate (Admissions Event)	YES	YES	YES	YES
9/17/2018	VPAA provides employees with timetable for distribution of Credit Unit Guidelines, development of course schedules, and official assignment of duties (workload form)				* YES
9/17/2018	Nominations for Achievement and Contribution Awards submitted to chair of ACA Selection Committee	* YES			
9/17/2018	Tier 3 scheduling ends in Banner/Astra for Spring 2019		YES	YES	
9/18/2018	IBHE Meeting, Eastern Illinois University, Charleston				YES
9/19/2018	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
9/21/2018	Family Weekend (9/21-22)	YES	YES	YES	YES
9/24/2018	Revisions of student evaluation forms due to Academic Assessment and Testing for spring 2019 semester		* YES		
9/25/2018	Tier 1 scheduling begins in Banner/Astra for summer 2019		YES	YES	
9/26/2018	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		* YES	* YES	
10/2/2018	Human Resources provides faculty with individualized Employment Statement				* YES
10/3/2018	Mid-term grades for Fall 2018 open at 8:00 a.m.	YES	YES	YES	YES
10/8/2018	Open House	YES	YES	YES	YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
10/10/2018	Mid-term, fall semester	YES	YES	YES	YES
10/10/2018	Mid-term grades for Fall 2018 closes at 4:00 p.m.	YES	YES	YES	YES
10/11/2018	Faculty workload reports due to deans (final fall 2018 with tentative spring 2019). Opportunity for faculty consultation required		* YES	* YES	
10/12/2018	Fall Break	YES			
10/15/2018	CASA sends midterm grades			YES	
10/15/2018	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		
10/15/2018	VPAA notifies deans of quota for Research/Creative Activity/Special Project Proposals				YES
10/15/2018	Operating and Capital Budget requests due to IBHE				YES
10/15/2018	Faculty who desire not to teach in 2019 summer session notify chair in writing	YES			
10/15/2018	Last day for eligible faculty to apply for pre-retirement summer assignments	YES			
10/15/2018	Chair of ACA Selection Committee forwards list of recipients to President	* YES			
10/18/2018	Report to UPI changes in status of positions of Units A and B				* YES
10/22/2018	Transfer Orientation	YES	YES	YES	YES
10/23/2018	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		
10/26/2018	Final fall faculty workloads and Fall only overload reports due to VPAA (Only for faculty leaving after fall semester)			* YES	YES
10/27/2018	Honors Visit Day	YES	YES	YES	YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
10/30/2018	Board of Trustees report materials due by noon				YES
10/30/2018	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for fall		* YES	YES	
10/31/2018	President notifies ACA Selection Committee of any concerns or disagreement with selections				* YES
10/31/2018	Tenured/tenure-track faculty may submit proposed assignment for 2019-2020 class schedule in writing to chair	* YES	YES		
11/1/2018	Deadline for tenured faculty submitting retraining leave/sabbatical assignment applications for 2019-20 to chair (copies to dean and VPAA)	* YES			
11/1/2018	Applications for LWOS (leave without salary) for tenured/tenure-track faculty and ASPs for 2019-20 encouraged; must be submitted 3 months prior to start of leave	* YES			
11/1/2018	Deadline for ASPs to apply in writing for administrative educational leave and retraining leave for 2019-20 (copies to dean and VPAA, VPSA where appropriate)	* YES	YES		
11/1/2018	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 2019-20 (copies to dean and VPAA, VPSA where appropriate)	* YES	YES		
11/1/2018	Tier 1 scheduling begins in Banner/Astra for Fall 2019		YES	YES	
11/1/2018	Chairs notify Deans of new course fees and course fee revisions		* YES		
11/2/2018	Last day for grade of "W" for withdrawal, fall semester	YES	YES	YES	YES
11/2/2018	Transfer Orientation	YES	YES	YES	YES
11/5/2018	Tier 1 scheduling ends in Banner/Astra for Summer 2019		YES	YES	
