



**PLANNING CALENDARS**

**FOR**

**FY 12**

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## ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR

### Fiscal Year 12

#### 2011

- July 1 Accreditation Reports, Program Reviews and Program Review Cycles due to VPAA.
- July 1 Fiscal Year begins. Planning budget becomes operating budget.
- 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 14 Board of Trustees meeting at Carbondale (present Additions/Deletions Report and RAMP Planning documents to Board).
- July 29 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. 1 Program Reviews: Programs submit self-studies to the Office of Assessment and The Graduate School.
- Aug. 2 AQIP Annual Reports Due to the Higher Learning Commission.
- Aug. 5 Alternate date for change over of appointment from fiscal to academic or from academic to fiscal.
- Aug. 5 Last day to notify academic year appointed tenure-track faculty with more than two years of service of non-renewal.
- Aug. 8 Program Reviews: Self-studies submitted to external reviewers.
- Aug. 12 Deadline for FY 11 expenditures.
- Aug. 16-18 New Faculty Orientation.
- Aug. 18 Non-Tenure Track Faculty Orientation.
- Aug. 19 Program Reviews: Training takes place for internal review teams. Self-studies submitted to internal review committees.
- Aug. 22 Last date for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty.
- Aug. 23 Transmittal of the 2010-2011 program reviews to Faculty Senate by the Provost and Vice Chancellor for Academic Affairs.
- Aug. 29 Notification to Deans and Directors by the Provost of the sabbatical maxima, by unit, which are allowable for consideration.

- Aug. 29 Deans' Council Retreat.
- 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. 2 Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
- Sept. 8 Board of Trustees meeting at SIUE.
- Sept. 30 Last day that papers affecting October payrolls may be received in the Office of the Provost.
- Sept. 30 Request to change/add/delete course specific fees (FY 13 – fall start date) to Provost.
- Early Oct. Budget Task Force meetings with Deans.
- Oct. 3 Four Year Dean Evaluation Committees formed by the Provost in collaboration with the Dean, Faculty Senate President, and Student Senate President.
- Oct. 28 Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.
- Oct. 28 Sabbatical Reports due from Spring and Summer.
- Oct. 31 Last day that papers affecting November payrolls may be received in the Office of the Provost.
- Oct. 31 Performance Report (final, bound) due to the VPAA.
- Nov. 1 Sabbatical applications due in the Office of the Provost.
- Nov. 4 Program Reviews: Drafts of internal review reports and external review reports due to Office of Assessment and The Graduate School. Reports are distributed to programs for review and feedback.
- Nov. 21 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 2013) by the Provost to the University Planning and Budget Council for its formal review and recommendations.
- Dec. 1 FY 2013 non-RAMP proposals (in priority order) due to the President's Office
- Dec. 1 MWD Reports due to the President's Office (PREPARED BY PAUL PITTS)
- Dec. 2 Program Reviews: Final versions of internal and external review reports due to Office of Assessment and The Graduate School. Reports are distributed to program Chair and Dean or review and response.

- Dec. 5                    **Mid-Year Reappraisal meeting for Budget Officers.**
- Dec. 6                    Deans, chairs, and faculty members are notified of awards of sabbatical leaves.
- Dec. 7                    Sabbatical leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees (February meeting).
- Dec. 8                    Board of Trustees at Carbondale.
- Dec. 17                   Commencement.
- Dec. 22                   **Last day that papers affecting January payrolls may be received in the Office of the Provost.**

**2012**

- Jan. 3                    Annual Deans' evaluations to begin.
- Jan. 6                    **Mid-year FY 12 budget reappraisal due to Provost.**
- Jan. 10                   **Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.**
- Jan. 18                   **Program Reviews: Chair Response Reports due to the Office of Assessment and The Graduate School.**
- Jan. 31                   **Last day that papers affecting February payrolls may be received in the Office of the Provost.**
- Feb. 1-10                **FY 2013 Planning Budget Meeting with Budget Officers.**
- Feb. 6                    **Program Reviews: Dean Response Reports due to the Office of Assessment and The Graduate School.**
- Feb. 6                    **Program Reviews: The Graduate School 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 Assessment 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. 9                    Board of Trustees at Carbondale; ratification of sabbatical awards by the BOT.
- Feb. 10                   **Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.**
- Feb. 14                   Notification to Deans, Chairs, and faculty members of awards of sabbatical leave as ratified by the Board of Trustees.
- Feb. 17                   Tenure and Promotion recommendations to the Chancellor from the Provost.

