

ACADEMIC AFFAIRS DIVISION CALENDAR, FALL 2021-SPRING 2022*

*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.

Due Date 2021-22	Policy	Activity	Level at Which Responsibility Rests	Due Per Policy**
August 9, 2021	Academic Calendar	Academic Checkpoint for Fall Interim Session	Faculty	
August 10, 2021	Academic Calendar	Fall 2021 Semester return-to-duty date for faculty	Faculty	
August 13, 2021		Recipients for the President's Awards for Excellence are announced at Fall Convocation.		
August 18, 2021	Academic Calendar	August 2021 Interim grades due by 9:00 a.m.	Faculty	
August 20, 2021	Academic Calendar	Final edits to Fall 2021 Faculty Workload Accountability Report to be complete by the end of the workday (12:30 p.m.)	Department	
August 20, 2021	University Curriculum Council	Deadline to submit curriculum change proposals for August 30 meeting of the University Curriculum Council	Department	10 calendar days before meeting
September 1, 2021	Academic Calendar	Academic Checkpoint I for Fall Term I session	Faculty	
September 1, 2021	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
September 15, 2021	Academic Calendar	Academic Checkpoint II for Fall Term I session	Faculty	
September 15, 2021	Academic Calendar	Academic Checkpoint I for Fall semester	Faculty	
September 15, 2021	Evaluation of Faculty	Faculty members intending to apply for the interim, tenure, or promotion review in the Spring 2022 shall notify their department head of their need for current classroom observation(s).	Faculty	15-Sep
September 15, 2021	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 17, 2021	University Curriculum Council	Deadline to submit curriculum change proposals for September 27 meeting of the University Curriculum Council	Department	10 calendar days before meeting
September 20, 2021	Academic Calendar	Deans notify provost of compliance with Academic Checkpoint I by college faculty.	College	
October 6, 2021	Academic Calendar	Regular Semester Midpoint		
October 13, 2021	Academic Calendar	Academic Checkpoint II for Fall semester	Faculty	
October 15, 2021	Auxiliary Services	Textbook adoption deadline for Spring 2022	Department	15-Oct
October 15, 2021	University Curriculum Council	Deadline to submit curriculum change proposals for October 25 meeting of the University Curriculum Council	Department	10 calendar days before meeting
October 18, 2021	Academic Calendar	Deans notify provost of compliance with Academic Checkpoint II by college faculty.		
October 22, 2021	Academic Calendar	Fall 2021 Term I grades due by 9:00 a.m.	Faculty	
October 27, 2021	Academic Calendar	Academic Checkpoint I for Fall Term II Session	Faculty	
November 10, 2021	Academic Calendar	Academic Checkpoint II for Fall Term II Session	Faculty	
November 12, 2021	University Curriculum Council	Deadline to submit curriculum change proposals for November 22 meeting of the University Curriculum Council	Department	10 calendar days before meeting