11/6/2018	Tier 2 scheduling begins in Banner/Astra for summer 2019		YES	YES	
11/6/2018	Deans report to VPAA final examination schedule changes and courses for which the final examinations have been waived for Fall			* YES	YES
11/8/2018	Tier 2 scheduling ends in Banner/Astra for summer 2019		YES	YES	

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
11/9/2018	Tier 3 scheduling begins in Banner/Astra for summer 2019		YES	YES	
11/12/2018	Chairs, directors, etc., submit ASP administrative educational leave and retraining leave applications for 2019-2020 to deans		* YES	YES	
11/12/2018	Chairs, directors, etc., submit annually contracted faculty (with a seniority number of 10 or more) administrative educational leave and retraining leave applications for 2019-2020 to deans		* YES	YES	
11/12/2018	Chairs submit to deans faculty sabbatical applications, retraining leave applications and LWOS applications for 2019-2020		* YES	YES	
11/12/2018	Open House	YES	YES	YES	YES
11/12/2018	Tier 3 scheduling ends in Banner/Astra for summer 2019		YES	YES	
11/12/2018	Summer 2019 Schedule due to deans and VPAA; Opportunity for consultation with faculty member required. Consultation with deans on overload required		* YES		
11/12/2018	Summer 2019 Continuing Ed course requests due to SEL Academic Services and Operations		YES	YES	
11/12/2018	Summer 2019 Schedule due to deans and VPAA				YES
11/13/2018	VPAA appoints ACF PBI Committee				* YES
11/14/2018	Last day for faculty to submit materials to Disability Services for conversion to alternate media for spring semester	YES	YES	YES	YES
11/15/2018	ACA Committee notifies President of reconsideration of final selection of recipients, if necessary	* YES			YES
11/15/2018	VPAA notifies faculty of summer pre-retirement assignment decision				* YES
11/15/2018	Faculty wishing to be considered for tenure, promotion or PAI notify the VPAA of intent to apply, in writing, copy dean and chair	* YES			
11/15/2018	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

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
11/16/2018	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	
11/16/2018	Board of Trustees meeting	YES	YES	YES	YES
11/19/2018	Thanksgiving Break 11/19-23	YES	YES	YES	YES
11/20/2018	Deans submit retraining leave, sabbatical, LWOS, and administrative educational leave applications for 2019-2020 to VPAA			* YES	
11/30/2018	President notifies ACA recipients				* YES
11/30/2018	Course fee requests (new, change, or delete) due to VPAA from Deans			* YES	YES
11/30/2018	Provost sends letter to Deans regarding CU bump for faculty teaching a technology-delivered course for the first time			YES	* YES
11/30/2018	Transfer Orientation	YES	YES	YES	YES
12/3/2018	VPAA communicates decisions on sabbaticals, retraining leaves, and administrative educational leaves				* YES
12/4/2018	IBHE Meeting				YES
12/5/2018	Sabbatical replacement costs for AY19 due to VPAA			* YES	
12/7/2018	Dean issues decision on credit unit assignments from the allocated pool			* YES	YES
12/7/2018	Last day of classes for fall semester	YES	YES	YES	YES
12/10/2018	Fall semester final exams begin	YES	YES	YES	YES
12/14/2018	Fall semester final exams end	YES	YES	YES	YES
12/15/2018	Fall Commencement	YES	YES	YES	YES
12/17/2018	Course fee requests due to Presidents Council				YES
12/17/2018	Second Census Date (Semester Closes)	YES	YES	YES	YES
12/17/2018	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
12/18/2018	Fall EWP submissions due	YES	YES		
12/24/2018	Christmas Holiday	YES	YES	YES	YES
12/25/2018	Christmas Holiday	YES	YES	YES	YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
12/26/2018	Fall EWP ratings due	YES	YES		
12/31/2018	New Year's Eve Holiday	YES	YES	YES	YES
1/1/2019	New Year's Day Holiday	YES	YES	YES	YES
1/2/2019	International Orientation (1/2/19 - 1/3/19)		YES	YES	
1/2/2019	Spring term opens	YES	YES	YES	YES