- Feb. 17 Tenure and Promotion candidates, Deans, and Chairs notified of Provost's recommendations.
- Feb. 17 Notification to individuals of denial of tenure.
- Feb. 29 Last day that papers affecting March payrolls may be received in the Office of the Provost.
- Mar. TBD Potential Release of Contingency Funds.
- Mar. 1 Tenure and promotion recommendations forwarded to Human Resources for reporting to the Board of Trustees.
- Mar. 9 Provost recommends stipend rates for graduate students to the Chancellor.
- Mar. 12 FY 2013 planning budgets due to Provost.
- Mar. 30 Due date for all summer contracts.
- Mar. 30 Last date that papers affecting April payrolls may be received in the Office of the Provost.
- Apr. 2 Sabbatical reports due from Fall.
- Apr. 2 Deans notified by Provost of approved stipend rates for graduate students.
- Apr. 2 Suggested date for submission of changes from continuing to term appointment (as a result of denial of tenure) due in Human Resources.
- Apr. 12 Board of Trustees meeting at Edwardsville; ratification of tenure and promotion awards by the BOT.
- Apr. 13 Notification to tenure and promotion candidates, Deans, and Chairs of awards as ratified by the Board of Trustees.
- Apr. 13 Final FY 12 date to place orders for goods and services that are above the bid limit.
- Apr. 16 Midpoint evaluation of tenure-track faculty due to Provost.
- Apr. 16 Program Reviews: Programs Committee and Curriculum Committee recommendations due to the Provost Office.
- Apr. 18 Tenure lists (2013) to Deans from the Provost.
- Apr. -- TBD Senior Assignment Showcase.
- Apr. 30 Last day that papers affecting May payrolls may be received in the Office of the Provost.
- Apr. 30 Final date to place remaining orders for goods and services for FY 12.
- May 4 Last date to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.
- May 5 Commencement.

May 11	Draft of RAMP 14 due to the Office of the Vice President for Academic Services.
May 18	Additions/Deletions Report transmitted to the President's Office.
May 31	Academic Affairs P-card closeout date.
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 4	Tentative due date for salary increase recommendations from fiscal officers to the Provost.
June 8	Tentative salary increase recommendations to the Director of Human Resources from the Provost.
June 18	Due date of annual sick leave and annual vacation reports to Human Resources.
June 19	Last day to notify fiscal year appointed tenure-track faculty with more than 2 years of service of non-renewal.
June 29	Last day that papers affecting July payrolls may be received in the Office of the Provost.
June 29	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 2011

May 23—Summer classes begin  
May 30—Memorial Day Holiday  
June 4—Weekend classes begin  
July 4—Independence Day  
August 1-6—Final Exams  
August 6—Commencement

Note: No weekend classes May 28-29 and July 2-3. Final exams for weekend classes are August 6 following the last class session.

### FALL 2011

August 22—Fall classes begin  
August 27—Weekend classes begin  
September 5—Labor Day Holiday  
November 21-27—Thanksgiving Break Holiday  
December 12-16—Final exams  
December 17—Commencement

Note: No weekend classes Sept. 3-4 and Nov. 26-27. Final exams for weekend classes are December 10 following the last class session.

### SPRING 2012

January 9--Spring classes begin  
January 14—Weekend classes begin  
January 16—Martin Luther King Day  
March 5-11—Break Week  
Apr 30-May 4—Final Exams  
May 5—Commencement

Note: No weekend classes March 10-11 and April 7-8. Final exams for weekend classes are April 28 following the last class session.

### SUMMER 2012

May 21—Summer classes begin  
May 28—Memorial Day Holiday  
June 2—Weekend classes begin  
July 4—Independence Day Holiday

July 30-Aug. 3—Final Exams  
August 4—Commencement

Note: No weekend classes May 26-27. Final exams for weekend classes are July 28 following the last class session.

## **FALL 2012**

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 Sept. 1-2 or November 24-25. Final exams for weekend classes are December 8 following the last class session.

## **SPRING 2013**

January 7—Spring classes begin  
January 12—Weekend classes begin  
January 21—Martin Luther King Day  
March 4-10—Break Week  
April 29-May 3—Final Exams  
May 4—Commencement

Note: No weekend classes March 9-10 and March 30-31. Final exams for weekend classes are April 27 following the last class session.