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December 9, 2021	Academic Calendar	Fall 2021 Grades for prospective graduating students due by 9:00 a.m.	Faculty	
December 13, 2021	Academic Calendar	Fall 2021 Grades due by 9:00 a.m.	Faculty	
December 17, 2021	Academic Calendar	Academic Checkpoint for Spring Interim Session	Faculty	
January 11, 2022	Academic Calendar	Spring 2022 semester return-to-duty date for faculty	Faculty	
January 12, 2022	Academic Calendar	Spring 2022 Interim grades due by 9:00 a.m.	Faculty	
January 18, 2022	Tenure and Promotion	The completed application file for promotion and/or tenure must be submitted to the department head.	Faculty	15-Jan
January 21, 2022	Academic Calendar	Final edits to Spring 2022 Faculty Workload Accountability Report to be complete by the end of the workday (12:30 p.m.)	Department	
January 21, 2022	University Curriculum Council	Deadline to submit curriculum change proposals for January 31 meeting of the University Curriculum Council	Department	10 calendar days before meeting
January 31, 2022	Excellence Awards Faculty	Nomination packages consisting of a letter of nomination and supporting materials are to be submitted to the appropriate dean/library director.	Faculty	31-Jan
January 31, 2022	Excellence Awards Unclassified Staff	Nomination packages consisting of a letter of nomination and supporting materials are to be submitted to the appropriate vice president.	Staff	31-Jan
February 1, 2022	Tenure and Promotion	The faculty peer review committee's written review is forwarded to the department head. The candidate is notified of the committee's recommendation.	Department	1-Feb
February 2, 2022	Academic Calendar	Academic Checkpoint I for Spring Term I session	Faculty	
February 7, 2022	Excellence Awards Faculty	Names of individuals selected by the departments to serve as departmental representatives on the college award review committee should be submitted to the dean. In the case of the library, the committee members should be selected in accord with its procedures.	Department	7-Feb
February 7, 2022	Excellence Awards Unclassified Staff	Each vice president will appoint the review committee for his/her division.	Vice President	7-Feb
February 7, 2022	Tenure and Promotion	The candidate's optional response to the peer review committee's recommendation is submitted to the chair of the peer review committee and to the department head who includes it in the candidate's portfolio.	Faculty	7-Feb
February 15, 2022	Excellence Awards Faculty	The faculty senate president forwards to the provost the names of four faculty members to serve (one per awards committee) on the university award committees.	Faculty	15-Feb
February 15, 2022	Excellence Awards Faculty	The dean will notify the college committee members of nominations received and set a date for the committee to meet.	College	15-Feb
February 15, 2022	Excellence Awards Unclassified Staff	Each vice president will forward to the provost the name of the unclassified staff member to serve on the University committee for his/her division.	Vice President	15-Feb
February 15, 2022	Tenure and Promotion	The department head's written recommendation, with all supporting materials, is forwarded to the dean. The candidate is notified of the department head's recommendation.	Department	15-Feb
February 16, 2022	Academic Calendar	Academic Checkpoint II for Spring Term I session	Faculty	
February 16, 2022	Academic Calendar	Academic Checkpoint I for Spring semester	Faculty	
February 21, 2022	Academic Calendar	Deans notify provost of compliance with Academic Checkpoint I by college faculty.	College	
February 22, 2022	Tenure and Promotion	The candidate's optional response to the department head's recommendation is submitted to the department head and to the dean who includes it in the candidate's portfolio.	Faculty	22-Feb
February 25, 2022	University Curriculum Council	Deadline to submit curriculum change proposals for March 7 meeting of the University Curriculum Council	Department	10 calendar days before meeting

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February 25, 2022	University Curriculum Council	Deadline to submit <u>editorial</u> changes (not part of curriculum changes) for inclusion in 2022-23 <i>University Catalogue</i> are due to the Registrar, North Campus - Main Building Annex, Suite 123.	Department	
March 2, 2022	Excellence Awards Unclassified Staff	The provost will notify Unclassified staff of their appointment to the University's President's Awards for Excellence in Service--Unclassified Staff Committee.	Provost	1-Mar
March 2, 2022	Tenure and Promotion	The dean's written recommendation, with all supporting materials, is forwarded to the provost's office for perusal, when applicable, by University Tenure/Promotion Committee. The candidate is notified of the dean/library director's recommendation.	College	2-Mar
March 3, 2022	Interim Review	The probationary faculty member submits his/her review file to the department head. The file should include documentation regarding his/her teaching/job effectiveness, professional activity, and service during the probationary period	Faculty	3-Mar
March 7, 2022	University Curriculum Council	Deadline for changes to the 2022-23 <i>University Catalogue</i> is the March 7 University Curriculum Council. Changes submitted after this meeting will not be included in the 2022-23 catalogue.	Department	
March 9, 2022	Academic Calendar	Regular Semester Midpoint		
March 9, 2022	Tenure and Promotion	The candidate's optional response to the dean/library director's recommendation is submitted to the dean/library director and to the Provost who includes it in the candidate's portfolio.	Faculty	9-Mar
March 9, 2022	Tenure and Promotion	The candidate sends to the provost, the committee chair, and (where applicable) the library director written notification of his/her decision about submitting the file to the University Tenure and Promotion Committee.	Faculty	9-Mar
March 15, 2022	Auxiliary Services	Textbook adoption deadline for Summer 2022	Department	15-Mar
March 15, 2022	Evaluation of Department Head	On or before March 15, the dean shall initiate an annual evaluation of department heads by full-time faculty within each department.	College	15-Mar
March 15, 2022	Excellence Awards Faculty	The provost will appoint two deans and a faculty member (selected from a list submitted by the deans/library director) to each of the university committees, in addition to the most recent recipient of the award and a faculty senate representative provided by the president of the faculty senate.	Provost	15-Mar
March 15, 2022	Excellence Awards Faculty	Individual college committees will forward their nominations and supporting materials to the provost.	College	15-Mar
March 15, 2022	Excellence Awards Unclassified Staff	The chair of each division committee will forward all nominees' supporting documentation, as well as the statements of endorsement, to the chair of the University's President's Award for Excellence in Service -- Unclassified Staff committee.	Division Committee Chair	15-Mar
March 16, 2022	Academic Calendar	Academic Checkpoint II for Spring semester	Faculty	
March 18, 2022	Academic Calendar	Spring 2022 Term I grades due by 9:00 a.m.	Faculty	
March 18, 2022	University Curriculum Council	Deadline to submit curriculum change proposals for March 28 meeting of the University Curriculum Council	Department	10 calendar days before meeting
March 21, 2022	Academic Calendar	Deans notify provost of compliance with Academic Checkpoint II by college faculty.		
March 21, 2022	Excellence Awards Faculty	University excellence committees will convene.	Committee Chair	21-Mar
March 21, 2022	Interim Review	The chair of the peer review committee forwards to the faculty member the summary evaluation of the progress of the probationary faculty member by the tenured faculty. A copy is provided to the department head, dean, and provost.	Faculty	21-Mar
March 30, 2022	Academic Calendar	Academic Checkpoint I for Spring Term II session	Faculty	
April 1, 2022	Evaluation of Faculty	Faculty members must submit to the department head by April 1 of each year, documentation that details their performance since the previous annual evaluation.	Faculty	1-Apr