1/4/2019	Deadline for completing Fall 2018 graduation requirements	YES	YES	YES	YES
1/4/2019	Transfer Orientation (January Registration)	YES	YES	YES	YES
1/4/2019	Freshman Orientation (January Registration)	YES	YES	YES	YES
1/5/2019	Prowl begins	YES	YES	YES	YES
1/7/2019	First class day of spring semester	YES	YES	YES	YES
1/7/2019	Board of Trustees report materials due by noon				YES
1/10/2019	Summer 2019 schedule opened in PAWS	YES	YES	YES	YES
1/10/2019	Fall 2019 Schedule opened in PAWS	YES	YES	YES	
1/11/2019	Last day for add requests	YES	YES	YES	YES
1/14/2019	Draft IBHE program review due from chairs to deans		YES	YES	
1/15/2019	Grade Appeal Committee Semester Report for fall due to CAA and CGS	YES		YES	
1/16/2019	Last day for audit requests 4:00 p.m.	YES	YES	YES	YES
1/17/2019	Fall 2019 Continuing Ed course requests due to SCE Academic Services and Operations		YES	YES	
1/18/2019	All annually contracted faculty provide chairs with supporting material for annual evaluation; indicate PBI if three previous consecutive "superior" ratings	* YES	YES		
1/18/2019	Faculty applying for retention, promotion, and/or tenure provide chair (for DPC use) with supporting material for evaluation	* YES	YES		
1/18/2019	First Census Date (Count Day)	YES	YES	YES	YES
1/18/2019	Last day for credit/no credit requests 4:00 pm	YES	YES	YES	YES
1/21/2019	M.L. King Birthday	YES	YES	YES	YES
1/22/2019	Provost notifies faculty of sick leave policies				YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
1/22/2019	Tier 1 scheduling ends in Banner/Astra for fall 2019		YES	YES	
1/22/2019	Fall 2019 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	
1/22/2019	Fall 2019 class schedule due to deans and completed in Banner/Astra for Tier 1 scheduling				YES
1/23/2019	Fall 2019 class schedule due to VPAA. Tier 2 scheduling begins in Banner/Astra for fall 2019			YES	
1/23/2019	* Tier 2 scheduling begins in Banner/Astra for fall 2019		YES		
1/25/2019	Board of Trustees meeting	YES	YES	YES	YES
1/26/2019	Chicago Regional Admit Reception (1/26/19-1/27/19)	YES	YES	YES	YES
1/28/2019	DPC submits retention, promotion, and tenure recommendations to chair	* YES			
1/31/2019	Tier 2 scheduling ends in Banner/Astra for fall 2019		YES	YES	
2/1/2019	Faculty notifies VPAA of acceptance/rejection of sabbatical assignments	* YES			YES
2/1/2019	Tier 3 scheduling begins in Banner/Astra for fall 2019		YES	YES	
2/1/2019	Draft IBHE program review due from deans to VPAA		YES	YES	
2/2/2019	Metro East Regional Admit Reception	YES	YES		
2/6/2019	Faculty teaching at other institutions or providing consultative services complete form for Outside Employment Approval and forward to chairs	* YES	YES		
2/6/2019	Chair provides faculty with copy of 1st, 2nd, 3rd, 4th, and 5th year retention, tenure, and promotion recommendations of DPC and chair, originals sent with portfolios to Dean. Reconsiderations of negative decisions submitted later		* YES	YES	
2/6/2019	Summer Research and Creative Activity Awards	YES	YES	YES	YES
2/7/2019	Deans consult with chairs about classroom visitation practices and procedures within their respective departments		YES	* YES	
2/8/2019	Transfer Open House	YES	YES	YES	YES



**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
2/11/2019	Tier 3 scheduling ends in Banner/Astra for fall 2019		YES	YES	
2/11/2019	Final 2018-19 faculty workloads and overload reports due from chair to dean, including final spring semester 2019 workloads based on official enrollment reports for spring semester		* YES	YES	
2/12/2019	PAIs requiring full evaluation, submit portfolio materials to chair for submission to DPC	* YES			
2/12/2019	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	* YES			
2/12/2019	Chairs submit copies of annual evaluations of annually contracted faculty to deans and originals to VPAA		* YES	YES	