## **SUMMER 2013**

May 20—Summer classes begin  
May 27—Memorial Day Holiday  
June 1—Weekend classes begin  
July 4—Independence Day  
July 29-Aug. 2—Final Exams  
August 3—Commencement

Note: No weekend classes May 25-26. Final exams for weekend classes are July 27 following the last class session.

## **FALL 2013**

August 19—Fall classes begin  
August 24—Weekend classes begin  
September 2—Labor Day Holiday  
Nov. 25-Dec. 1—Thanksgiving Break Holiday

December 9-13—Final exams  
December 14—Commencement

Note: No weekend classes Aug. 31-Sept. 1 or Nov. 30-Dec. 1. Final exams for weekend classes are December 7 following the last class session.

## **SPRING 2014**

January 6—Spring classes begin  
January 11—Weekend classes begin  
January 20—Martin Luther King Day  
March 10-16—Break Week  
April 28-May 2—Final Exams  
May 3—Commencement

Note: No weekend classes March 15-16 and April 19-20. Final exams for weekend classes are April 26 following the last class session.

## **SUMMER 2014**

May 19—Summer classes begin  
May 26—Memorial Day Holiday  
May 31—Weekend classes begin  
July 4—Independence Day  
July 28-Aug. 1—Final Exams  
August 2—Commencement

Note: No weekend classes May 24-25. Final exams for weekend classes are July 26 following the last class session.

## **FALL 2014**

August 18	Fall classes begin
August 23	Weekend classes begin
September 1	Labor Day Holiday
November 24-28	Thanksgiving Break Holiday
December 8-12	Final Exams
December 13	Commencement

Note: No weekend classes August 30-31 and November 29-30. Final exams for weekend classes are December 6 following the last class session.

## **SPRING 2015**

January 12	Spring classes begin
January 17	Weekend classes begin
January 19	Martin Luther King, Jr. Holiday
March 9-15	Break week
May 4-8	Final Exams
May 9	Commencement

Note: No weekend classes March 14-15 and April 4-5. Final Exams for weekend classes are May 2 following the last class session.

## **SUMMER 2015**

May 25	Memorial Day Holiday
May 26	Summer classes begin
May 30	Weekend classes begin
July 3	Independence Day Holiday
August 3-7	Final Exams
August 8	Commencement

Note: No weekend classes July 4-5. Final exams for weekend classes are August 1 following the last class session.

## **FALL 2015**

August 24	Fall classes begin
August 29	Weekend classes begin
September 7	Labor Day Holiday
November 23-29	Thanksgiving Break Holiday
December 14-18	Final Exams
December 19	Commencement

Note: No weekend classes September 5-6 and November 28-29. Final exams for weekend classes are December 12 following the last class session.

## **SPRING 2016**

January 11	Spring classes begin
January 16	Weekend classes begin
January 18	Martin Luther King, Jr. Holiday
March 7-13	Break week
May 2-6	Final Exams
May 7	Commencement

Note: No weekend classes March 12-13 and March 26-27. Final exams for weekend classes are April 30 following the last class session.

## PROMOTION RECOMMENDATIONS CALENDAR

### Fiscal Year 2012

#### 2011

Aug 22 – Aug 26 Preliminary discussion of possible promotion nominations between the Deans and the Provost and Vice Chancellor for Academic Affairs.

November 21 Promotion recommendations to the Provost from Deans.

#### 2012

February 17 Promotion recommendations to the Chancellor from the Provost.

February 17 Promotion candidates notified of Provost's recommendations.

February 17 Notification to Deans from the Provost of recommendations forwarded to the Chancellor.

April 12 Ratification of promotion by the Board of Trustees.

April 13 Notifications of promotion to faculty members by the Chancellor.

July 1 Implementation date for promotions (to be effective the first contract month of AY 2012/13).

## **SABBATICAL LEAVE CALENDAR**

### **Fiscal Year 2012**

#### **2011**

- August 22 Last day for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty.
- August 29 Notification to Deans by the Provost of sabbatical maxima, by unit, which are allowable for consideration.
- October 28 Sabbatical reports due from Spring and Summer.
- November 1 Sabbatical applications due in the Office of the Provost.
- December 6 Deans, Chairs, and faculty members are notified of awards of sabbatical leaves.
- December 7 Sabbatical Leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees (usually the February meeting).

