PLANNING CALENDARS

FOR

FY 25
Contents

ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR.......................................................... 3
ACADEMIC CALENDAR.................................................................................................. 8
PROMOTION RECOMMENDATIONS CALENDAR............................................................... 10
SABBATICAL LEAVE CALENDAR.................................................................................... 11
TENURE RECOMMENDATIONS CALENDAR.................................................................... 12
TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS* ................................ 13
ACADEMIC AFFAIRS ACCREDITATION CALENDAR...................................................... 14
NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY........................................... 15
PROGRAM REVIEW CALENDAR.................................................................................... 17
PAYROLL SCHEDULE.................................................................................................... 17
ACADEMIC AFFAIRS ADMINISTRATIVE CALENDAR

Fiscal Year 25

**2024**

May 14  
Last day to notify academic year appointed tenure-track faculty with more than two years of service of non-renewal.

July 1  
Fiscal Year begins. Planning budget becomes operating budget.

July 11  
Board of Trustees meeting at School of Medicine.

July 31  
Last day that papers affecting August payrolls may be received in the Office of the Provost.

Aug. 9  
Accreditation Reports, Program Reviews and Program Review Cycles due to VPAA.

Aug. 15  
Deadline for FY 25 expenditures.

Aug. 16  
Alternate date for changeover of appointment from fiscal to academic or from academic to fiscal.

Aug. 16 - 18  
Academic Day and New Student Convocation.

Aug. 30  
Last day that papers affecting September payrolls may be received in the Office of the Provost.

Aug. 31  
Notification to Deans and Directors by the Provost of the sabbatical maxima, by unit, which are allowable for consideration.

Sept. 1  
Due date for annual report of non-university employment by full-time faculty.

Sept. 2  
Last date for letters of intent to apply for sabbatical leave for subsequent academic year submitted by faculty to Deans.

Sept. 6  
Program Reviews: Programs submit self-studies to the Office of the Provost.

Sept. 6-9  
Program Reviews: Training takes place for internal review teams. Self-studies submitted to internal review committees.

Sept. 12  
Board of Trustees meeting at School of Dental Medicine, Alton.

Sept. 16  
Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.

Sept 27  
RAMP Requests due to Budget Office.

Sept. 30  
Last day that papers affecting October payrolls may be received in the Office of the Provost.

