



PLANNING CALENDARS

FOR

FY 18

Contents

ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR.....	3
ACADEMIC CALENDAR	8
PROMOTION RECOMMENDATIONS CALENDAR	11
SABBATICAL LEAVE CALENDAR.....	12
TENURE RECOMMENDATIONS CALENDAR	13
TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS*	14
ACADEMIC AFFAIRS ACCREDITATION CALENDAR	15
NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY.....	16
PROGRAM REVIEW CALENDAR	17
PAYROLL SCHEDULE	18

ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR

Fiscal Year 18

2017

- May 15 Last day to notify academic year appointed tenure-track faculty with more than two years of service of non-renewal.
- July Program Reviews: External reviewers selected and contacted by the Office of Innovation and Effectiveness. Contracts for external reviewers drawn up, signed and processed.
- July 1 Fiscal Year begins. Planning budget becomes operating budget.
- July 10 Accreditation Reports, Program Reviews and Program Review Cycles due to VPAA.
- July 13 Board of Trustees meeting at Springfield (present Additions/Deletions Report and RAMP Planning documents to Board).
- July 31 Last day that papers affecting August payrolls may be received in the Office of the Provost.
- Aug.-Sept. Program Reviews: Internal review teams interview students, faculty, key administrators.
- Aug. 15 Alternate date for changeover of appointment from fiscal to academic or from academic to fiscal.
- Aug. 15 Deadline for FY 17 expenditures.
- Aug. 16-17 New Faculty Orientation – Tenure Track and Full Time Instructors
- Aug. 21-23 Program Reviews: Training takes place for internal review teams. Self-studies submitted to internal review committees.
- Aug. 31 Notification to Deans and Directors by the Provost of the sabbatical maxima, by unit, which are allowable for consideration.
- Aug. 31 Last day that papers affecting September payrolls may be received in the Office of the Provost.
- Sept. 1 Due date for annual report of non-university employment by full-time faculty.
- Sept. 1 Program Reviews: Programs submit self-studies to the Office of Academic Innovation and Effectiveness.
- Sept. 1 Last date for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty to Deans.
- Sept. 5 Program Reviews: Self-studies submitted to external reviewers.
- Sept. 14 Board of Trustees meeting at School of Dental Medicine, Alton.

Sept. 15	Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
Sept. 29	Last day that papers affecting October payrolls may be received in the Office of the Provost.
Early Oct.	Budget Task Force meetings with Deans.
Oct. TBD	Performance Reports due to President's Office.
Oct. 2	Four Year Dean Evaluation Committees formed by the Provost in collaboration with the Dean, Faculty Senate, Staff Senate, and Student Senate Presidents.
Oct. 16	Request to change/add/delete course specific fees (FY 19 – fall start date) to Provost.
Oct. 31	Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.
Oct. 31	Sabbatical Reports due from Spring and Summer to Departments.
Oct. 31	Last day that papers affecting November payrolls may be received in the Office of the Provost.
Nov. 1	Sabbatical applications due in the Office of the Provost.
Nov. 1	Program Reviews: Drafts of internal review reports and external review reports due to Office of Academic Innovation and Effectiveness. Reports are distributed to programs for review and feedback.
Nov. 20	Tenure and Promotion recommendations to the Provost from Deans.
Nov. 30	Last day that papers affecting December payrolls may be received in the Office of the Provost.
Early Dec.	RAMP requests (FY 2019) by the Provost to the University Planning and Budget Council for its formal review and recommendations.
Dec. 1	FY 2019 non-RAMP proposals (in priority order) due to the President's Office
Dec. (TBD)	MWD Reports due to the President's Office (PREPARED BY CHAD MARTINEZ)
Dec. 1	Program Reviews: Final versions of internal and external review reports due to Office of Academic Innovation and Effectiveness. Reports are distributed to program Chair and Dean or review and response.
Dec. 14	Board of Trustees at Carbondale.
Dec. 15	Deans, chairs, and faculty members are notified of awards of sabbatical leaves by the Provost.
Dec. 16	Commencement.
Dec. 16	Sabbatical leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees (TBD by BOT).