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April 4, 2022	Interim Review	The department head completes his/her review of the faculty member's file and summary comments by the tenured faculty. The department head responds to the evaluation where appropriate. A copy of the department head's comments is provided to the faculty member, dean, and provost.	Department	3-Apr
April 7, 2022	Tenure and Promotion	When applicable, the University Tenure and Promotion Committee's written recommendation, with all supporting materials, is forwarded to the provost. The candidate is notified of the committee's recommendation.	Univ. T&P Cte.	7-Apr
April 13, 2022	Academic Calendar	Academic Checkpoint II for Spring Term II session	Faculty	
April 14, 2022	Tenure and Promotion	The candidate's optional response to the University Tenure and Promotion Committee's recommendation is submitted to the chair of the University Tenure and Promotion Committee and to the provost who includes in in the candidate's portfolio.	Faculty	14-Apr
April 14, 2022	University Curriculum Council	Deadline to submit curriculum change proposals for April 25 meeting of the University Curriculum Council	Department	10 calendar days before meeting
April 15, 2022	Auxiliary Services	Textbook adoption deadline for Fall 2022	Department	15-Apr
April 19, 2022	Interim Review	The dean completes his/her review of the probationary faculty member's materials, the committee's comments, and the department head's evaluation, and responds where appropriate to those documents. A copy of any comments/ recommendations is given to the faculty member, department head and provost.	College	17-Apr
April 25, 2022	Tenure and Promotion	The provost's written recommendation, with all supporting materials, is forwarded to the President. The candidate is notified of the provost's recommendation.	Provost	24-Apr
April 29, 2022	Tenure and Promotion	The candidate's optional response to the provost's recommendation is submitted to the Provost and to the President who includes it in the candidate's portfolio.	Faculty	29-Apr
May 2, 2022	Excellence Awards Faculty	The University's Excellence Committees forward their selections to the provost.	Vice President	30-Apr
May 2, 2022	Excellence Awards Unclassified Staff	The University Excellence Award committee forwards at most, one name as their recommendation to the provost.	Provost	30-Apr
May 2, 2022	Interim Review	The dean provides written copies of all 2021-22 evaluation summaries and recommendations to the provost.	College	1-May
May 2, 2022	Interim Review	Each eligible faculty member must be notified in writing by the department head that an interim review shall take place in the spring semester 2023, and that the file is to be prepared by the faculty member for submission by March 3, 2023.	Department	1-May
May 2, 2022	Tenure and Promotion	The department head/library director is to inform, in writing, each faculty member who is approaching the final review year for tenure that the file is to be prepared by the faculty member for submission by January 17, 2023.	Department	1-May
May 5, 2022	Tenure and Promotion	The candidate is notified of the President's decision.	President	5-May
May 12, 2022	Academic Calendar	Spring 2022 Grades for prospective graduating students due by 9:00 a.m.	Faculty	
May 16, 2022	Academic Calendar	Spring 2022 Grades due by 9:00 a.m.	Faculty	
May 16, 2022	Evaluation of Faculty	A copy of the department head's annual evaluation of faculty, along with any response from the faculty member, is submitted to the dean by May 16, 2022.	Department	15-May
June 1, 2022	Endowed Professorships	Annual reports are due each award year. Year three reports must include summary of the work accomplished during the three-year term.	Faculty	1-Jun

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June 1, 2022	Evaluation of Faculty	The dean will verify in writing to the provost that the evaluation for each faculty member has been completed. This memorandum is to include a statement corroborating that all evaluations of tenure-track faculty include a statement regarding progress toward tenure.	College	1-Jun
July 1, 2022	Evaluation of Department Head	The dean will verify in writing to the provost that the evaluation of each department head has been complete. A copy of each department head evaluation will be forwarded to the provost.		