Sept.-Nov.  
Program Reviews: Internal review teams interview students, faculty, key administrators.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. TBD</td>
<td>Performance Reports due to President’s Office.</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Four Year Dean Evaluation Committees formed by the Provost in collaboration with the Dean, Faculty Senate, Staff Senate, and Student Senate Presidents.</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Last day that papers affecting November payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Sabbatical Reports due from Spring and Summer to Departments.</td>
</tr>
<tr>
<td>Late Nov.</td>
<td>Request to change/add/delete course specific fees (FY 25 – fall start date). Due to Provost by Nov. 30.</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Sabbatical applications due in the Office of the Provost.</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Program Reviews: Drafts of internal review reports and external review reports due to Office of the Provost. Reports are distributed to programs for review and feedback.</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>Tenure and Promotion recommendations to the Provost from Deans.</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Last day that papers affecting December payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Program Reviews: Final versions of review reports due to the Office of the Provost. Reports are distributed to program Chair and Dean for review and response.</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Board of Trustees Meeting at Carbondale.</td>
</tr>
<tr>
<td>Dec. 13</td>
<td>Sabbatical reports from Spring and Summer are due from Deans to Provost.</td>
</tr>
<tr>
<td>Dec. 13-14</td>
<td>Commencement.</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Last day that papers affecting January payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>Dec. 23-Jan. 1</td>
<td>Holiday Break—University closed.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
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</tr>
<tr>
<td>Early Spring</td>
<td>Deans, chairs, and faculty members are notified of recommendation to Board of sabbatical leaves by the Provost.</td>
</tr>
<tr>
<td>Early Spring</td>
<td>Sabbatical leave recommendations are forwarded to Human Resources for reporting to the Board of Trustees (TBD by BOT).</td>
</tr>
<tr>
<td>Jan. 1</td>
<td>New Year’s Day – University Closed.</td>
</tr>
<tr>
<td>Jan. 3</td>
<td>Annual Deans’ evaluations to begin.</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Program Reviews: Chair Response Reports due to Provost’s Office.</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Last day to notify academic year appointed tenure-track faculty in first year of service of non-renewal.</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Program Reviews: Dean Response Reports due to Provost’s Office.</td>
</tr>
<tr>
<td>Jan. 24</td>
<td>Program Reviews: The Office of the Provost distributes self-studies, internal review reports, chair response reports and dean response reports of graduate and professional programs to Graduate Programs Committee.</td>
</tr>
<tr>
<td>Jan. 24</td>
<td>Program Reviews: The Office of the Provost distributes program self-studies, internal review reports, chair response reports and dean response reports of undergraduate programs to the Faculty Senate Curriculum Council.</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>ISLs due to Budget Office.</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Last day that papers affecting February payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>Feb. TBD</td>
<td>Board of Trustees meeting; ratification of sabbatical awards by the BOT. (Awaiting BOT approval of dates.)</td>
</tr>
<tr>
<td>Feb. TBD</td>
<td>Notification to Deans, Chairs, and faculty members of awards of sabbatical leave as ratified by the Board of Trustees. (Awaiting BOT approval of dates.)</td>
</tr>
<tr>
<td>Feb. TBD</td>
<td>UPBC Presentation and Requests.</td>
</tr>
<tr>
<td>Early Spring</td>
<td>Tenure and Promotion recommendations to the Chancellor from the Provost.</td>
</tr>
<tr>
<td>Early Spring</td>
<td>Tenure and Promotion candidates, Deans, and Chairs notified of Provost’s recommendations.</td>
</tr>
<tr>
<td>Early Spring</td>
<td>Notification to individuals of denial of tenure.</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Last day that papers affecting March payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Last day to notify fiscal year appointed tenure-track faculty in the first year of service of non-renewal.</td>
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<tr>
<td>Mar. TBD</td>
<td>Potential Release of Contingency Funds.</td>
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(Subject to Change without Notice)
Mar. TBD  Next Fiscal Year Planning Budget Meeting with Budget Officers, if necessary.
Mar. TBD  Next Fiscal Year base budget, Form A’s, sent by email from the Budget Director
Mar. TBD  Draft Planning Budget distributed to Academic Affairs units.
Mar. 31  Sabbatical reports from Fall are due to departments
Mar. 31  Due date for all summer contracts.
Mar. 31  Last date that papers affecting April payrolls may be received in the Office of the Provost.
Mar. 31 – Apr 1  HLC Visit
Apr. TBD  Final FY 24 date to place orders for goods and services that are above the bid limit.
Apr. TBD  Final date to place remaining orders for goods and services for FY 24.
Apr. 3  Deans notified by Provost of approved stipend rates for graduate students.
Apr. 1  Deadline to complete all Annual Performance Reviews for Instructors represented by NTTFA.
Apr. 11  Midpoint evaluation of tenure-track faculty due to Provost.
Apr. 20  Undergraduate Scholars Showcase.
Apr. 22  Midpoint Instructor, Tier 1 and Tier 2 materials due to Deans.
Apr. 30  Last day that papers affecting May payrolls may be received in the Office of the Provost.
Apr. 230  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.)
Apr./May TBD  Board of Trustees Meeting in Carbondale.
May TBD  Next Fiscal Year Planning Budget due to Budget Director.
May 1  Draft of RAMP 23 due to the Office of the Vice President for Academic Services.
May 2  Program Reviews: Programs Committee and Curriculum Committee recommendations due to the Provost’s Office.