- Dec. 22 Last day that papers affecting January payrolls may be received in the Office of the Provost.
- Dec. 25-Jan. 1 Holiday Break—University closed.

2018

- Jan. 1 New Year's Day – University Closed.
- Jan. 2 Annual Deans' evaluations to begin.
- Jan. 9 Program Reviews: Chair Response Reports due to the Office of Academic Innovation and Effectiveness.
- Jan. 15 Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.
- Jan. 31 Last day that papers affecting February payrolls may be received in the Office of the Provost.
- Feb. (TBD) Board of Trustees meeting; ratification of sabbatical awards by the BOT. (Awaiting BOT approval of dates.)
- Feb. (TBD) Notification to Deans, Chairs, and faculty members of awards of sabbatical leave as ratified by the Board of Trustees. (Awaiting BOT approval of dates.)
- Feb.6 Program Reviews: Dean Response Reports due to the Office of Academic Innovation and Effectiveness
- Feb. 6 Program Reviews: The Office of Academic Innovation and Effectiveness distributes self-studies, internal review reports, external review reports, chair response reports and dean response reports of graduate and professional programs to Graduate Programs Committee.
- Feb. 6 Program Reviews: The Office of Academic Innovation and Effectiveness distributes program self-studies, internal review reports, external review reports, chair response reports and dean response reports of undergraduate programs to the Faculty Senate Curriculum Council.
- Feb. 15 Tenure and Promotion recommendations to the Chancellor from the Provost.
- Feb. 15 Tenure and Promotion candidates, Deans, and Chairs notified of Provost's recommendations.
- Feb. 15 Notification to individuals of denial of tenure.
- Feb. 28 Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.
- Feb. 28 Last day that papers affecting March payrolls may be received in the Office of the Provost.
- Mar. TBD Potential Release of Contingency Funds.

Mar. 6-10	FY 2019 Planning Budget Meeting with Budget Officers.
Mar. 10	FY 2019 base budget received from the Budget Director
Mar. 13	Draft Planning Budget distributed to Academic Affairs units.
Mar. 30	Last date that papers affecting April payrolls may be received in the Office of the Provost.
Mar. 31	Due date for all summer contracts.
Apr. 3	Deans notified by Provost of approved stipend rates for graduate students.
Apr. 10	Final FY 18 date to place orders for goods and services that are above the bid limit.
Apr. 15	Midpoint evaluation of tenure-track faculty due to Provost.
Apr. 15	Program Reviews: Programs Committee and Curriculum Committee recommendations due to the Provost Office.
Apr. 26	Senior Assignment Showcase.
Apr. 30	Final date to place remaining orders for goods and services for FY 18.
Apr. 30	Last day that papers affecting May payrolls may be received in the Office of the Provost.
Apr. 31	Suggested date for submission of changes from continuing to term appointment (as a result of denial of tenure) due in Human Resources.
Apr./May (TBD)	Board of Trustees meeting; ratification of tenure and promotion awards by the BOT.
Apr./May (TBD)	Notification to tenure and promotion candidates, Deans, and Chairs of awards as ratified by the Board of Trustees.
Apr./May(TBD)	Tenure and promotion recommendations forwarded to Human Resources for reporting to the Board of Trustees. (Awaiting BOT approval of dates.)
May TBD	BOT in Carbondale.
May TBD	Additions/Deletions Report transmitted to the President's Office.
May 4-5	Commencement.
May 8	Draft of RAMP 19 due to the Office of the Vice President for Academic Services.
May 15	Fall Sabbatical reports due from the Deans to the Office of the Provost.
May 15	Last date to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.
May 31	FY19 Planning Budget due to Budget Director.