2/12/2019	Chairs submit to deans the Outside Employment Approval forms for faculty teaching or consulting at other institutions. <b>Forms MUST be submitted and approved BEFORE the employment occurs</b>		* YES	YES	
2/13/2019	Faculty requests for reconsideration of negative recommendations on retention, promotion and/or tenure by DPC and/or chair	* YES			
2/15/2019	Lincoln's Birthday	YES	YES	YES	YES
2/15/2019	Annually contracted faculty notify chair if they wish to be considered for employment during subsequent academic year	* YES	YES		
2/16/2019	Access Granted 2/17-2/19		YES	YES	
2/18/2019	Admitted Student Day	YES	YES	YES	YES
2/18/2019	DPC provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure to Chair	* YES	YES		
2/19/2019	Chair provides written results of reconsideration of negative recommendation of retention, promotion and/or tenure of DPC and chair to dean		YES		
2/19/2019	Annually contracted faculty submit to chair request for reconsideration of "unsatisfactory" or "satisfactory" recommendation	* YES	YES		
2/19/2019	Tier 1 scheduling begins in Banner/Astra for Spring 2020		YES	YES	

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
2/20/2019	DPC submits PAI recommendations to chair	* YES	YES		
2/20/2019	Deans provide VPAA with 1st (DPC and chair recommendations only, unless recommendations are negative), 2nd, and tenure/tenure-year (tenure and promotion) and promotion only recommendations of DPC, chair, and dean			* YES	* YES
2/20/2019	CAA Invites nominations for designation of Faculty Laureate	* YES			
2/21/2019	Midterm grades for Spring 2019 open 8:00 a.m.	YES	YES	YES	YES
2/22/2019	VPAA submits 1st (where necessary), 2nd, and tenure/ tenure-year promotion recommendations to UPC				* YES
2/22/2019	Revisions of student evaluation forms due to Academic Assessment and Testing for fall semester		* YES		
2/22/2019	Deans report to VPAA on faculty teaching at other institutions. (Forward approved outside employment forms.)			* YES	
2/25/2019	Chair provides annually contracted faculty with written notification of reconsideration of "unsatisfactory" evaluation, copy to dean and VPAA		* YES	YES	
2/26/2019	Final 2019-2020 faculty workloads and overload reports due from dean to VPAA, including final spring semester 2019 workloads based on official enrollment reports for spring semester			* YES	YES
2/27/2019	Chair provides PAI recommendations of DPC and Chair to faculty		* YES		
2/28/2019	Midterm, spring semester	YES	YES	YES	YES
3/1/2019	Annually contracted faculty with "unsatisfactory" or "satisfactory" evaluation requests review by the ACF appeal committee	* YES			
3/1/2019	Chairs notify deans of any planned changes to ACF multi-year contracts		* YES	YES	
3/2/2019	Admitted Student Day	YES	YES	YES	YES
3/5/2019	Chair provides ACF evaluation materials to ACF Appeal Committee	YES	* YES		
3/5/2019	Faculty submit to chair requests for reconsideration of negative recommendation on PAI by DPC and/or chair	* YES			
3/5/2019	CASA sends midterm grades			YES	

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
3/6/2019	UPC submits written recommendations on 1st (where necessary), 2nd, tenure, and tenure-year (tenure and promotion) and promotion only recommendations to VPAA, with copy to faculty member	YES			* YES
3/7/2019	Report to UPI changes in status of positions Units A & B				* YES
3/7/2019	Midterm grades for Spring 2019 closes 4:00 p.m.	YES	YES	YES	YES
3/8/2019	Deans submit original evaluations of annually contracted faculty to VPAA, with copy to faculty			* YES	YES
3/8/2019	Deans notify VPAA of any planned changes to ACF multi-year contracts			* YES	YES
3/8/2019	Chair provides dean with DPC and chair PAI recommendations (except for reconsiderations)		* YES	YES	
3/11/2019	Last day for approved CAA action on items to be included in the undergraduate catalog		YES	YES	
3/11/2019	Spring Break March 11-15	YES	YES	YES	YES
3/15/2019	Provost invites eligible faculty to serve on the ACA Committee	YES			* YES
