

**ACADEMIC AFFAIRS DIVISION CALENDAR, FALL SEMESTER 2020\***

\*This calendar includes only dates and deadlines related to some major activities within Academic Affairs. It does not include all deadlines or events. For important, but less frequently occurring, policy-related deadlines, please see the relevant policy.

\*\*In the event that University offices are closed on dates mandated by University policy, the next date that offices are open will become the deadline for that step in the process.

Updated 9/1/20

Due Date 2020-21	Policy	Activity	Level at Which Responsibility Rests	Due Per Policy**
August 10, 2020	Academic Calendar	Academic Checkpoint for Fall Interim Session	Faculty	
August 11, 2020	Academic Calendar	Fall 2020 Semester return-to-duty date for faculty	Faculty	
August 12, 2020		Deadline for faculty to notify students of semester plans for each course.	Faculty	
August 19, 2020	Academic Calendar	August 2020 Interim grades due by 9:00 a.m.	Faculty	
August 21, 2020	University Curriculum Council	Deadline to submit curriculum change proposals for August 31 meeting of the University Curriculum Council	Department	
August 21, 2020		Deadline for final edits to Fall 2020 Faculty Workload Accountability Report.	Department	
August 31, 2020	Awards for Excellence	University excellence committees appointed in Spring 2020 will convene.	Committee Chair	
September 1, 2020	Tenure and Promotion	A faculty member who is in the final review year for tenure and who does not desire evaluation for tenure must submit to the President through the department head/library director, a letter of resignation effective at the end of that academic year or request a terminal appointment for the following year.	Faculty	1-Sep
<b>September 8, 2020</b>	Academic Calendar	Academic Checkpoint I for Fall Term I session	Faculty	
September 9, 2020	Evaluation of Faculty	Faculty members submit documentation to the department head for their 2019-2020 Annual Evaluation that details their performance since the previous evaluation. Faculty are encouraged to include documentation to support the unique ways in which he/she served their department, university, and community during the COVID-19 health emergency.	Faculty	
September 15, 2020	Interim Review	Faculty scheduled for interim review shall notify their department head of their need for current classroom observation(s).	Faculty	15-Sep
September 15, 2020	Tenure and Promotion	Each candidate for promotion must notify the department head of the intent to apply. Faculty intending to file for tenure/promotion review shall notify their department head of their need for current classroom observation(s).	Faculty	15-Sep
September 16, 2020	Academic Calendar	Academic Checkpoint II for Fall Term I session	Faculty	
September 16, 2020	Academic Calendar	Academic Checkpoint I for Fall semester	Faculty	
September 18, 2020	University Curriculum Council	Deadline to submit curriculum change proposals for September 28 meeting of the University Curriculum Council	Department	10 calendar days before meeting
September 21, 2020		Deans notify provost of compliance with Academic Checkpoint I by college faculty.	College	
September 25, 2020	Awards for Excellence	The University's Excellence Committees forward their selection (only one name for each award) to the provost.	Committee Chair	
October 14, 2020	Academic Calendar	Academic Checkpoint II for Fall semester	Faculty	
October 15, 2020	Auxiliary Services	Textbook adoption deadline for Spring 2021	Department	15-Oct
October 16, 2020	University Curriculum Council	Deadline to submit curriculum change proposals for October 26 meeting of the University Curriculum Council	Department	10 calendar days before meeting
October 19, 2020		Deans notify provost of compliance with Academic Checkpoint II by college faculty.	College	

<b>Due Date 2020-21</b>	<b>Policy</b>	<b>Activity</b>	<b>Level at Which Responsi- bility Rests</b>	<b>Due Per Policy**</b>
October 19, 2020	Evaluation of Faculty	A copy of the department head's 2019-2020 annual evaluation of faculty, along with any response from the faculty member, is submitted to the dean.	Department	
October 23, 2020	Academic Calendar	Fall 2020 Term I grades due by 9:00 a.m.	Faculty	
October 28, 2020	Academic Calendar	Academic Checkpoint I for Fall Term II Session	Faculty	
November 11, 2020	Academic Calendar	Academic Checkpoint II for Fall Term II Session	Faculty	
November 13, 2020	University Curriculum Council	Deadline to submit curriculum change proposals for November 23 meeting of the University Curriculum Council	Department	10 calendar days before meeting
November 18, 2020	Evaluation of Faculty	The dean will verify in writing to the provost that the 2019-2020 annual evaluation for each faculty member has been completed.	College	
December 3, 2020	Academic Calendar	Fall 2020 Grades for prospective graduating students due by 9:00 a.m.	Faculty	
December 7, 2020	Academic Calendar	Fall 2020 Grades due by 9:00 a.m.	Faculty	
December 18, 2020	Academic Calendar	Academic Checkpoint for Spring Interim Session	Faculty	