May 31	Last day that papers affecting June payrolls may be received in the Office of the Provost.
June-August	Program Reviews: The Provost meets with programs to discuss program review issues, recommendations, and resources.
June 1	Deans and Directors Annual Reports due to the Office of the Provost.
June 1	Completion date for Annual and 4-Year Deans' Evaluations.
June 2	SDM Commencement.
June 1	Tentative due date for salary increase recommendations from fiscal officers to the Provost.
June 4	Tentative salary increase recommendations to the Director of Human Resources from the Provost.
June 15	Due date of annual sick leave and annual vacation reports to Human Resources.
June 29	Last day that papers affecting July payrolls may be received in the Office of the Provost.
June 30	Last day to notify fiscal year appointed tenure-track faculty with more than 2 years of service of non-renewal.
June 30	Fiscal Year ends.
End of June	Program Reviews: The Program Review report due to SIU Vice President Academic Affairs.
Aug. 1	Program Reviews: SIU Vice President of Academic Affairs submits program reviews to the Illinois Board of Higher Education.

ACADEMIC CALENDAR

SUMMER 2017

May 8	May Session begins
May 26	May Session ends
May 29	Memorial Day Holiday
May 30	Summer Term begins
June 3	Weekend classes begin
July 4	Independence Day Holiday
August 5	Summer Term ends

FALL 2017

August 21	Fall classes begin
August 26	Weekend classes begin
September 4	Labor Day Holiday
November 20-26	Thanksgiving Break Holiday
December 11-15	Final Exams
December 16	Commencement

Note: No weekend classes September 2-3 and November 25-26. Final exams for weekend classes are December 9 following the last class session.

SPRING 2018

December 18	Winter Session begins
January 7	Winter Session ends
January 8	Spring classes begin
January 13	Weekend classes begin
January 15	Martin Luther King, Jr. Holiday
March 5-11	Break week
April 30-May 4	Final Exams
May 4 & 5	Commencement

Note: No weekend classes March 10-11 and March 31 – April 1. Final exams for weekend classes are April 28 following the last class session.

SUMMER 2018

May 7	May Session begins
May 25	May Session ends
May 28	Memorial Day Holiday
May 29	Summer Term begins
June 2	Weekend classes begin
July 4	Independence Day Holiday
August 4	Summer Term ends

FALL 2018

August 20	Fall classes begin
August 25	Weekend classes begin
September 3	Labor Day Holiday
November 19-25	Thanksgiving Break Holiday
December 10-14	Final Exams
December 15	Commencement

Note: No weekend classes September 1-2 and November 24-25. Final exams for weekend classes are December 8 following the last class session.

SPRING 2019

December 17	Winter Session begins
January 6	Winter Session ends
January 14	Spring classes begin
January 19	Weekend classes begin
January 21	Martin Luther King, Jr. Holiday
March 11-17	Break week
May 6-10	Final Exams
May 10 & 11	Commencement

Note: No weekend classes March 16-17 and April 20-21. Final exams for weekend classes are May 4 following the last class session.

SUMMER 2019

May 13	May Session begins
May 31	May Session ends
May 27	Memorial Day Holiday
June 3	Summer Term begins
June 8	Weekend classes begin
July 4	Independence Day Holiday
August 10	Summer Term ends

FALL 2019

August 19	Fall classes begin
August 24	Weekend classes begin
September 2	Labor Day Holiday
November 25- December 1	Thanksgiving Break Holiday
December 9-13	Final Exams
December 14	Commencement

Note: No weekend classes August 30-September 1 and November 30-December 1. Final exams for weekend classes are December 7 following the last class session.

SPRING 2020

December 16	Winter Session begins
January 5	Winter Session ends
January 13	Spring classes begin
January 18	Weekend classes begin
January 20	Martin Luther King, Jr. Holiday
March 9-15	Break week
May 4-8	Final Exams
May 8 & 9	Commencement

Note: No weekend classes March 14-15 and April 11-12. Final Exams for weekend classes are May 2 following the last class session.