3/19/2019	Deans provide VPAA with 3rd, 4th, and 5th Retention Year and PAI recommendations			* YES	YES
3/19/2019	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	* YES			
3/21/2019	VPAA submits 3rd, 4th and 5th year retention, and promotion recommendations to UPC	YES			* YES
3/21/2019	Deadline for nominations for Faculty Laureate to Chair, Faculty Laureate Committee	YES	YES	YES	YES
3/22/2019	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	* YES			YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
3/22/2019	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			
3/22/2019	ACF PBI portfolios due		* YES		
3/25/2019	Spring Open House				
3/26/2019	Undergraduate Catalog made available to deans/directors/ departments for review		YES	YES	YES
3/28/2019	Chairs provide ACF PBI portfolios with recommendations to deans, copy to annually contracted faculty		* YES	YES	
3/28/2019	ACF appeal committee report sent to Chair, copy to Dean and VPAA	* YES	YES	YES	YES
3/28/2019	UPC submits written recommendations for 3rd (where necessary), 4th, 5th year retention and PAI to VPAA, with copy to faculty member	* YES			YES
3/29/2019	Transfer Orientation	YES	YES	YES	
3/29/2019	Last day for grade of "W" for withdrawal, spring semester	YES	YES	YES	YES
3/30/2019	Chairs provide copy of re-employment roster of Unit B annually contracted faculty wishing 2019-2020 appointment to appropriate dean, VPAA, and UPI Chapter President		* YES		
4/1/2019	VPAA notifies faculty of 1st and 2nd, year retention decisions				* YES
4/2/2019	VPAA notifies ACF of evaluation decision (if chair evaluation was unsatisfactory)				YES
4/3/2019	Tenured faculty not applying for promotion or PAI provide chairs with supporting material for annual evaluation	* YES	YES		
4/3/2019	ASPs provide supervisors with supporting material for annual evaluation and/or retention, merit and, where appropriate, PBI recommendations	* YES			
4/3/2019	Annually contracted faculty submit to chair requests for reconsideration of negative recommendation on PBI	* YES	YES		
4/4/2019	Faculty requests for reconsideration of 3rd (where necessary), 4th and 5th year retention, PAI sent to UPC	* YES			

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
4/6/2019	Transfer Orientation	YES	YES	YES	YES
4/8/2019	Chair provides annually contracted faculty with written notification of reconsideration of negative recommendation of PBI	YES	* YES		
4/8/2019	Board of Trustees report materials due by noon				YES
4/9/2019	Tentative summer faculty workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/9/2019	VPAA notifies faculty of tenure/promotion and promotion only recommendations. Tenure decisions are made by the Board of Trustees according to their schedule				* YES
4/10/2019	Deadline for withdrawing a multiple year ACF contract		* YES		YES
4/10/2019	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed		* YES		
4/10/2019	UPC provides faculty member with written results of reconsideration of negative 3rd (where necessary), 4th, 5th year retention and promotion recommendations, copy to VPAA	* YES			YES
4/12/2019	Legacy Tribute	YES	YES	YES	YES
4/15/2019	Last day for faculty to submit materials to Disability Services for conversion to alternate media for summer semester	* YES	YES	YES	YES
4/15/2019	Tentative 2019-2020 workload reports due from chairs to deans; opportunity for faculty consultation required		* YES	YES	
4/15/2019	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		
4/15/2019	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
4/16/2019	Tentative summer faculty workload reports due from deans to SEL			* YES	YES
4/16/2019	VPAA appoints ASP PBI Committee				* YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
4/16/2019	Supervisor provides ASP with annual written evaluation and/or retention recommendation; copies sent to appropriate dean/director and vice president		* YES	* YES	