#### **2012**

- February 9 Ratification of sabbatical awards by the Board of Trustees.
- February 14 Notification to Deans and faculty members of awards of sabbatical leave as ratified by the Board of Trustees.
- April 2 Sabbatical reports due from Fall.

## TENURE RECOMMENDATIONS CALENDAR

### Fiscal Year 2012

#### 2011

Aug 22 – Aug 26 Preliminary discussion of candidates for tenure between Deans and the Provost and Vice Chancellor for Academic Affairs.

November 21 Tenure recommendations from Deans to the Provost.

#### 2012

February 17 Tenure recommendations to the Chancellor from the Provost.

February 17 Tenure candidates, Deans, and Chairs notified of Provost's recommendations.

February 17 Notification to individuals of denial of tenure.

March 1 Tenure recommendations forwarded to Human Resources for reporting to the Board of Trustees.

April 2 Suggested date for submission of changes of assignment from continuing to term appointment (as a result of denial of tenure) due in Human Resources.

April 12 Ratification of awards of tenure by the Board of Trustees.

April 13 Notification to tenure candidates, Deans, and Chairs of awards of tenure as ratified by the Board of Trustees.

April 18 Tenure forms and 2013 tenure lists to Deans from the Provost.

## TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS\*

### Fiscal Year 2012

#### 2011

July 1	Fiscal Year begins. Planning budget becomes Operating Budget.
Aug. 12	Deadline for FY 11 expenditures.
Early Sept.	Budget task force meeting with Deans.
Sept. 30	Requests to change/add/delete course specific fees (FY 13 – Fall start date) to Provost.
Dec. 5	Mid-year reappraisal meeting for budget officers.

#### 2012

Jan. 6	Mid-year FY 2012 budget reappraisal due to Provost.
Feb. 1-10	FY 2013 Planning Budget meetings with Budget Officers.
Mar. TBD	Potential release of contingency funds.
Mar. 9	Provost recommends stipend rates for Graduate Students to the Chancellor.
March 12	FY 2013 planning budgets due to Provost from the Budget Director.
Apr. 2	Deans notified by Provost of approved stipend rates for GA's.
Apr. 13	Final FY 12 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 2012.
May 31	Academic Affairs P-card closeout date.
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 Associate 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 2012

#### 2011

- Aug. 5 Last day to notify academic year appointed tenure-track with more than two years of service of non-renewal.
- Sept. 2 Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.
- Oct. 28 Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.

#### 2012

- Jan. 10 Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.
- Feb. 10 Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.
- May 4 Last day to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.

## **PROGRAM REVIEW CALENDAR**

**2011 - 2012**

### **Spring 2011 Semester**

- Director of Assessment and Dean of the Graduate School work with programs to provide data and a template for self-studies.
- Office of Assessment and Graduate School coordinate and administer surveys to students and faculty.
- Internal review committees selected by the Office of Assessment and Graduate School.
- Programs begin writing self-studies.

### **Summer 2011**

July External reviewers selected and contacted by the Office of Assessment and Graduate School. Contracts for external reviewers drawn up, signed and processed

Aug. 1 Programs submit self-studies to the Office of Assessment and Graduate School

Aug. 8 Self-studies submitted to external reviewers

### **Fall 2011 Semester**

Aug. 19 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. 4 Drafts of internal review reports and external review reports due to Office of Assessment and Graduate School. Reports are distributed to programs for review and feedback

Dec. 2 Final versions of internal and external review reports due to Office of Assessment and Graduate School Reports are distributed to program Chair and Dean for review and response.

### **Spring 2012 Semester**

Jan. 18 Chair Response Reports due to the Office of Assessment and Graduate School

Feb. 6 Dean Response Reports due to the Office of Assessment and Graduate School

Feb. 6 Graduate School 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

Office of Assessment 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 16 Programs Committee and Curriculum Council Committee recommendations due to the Provost Office

**Summer 2012**

June Provost meets with programs to discuss program review issues, recommendations, and resources

End Program review report due to SIU Vice President for Academic Affairs  
Of June

Aug. 1 SIU Vice President for Academic Affairs submits program reviews to Illinois Board of Higher  
Education

## Payroll Schedule

### 2011

July 29	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. 30	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

### 2012

Jan. 31	Last day that papers affecting	<u>February</u>	payrolls may be received in the Provost's Office
Feb. 29	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 20	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