PROMOTION RECOMMENDATIONS CALENDAR

Fiscal Year 2018

2017

November 20 Promotion recommendations to the Provost from Deans.

2018

February 15 Promotion recommendations to the Chancellor from the Provost.

February 15 Promotion candidates notified of Provost's recommendations.

February 15 Notification to Deans from the Provost of recommendations forwarded to the Chancellor.

April/May (TBD) Ratification of promotion by the Board of Trustees.

April/May Notifications of promotion to faculty members by the Chancellor.

July 1 Implementation date for promotions (to be effective the first contract month of AY 2018/19).

SABBATICAL LEAVE CALENDAR

Fiscal Year 2018

2017

August 31	Notification to Deans by the Provost of sabbatical maxima, by unit, which are allowable for consideration.
September 1	Last day for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty.
October 31	Sabbatical <i>reports</i> from Spring and Summer are due to department.
November 1	Sabbatical <i>applications</i> due in the Office of the Provost.
December 15	Deans, Chairs, and faculty members are notified of awards of sabbatical leaves.
December 15	Sabbatical reports from Spring and Summer are due from Deans to Provost.
December 16	Sabbatical Leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees.

2018

TBD	Ratification of sabbatical awards by the Board of Trustees.
TBD	Notification to Deans and faculty members of awards of sabbatical leave as ratified by the Board of Trustees.
March 30	Sabbatical reports from Fall are due to departments.
May 15	Sabbatical reports from fall are due from the Deans to the Office of the Provost.

TENURE RECOMMENDATIONS CALENDAR

Fiscal Year 2018

2017

Aug 21 – Aug 25 Preliminary discussion of candidates for tenure between Deans and the Provost and Vice Chancellor for Academic Affairs.

November 20 Tenure recommendations from Deans to the Provost.

2018

February 15 Tenure recommendations to the Chancellor from the Provost.

February 15 Tenure candidates, Deans, and Chairs notified of Provost's recommendations.

February 15 Notification to individuals of denial of tenure.

Apr./May Tenure recommendations forwarded to Human Resources for reporting to the Board of Trustees.

April 31 Suggested date for submission of changes of assignment from continuing to term appointment (as a result of denial of tenure) due in Human Resources.

Apr./May (TBD) Ratification of awards of tenure by the Board of Trustees.

Apr./May (TBD) Notification to tenure candidates, Deans, and Chairs of awards of tenure as ratified by the Board of Trustees.

TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS*

Fiscal Year 2018

2017

- July 1 Fiscal Year begins. Planning budget becomes Operating Budget.
- Aug. 15 Deadline for FY 17 expenditures.
- Early Oct. Budget task force meeting with Deans.
- Early Oct. Summer budgets to Schools/College.
- Oct. 16 Requests to change/add/delete course specific fees (FY 19 – Fall start date) to Provost.
- Dec. Initial UPBC budget presentation.

2018

- Jan. 30 ISL's Due to Budget Office.
- Feb. Second UPBC budget presentation.
- Mar. 6-10 FY 2019 Planning Budget meetings with Budget Officers.
- Mar. TBD Potential release of contingency funds.
- Mar. 10 FY 2019 base budget received from the Budget Director.
- Mar. 13 Draft Planning Budget distributed to Academic Affairs Units.
- Apr. 3 Deans notified by Provost of approved stipend rates for GA's.
- Apr. 10 Final FY 18 date to place orders for goods and services that are above the bid limits.
- Apr. 30 Final date to place remaining orders for goods and services for FY 2018.
- May 1 RAMP Request for President's Office.
- May 31 FY19 Planning Budget due to Budget Director.
- June 30 Fiscal year ends.

*The internal operating budget timetable is heavily dependent upon the Illinois Board of Higher Education, legislative, and executive schedules; action is, therefore, subject to substantial modification.