4/16/2019	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
4/17/2019	Deans provide ACF PBI portfolios with recommendations to VPAA, copy to annually contracted faculty			* YES	YES
4/17/2019	Revised Undergraduate Catalog materials due to VPAA		YES	YES	YES
4/18/2019	VPAA provides PBI portfolios to ACF PBI Committee				* YES
4/22/2019	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	YES			
4/23/2019	ACF PBI Committee provides recommendations to VPAA, copy to annually contracted faculty	* YES			
4/24/2019	Request for fall University Foundation Courses from CASA			YES	
4/24/2019	Tentative 2019-2020 workload reports due from deans to VPAA			* YES	
4/24/2019	Chairs report to Deans classes where final exams are not feasible and any final examination schedule changes for spring		* YES	YES	
4/24/2019	VPAA notifies tenured/tenure-track faculty of 3rd, 4th and 5th year retention and promotion decisions				* YES
4/24/2019	Notice of Summer Appointments to be sent to Deans' Offices			YES	* YES
4/25/2019	Transfer Orientation	YES			
4/25/2019	ACF requests reconsideration of negative PBI Committee recommendation	* YES			
4/26/2019	Deans report to VPAA classes where final exams are not feasible and any final examination schedule changes for spring			* YES	YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
4/26/2019	Board of Trustees meeting	YES	YES	YES	YES
4/26/2019	Last class day of spring semester	YES	YES	YES	YES
4/26/2019	VPAA notifies faculty in writing of PAI decisions				* YES
4/29/2019	ACF PBI Committee provides reconsideration results to VPAA, copy to annually contracted faculty	* YES			YES
4/29/2019	Last day for catalog revisions to be updated in Acalog by the associate deans, Registrar, and Office of Academic Affairs	YES			
4/29/2019	Spring semester final exams begin	YES	YES	YES	YES
4/30/2019	Deans/directors provide retention evaluations to ASP, when necessary, to VPAA			* YES	YES
4/30/2019	Representatives of Faculty Senate, UPI Chapter, and Office of the VPAA select, by lottery, the members of the ACA Committee				YES
5/3/2019	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 2019-2020		* YES	YES	
5/3/2019	Spring semester final exams end	YES	YES	YES	YES
5/4/2019	Spring Commencement	YES	YES	YES	YES
5/6/2019	Academic deans review nominations for regular graduate faculty, associate and adjunct graduate faculty for AY 2019-2020			* YES	
5/6/2019	VPAA notifies annually contracted faculty of PBI results				* YES
5/6/2019	Second Census Date (Semester Closes)	YES	YES	YES	YES
5/6/2019	Grades due (entered in PAWS) 4:00 p.m.	YES	YES	YES	YES
5/7/2019	Spring EWP submissions due	YES	YES		
5/8/2019	Last day for faculty to submit materials to Disability Services for conversion to alternate media for fall semester	* YES	YES	YES	YES
5/8/2019	Summer 2019 semester opens	YES	YES	YES	YES
5/13/2019	Deadline to cancel Summer 8-WK classes	YES			

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
5/14/2019	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			
5/14/2019	Last day to submit audit or credit requests, 4:00 p.m.	YES	YES	YES	YES
5/15/2019	Spring EWP ratings due	YES	YES		
5/15/2019	Registrar completes all final edits and "locks down" the catalog	YES	YES	YES	YES
5/17/2019	Supervisor, where dean is supervisor, provides ASP PBI recommendations and materials to VPAA; copy to ASP		YES	* YES	
5/22/2019	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	
5/23/2019	Transfer Orientation	YES	YES	YES	YES
5/24/2019	VPAA provides materials to ASP PBI Committee				* YES
5/27/2019	Memorial Day holiday	YES	YES	YES	YES
5/30/2019	PBI Committee provides recommendations to VPAA, copy to ASP	* YES			YES
6/1/2019	Final IBHE program reviews due from Deans to VPAA		YES	YES	
6/3/2019	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
6/3/2019	ASP Work Plan due to ASP, copy to VPAA	* YES	* YES	* YES	YES