(Subject to Change without Notice)
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 9-11</td>
<td>Commencement.</td>
</tr>
<tr>
<td>May 15</td>
<td>Deans’ review of Instructor Midpoint, Tier 1 and Tier 2 complete and forward to Provost.</td>
</tr>
<tr>
<td>May 15</td>
<td>Fall Sabbatical reports due from the Deans to the Office of the Provost.</td>
</tr>
<tr>
<td>May 12</td>
<td>Last date to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.</td>
</tr>
<tr>
<td>May 30</td>
<td>Last day that papers affecting June payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>June-August</td>
<td>Program Reviews: The Provost meets with programs to discuss program review issues, recommendations, and resources.</td>
</tr>
<tr>
<td>June 1</td>
<td>Completion date for Annual and 4-Year Deans' Evaluations.</td>
</tr>
<tr>
<td>June 1</td>
<td>Provost completes the Instructor Tier 1 and Tier 2 promotions.</td>
</tr>
<tr>
<td>June 6</td>
<td>Tentative due date for salary increase recommendations from fiscal officers to the Provost.</td>
</tr>
<tr>
<td>June 7</td>
<td>SDM Commencement.</td>
</tr>
<tr>
<td>June 13</td>
<td>Tentative salary increase recommendations to the Director of Human Resources from the Provost.</td>
</tr>
<tr>
<td>June 15</td>
<td>Due date of annual sick leave and annual vacation reports to Human Resources.</td>
</tr>
<tr>
<td>June 20</td>
<td>Additions/Deletions Report transmitted to the President's Office</td>
</tr>
<tr>
<td>June 30</td>
<td>Last day that papers affecting July payrolls may be received in the Office of the Provost.</td>
</tr>
<tr>
<td>June 30</td>
<td>Last day to notify fiscal year appointed tenure-track faculty with more than 2 years of service of non-renewal.</td>
</tr>
<tr>
<td>June 30</td>
<td>Fiscal Year ends.</td>
</tr>
<tr>
<td>July 1</td>
<td>Deans and Directors Annual Reports due to the Office of the Provost.</td>
</tr>
<tr>
<td>Early Aug.</td>
<td>Program Reviews: The Program Review report due to SIU Vice President Academic Affairs.</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Program Reviews: SIU Vice President of Academic Affairs submits program reviews to the Illinois Board of Higher Education.</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

FALL 2024

August 19    Fall classes begin
August 24    Weekend classes begin
September 2  Labor Day Holiday
November 5   General Election Day
November 25-Dec 1    Thanksgiving Break Holiday
December 9-13 Final Exams
December 14 Commencement

Note: No weekend classes August 31-September 1 and November 30-December 1. Final exams for weekend classes are December 7 following the last class session.

SPRING 2025

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 10-16    Break week
May 5-9        Final Exams
May 9 & 10     Commencement

Note: No weekend classes March 15-16 and April 19-20. Final Exams for weekend classes are May 3 following the last class session.

SUMMER 2025

May 12        May Session begins
May 26        Memorial Day Holiday
May 30        May Session ends
June 2        Summer Term begins
June 7        Weekend classes begin
June 19       Juneteenth Day Holiday
July 4        Independence Day Holiday
August 9      Summer Term ends

Note: No weekend classes July 5-6.

(Subject to Change without Notice)
FALL 2025

August 18  Fall classes begin
August 23  Weekend classes begin
September 1  Labor Day Holiday
November 24-30  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 2026

December 15  Winter Session begins
January 4  Winter Session ends
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 8 & 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 2026

May 11  May Session begins
May 25  Memorial Day Holiday
May 29  May Session ends
June 1  Summer Term begins
June 6  Weekend classes begin
June 19  Juneteeth Day Holiday
July 3  Independence Day Holiday
August 8  Summer Term ends

Note:  No weekend classes July 4-5.
PROMOTION RECOMMENDATIONS CALENDAR

Fiscal Year 2025

2024

November 25  Promotion recommendations to the Provost from Deans.

2025

Early Spring  Promotion recommendations to the Chancellor from the Provost.

Early Spring  Promotion candidates notified of Provost's recommendations.

Early Spring  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.

July 1  Implementation date for promotions (to be effective the first contract month of AY 2024/25).
SABBATICAL LEAVE CALENDAR

Fiscal Year 2025

2024

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 reports from Spring and Summer are due to department.

November 1  Sabbatical applications due in the Office of the Provost.

December 13  Sabbatical reports from Spring and Summer are due from Deans to Provost.

2025

Late January  Provost notification to Deans, Chairs, and Faculty about Sabbatical applications recommended to the Board of Trustees.

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 31  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 2025

2024

Aug 23 – Aug 27  Preliminary discussion of candidates for tenure between Deans and the Provost and Vice Chancellor for Academic Affairs.

November 25  Tenure recommendations from Deans to the Provost.

2025

Early Spring  Tenure recommendations to the Chancellor from the Provost.

Early Spring  Tenure candidates, Deans, and Chairs notified of Provost’s recommendations.

Early Spring  Notification to individuals of denial of tenure.

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

April 29  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.