ACADEMIC AFFAIRS ACCREDITATION CALENDAR

All Fiscal Years

General Note: Southern Illinois University *Guidelines on Educational Accreditation* specify that the President's Office is to be involved in the formation of plans for accreditation or re-accreditation. This includes review of drafts of all materials submitted to accrediting agencies and participation in entrance and exit interviews. To comply with this policy, it is essential that the Provost be informed of impending accreditation activities as soon as they are anticipated. This includes the filing of interim or annual reports, whether or not in conjunction with a site visit. The following schedule should be followed:

Not less than six months prior to the report submission date:

Chair, Director (if different), and Dean meet with the Provost and the Assistant Provost to discuss accreditation requirements, required reports, and the program's plans for compliance. At this time, anticipated problem areas should be thoroughly described.

Not less than four weeks prior to the report submission date:

Dean forwards draft report to the Office of the Provost, for review by the Provost and the Vice Chancellor for Academic Affairs.

NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY

Fiscal Year 2018

2017

- May 15 Last day to notify academic year appointed tenure-track with more than two years of service of non-renewal.
- Sept. 15 Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
- Oct. 31 Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.

2018

- Jan. 15 Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.
- Feb. 28 Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.
- May 15 Last day to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.

PROGRAM REVIEW CALENDAR

2017 - 2018

Fall 2017 Semester

- Aug. 21-23 Training takes place for internal review teams.
Self-studies submitted to internal review committees.
- Aug.-early Oct. Internal review teams interview students, faculty, and key administrators (Chair, Program Director, Dean).
- Nov. 1 Drafts of internal review reports and external review reports due to Office of Academic Innovation and Effectiveness. Reports are distributed to programs for review and feedback.
- Dec. 1 Final versions of internal and external review reports due to Office of Academic Innovation and Effectiveness. Reports are distributed to program Chair and Dean for review and response.

Spring 2018 Semester

- Jan. 9 Chair Response Reports due to the Office of Academic Innovation and Effectiveness.
- Feb. 6 Dean Response Reports due to the Office of Academic Innovation and Effectiveness.
- Feb. 6 The Office of Academic Innovation and Effectiveness distributes self-studies, internal review reports, external review reports, chair response reports and dean response reports of graduate and professional programs to Graduate Programs Committee.
- Feb. 6 The Office of Academic Innovation and Effectiveness distributes program self-studies, internal review reports, external review reports, chair response reports and dean response reports of undergraduate programs to the Faculty Senate Curriculum Council.
- April 15 Programs Committee and Curriculum Council Committee recommendations due to the Provost Office.

Summer 2018

- June Provost meets with programs to discuss program review issues, recommendations, and resources.
- End of June Program review report due to SIU Vice President for Academic Affairs.
- Aug. 1 SIU Vice President for Academic Affairs submits program reviews to Illinois Board of Higher Education.

Payroll Schedule

2017

July 31	Last day that papers affecting	<u>August</u>	payrolls may be received in the Provost's Office
Aug. 31	Last day that papers affecting	<u>September</u>	payrolls may be received in the Provost's Office
Sept. 29	Last day that papers affecting	<u>October</u>	payrolls may be received in the Provost's Office
Oct. 31	Last day that papers affecting	<u>November</u>	payrolls may be received in the Provost's Office
Nov. 30	Last day that papers affecting	<u>December</u>	payrolls may be received in the Provost's Office
Dec. 22	Last day that papers affecting	<u>January</u>	payrolls may be received in the Provost's Office

2018

Jan. 31	Last day that papers affecting	<u>February</u>	payrolls may be received in the Provost's Office
Feb. 28	Last day that papers affecting	<u>March</u>	payrolls may be received in the Provost's Office
March 30	Last day that papers affecting	<u>April</u>	payrolls may be received in the Provost's Office
April 30	Last day that papers affecting	<u>May</u>	payrolls may be received in the Provost's Office
May 31	Last day that papers affecting	<u>June</u>	payrolls may be received in the Provost's Office
June 29	Last day that papers affecting	<u>July</u>	payrolls may be received in the Provost's Office