6/3/2019	Freshman Orientation (6/3-6/6)	YES	YES	YES	YES
6/3/2019	Board of Trustees report materials due by noon				YES
6/4/2019	Grade Appeal Committee Semesterly Report for spring due to CAA and CGS	YES	YES	YES	YES
6/5/2019	Deadline to submit audit or credit requests 4:00 p.m. - 8-WK	YES	YES	YES	YES
6/7/2019	ASPs request reconsideration if PBI Committee recommendation is negative	* YES			
6/11/2019	Freshman Orientation (priority summer athletes)	YES	YES	YES	YES



**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
6/12/2019	PBI Committee provides ASP with results of reconsideration; and copy to VPAA	* YES			YES
6/12/2019	Freshman Orientation	YES	YES	YES	YES
6/13/2019	Freshman Orientation (Gateway)	YES	YES	YES	YES
6/15/2019	Freshman Orientation	YES	YES	YES	YES
6/17/2019	Appropriate vice president provides each ASP with retention decision				YES
6/17/2019	Deadline to submit audit or credit requests 4:00 p.m. - 6 -WK	YES	YES	YES	YES
6/17/2019	Freshman Orientation	YES	YES	YES	YES
6/18/2019	Freshman Orientation	YES	YES	YES	YES
6/19/2019	Freshman Orientation				
6/21/2019	Board of Trustees meeting	YES	YES	YES	YES
6/24/2019	Open House	YES	YES	YES	YES
6/26/2019	Final Summer 2019 faculty workload reports due from chairs to deans; this final faculty workload report is the basis for overload payments; accuracy is essential		* YES		
6/26/2019	Appropriate vice president provides each ASP with PBI decision				* YES
6/30/2019	Transfer Orientation	YES	YES	YES	YES
7/2/2019	Deadline for Deans to enter minor revisions to Summer 6-WK and Summer 8-WK assignments			* YES	
7/3/2019	Deans forward list of student complaints to VPAA			* YES	YES
7/4/2019	Independence Day	YES	YES	YES	YES
7/5/2019	Freshman Orientation 7/5-7/6	YES	YES	YES	YES
7/8/2019	Final Summer 2019 faculty workload reports due to SCE /academic Services and Operations			* YES	
7/8/2019	Freshman Orientation (7/8 - 7/9)	YES	YES	YES	YES
7/9/2019	Freshman Orientation	YES	YES	YES	YES
7/10/2019	Transfer Orientation	YES	YES	YES	YES
7/10/2019	Freshman Orientation (Gateway)	YES	YES	YES	YES

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
7/11/2019	Freshman Orientation (7/11 - 7/12)	YES	YES	YES	YES
7/13/2019	Transfer Orientation	YES	YES	YES	YES
7/15/2019	Freshman Orientation (Gateway)	YES	YES	YES	YES
7/16/2019	Deans/directors submit A&P direct report evaluations to VPAA			YES	
7/16/2019	Freshman Orientation	YES	YES	YES	YES
7/17/2019	Freshman Orientation	YES	YES	YES	YES
7/22/2019	Summer EWP submissions due	YES			
7/31/2019	Summer EWP ratings due	YES			
8/13/2019	Transfer Orientation	YES	YES	YES	YES
8/15/2019	Freshman Orientation	YES	YES	YES	YES
Correction:	9/21/2018				
11/5/2018 (formerly 11/12/18)	Summer 2019 Schedule due to deans and VPAA; Opportunity for consultation with faculty member required. Consultation with deans on overload required		* YES		
11/5/2018 (formerly 11/12/18)	Summer 2019 class schedule due to deans and VPAA. Prior consultation on overloads required			* YES	
Added:	9/24/2018				
11/1/2018	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 2019-20 (copies to dean and VPAA, VPSA where appropriate)	* YES	YES		
11/12/2018	Chairs, directors, etc., submit annually contracted faculty (with a seniority number of 10 or more) administrative educational leave and retraining leave applications for 2019-2020 to deans		* YES	YES	

**Eastern Illinois University  
2018-2019 Administrative Calendar**

Date	Message	Faculty/ Faculty Committees /ASP	Dept Chairs Directors Coordinators	Dean	VPAA Office/ President/ Other
2/12/2019	PAIs requiring full evaluation, submit portfolio materials to chair for submission to DPC	* YES			
2/12/2019	PAIs requiring summary statements of work, submit statement to Provost with copy to chair	* YES			
4/10/2019	Deadline for notifying ACFs with seniority of 10 or higher whether contract will be renewed		* YES		