(Subject to Change without Notice)
TENTATIVE BUDGET PLANNING CALENDAR, ACADEMIC AFFAIRS*

Fiscal Year 2025

2024
July 1  Fiscal Year begins. Planning budget becomes Operating Budget.
Aug. 15  Deadline for FY 24 expenditures.
Early Oct.  Budget task force meeting with Deans.
Early Oct.  Summer budgets to Schools/College.
Late Oct.  Requests to change/add/delete course specific fees (FY 25 – Fall start date). Due to Provost by Nov. 30).
Dec.  Initial UPBC budget presentation.

2025
Jan. 10  ISL’s Due to Budget Office.
Feb.  Second UPBC budget presentation.
Mar. TBD  Next Fiscal Year Planning Budget meetings with Budget Officers, if necessary.
Mar. TBD  Potential release of contingency funds.
Mar. TBD  Next Fiscal Year base budget, Form A’s, sent by email from the Budget Director.
Mar. TBD  Draft Planning Budget distributed to Academic Affairs Units.
Apr. 3  Deans notified by Provost of approved stipend rates for GA’s.
Apr. TBD  Final FY 25 date to place orders for goods and services that are above the bid limits.
Apr. TBD  Final date to place remaining orders for goods and services for FY 2025.
May 1  RAMP Request for President’s Office.
May TBD  Next Fiscal Year 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.

(Subject to Change without Notice)
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 for Accreditation, Assessment & Academic Planning 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 and Vice President for Academic Innovation, Planning and Partnerships.

HLC Visit
March 31 – April 1
NOTIFICATION SCHEDULE FOR TENURE-TRACK FACULTY

Fiscal Year 2025

**2024**

May 14  Last day to notify academic year appointed tenure-track with more than two years of service of non-renewal.

Sept. 16  Last day to notify academic year appointed tenure-track faculty in second year of service of non-renewal.

Oct. 23  Last day to notify fiscal year appointed tenure-track faculty in the second year of service of non-renewal.

**2025**

Jan. 13  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 12  Last day to notify academic year appointed tenure-track faculty with two or more years of service of non-renewal.

(Subject to Change without Notice)
PROGRAM REVIEW CALENDAR
2024 - 2025

**Fall 2024 Semester**

Sept. 6  Self-studies submitted to internal review committees.

Sept. 6-9  Training takes place for internal review teams.

Late Sept.  Internal review teams interview students, faculty, and key administrators (Chair, Program Director, Dean).

Nov. 11  Drafts of internal review reports and external review reports due to Associate Provost. Reports are distributed to programs for review and feedback.

Dec. 2  Final versions of internal and external review reports due to Associate Provost. Reports are distributed to program Chair and Dean for review and response.

**Spring 2025 Semester**

Jan. 6  Chair Response Reports due to the Office of Associate Provost.

Jan. 20  Dean Response Reports due to the Office of Associate Provost.

Jan. 24  Associate Provost 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.

Jan. 24  Associate Provost 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.

May 2  Programs Committee and Curriculum Council Committee recommendations due to the Provost Office.

**Summer 2025**

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

Early Aug.  Program review report due to SIU Vice President for Academic Affairs.

Aug. 15  SIU Vice President for Academic Affairs submits program reviews to Illinois Board of Higher Education.
Payroll Schedule

2024
July 31  Last day that papers affecting August payrolls may be received in the Provost's Office
Aug. 30  Last day that papers affecting September payrolls may be received in the Provost's Office
Sept. 30 Last day that papers affecting October payrolls may be received in the Provost's Office
Oct. 31  Last day that papers affecting November payrolls may be received in the Provost's Office
Nov. 22  Last day that papers affecting December payrolls may be received in the Provost's Office
Dec. 16  Last day that papers affecting January payrolls may be received in the Provost's Office

2025
Jan. 31  Last day that papers affecting February payrolls may be received in the Provost's Office
Feb. 28  Last day that papers affecting March payrolls may be received in the Provost's Office
March 31 Last day that papers affecting April payrolls may be received in the Provost's Office
April 30 Last day that papers affecting May payrolls may be received in the Provost's Office
May 30   Last day that papers affecting June payrolls may be received in the Provost's Office
June 30  Last day that papers affecting July payrolls may be received in the Provost's Office

(Subject to Change without Notice)