WSCOE ADMINISTRATIVE CALENDAR
2017-2018 Academic Year

(PLEASE NOTE: If a deadline falls on a weekend, items are due by 5:00 p.m. on the Friday immediately prior)
[Disclaimer: All dates subject to change]

JULY

July 4 UNIVERSITY HOLIDAY

AUGUST

August 14 New Faculty Orientation in Grey Rock and Cherokee Park (11:30 - 2:30 p.m.)
August 17-20 Ram Welcome
August 18 DEAN’S OFFICE DEADLINE: Summary statement due from department heads on upcoming P & T cases due to Dean’s Office
August 21 Fall Semester Classes Begin
August 30 Joint Cabinet/COD Meeting in Lory Student Center (8:00 – 5:00)

SEPTEMBER

September 1 PROVOST OFFICE DEADLINE: Summary statement due from deans on upcoming P & T cases due to Provost/EVP
September 4 UNIVERSITY HOLIDAY
September 5 Faculty Council Meeting (4:00 - 6:00 p.m.)
September 6 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00)
September 7-8 Fall Leadership Forum @ YMCA of the Rockies
September 11-29 Provost/EVP meets with individual deans to review upcoming promotion and tenure cases.
September 15 DEAN’S OFFICE DEADLINE: Departments submit post-tenure review schedules to Dean’s Office
September 15 DEAN’S OFFICE DEADLINE: Departments submit comprehensive mid-point review schedules to Dean’s Office
September 15 DEAN’S OFFICE DEADLINE: Sabbatical leave requests due to Dean’s Office
September 20 President's Fall Address
September 20 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
September 22

OCTOBER

October 1 PROVOST OFFICE DEADLINE: Deans submit post-tenure review schedules to Provost/EVP
October 1 PROVOST OFFICE DEADLINE: Deans submit comprehensive mid-point review schedules to Provost/EVP
October 1 PROVOST OFFICE DEADLINE: Sabbatical leave requests due to Provost/EVP
October 3 Faculty Council Meeting (4:00 - 6:00 p.m.)
October 4 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
October 18 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
October 18 DEAN’S OFFICE DEADLINE: Sabbatical Leave Reports for academic year & spring semester sabbaticals due to Dean’s Office
**NOVEMBER**

- **November 1**  
  **PROVOST OFFICE DEADLINE:** Sabbatical Leave Reports for academic year & spring semester sabbaticals due to Provost/EVP

- **November 1**  
  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

- **November 2**  
  WSCOE Fall All-College Meeting in LSC Theater (3:00 – 5:00 p.m.)

- **November 7**  
  Faculty Council Meeting (4:00 - 6:00 p.m.)

- **November 13**  
  CALL FOR NOMINATIONS distributed for awards due February 1 (BOG Excellence in Undergraduate Teaching, Cermak Advising, Monfort Professors, Pennock Award, N. Preston Davis Award, UDPs & UDTSs if vacancies exist)

- **November 15**  
  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

- **November 17**  
  **DEAN’S OFFICE DEADLINE:** Recommendations for reappointment of 2nd year faculty to Year 3 due to Dean’s Office

- **November 18-26**  
  Student Holiday:  Thanksgiving Break

- **November 23-24**  
  UNIVERSITY HOLIDAY

**DECEMBER**

- **December 1**  
  **PROVOST OFFICE DEADLINE:** Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP

- **December 1**  
  **DEAN’S OFFICE DEADLINE:** Promotion & tenure dossiers due to Dean’s Office

- **December 5**  
  Faculty Council Meeting (4:00 - 6:00 p.m.)

- **December 6**  
  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

- **December 8**  
  Fall Semester Classes End

- **December 11-15**  
  Fall Semester Finals

- **December 15**  
  **PROVOST OFFICE DEADLINE:** Promotion & tenure dossiers due to Provost/EVP

- **December 15-17**  
  Fall Commencement

- **December 20**  
  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

- **December 25-27**  
  UNIVERSITY HOLIDAY

**JANUARY**

- **January 1**  
  UNIVERSITY HOLIDAY

- **2nd Week**  
  Provost/EVP & Vice Provost discussion of promotion and tenure recommendations

- **January 15**  
  Provost's Office distributes list of current special course fees and notification that new/increased fees should be in process.

- **January 15**  
  UNIVERSITY HOLIDAY

- **January 16**  
  Spring Semester Classes Begin

- **January 24**  
  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

**FEBRUARY**

- **February 1**  
  **PROVOST OFFICE DEADLINE:** Award nominations due (BOG Excellence in Undergraduate Teaching, Cermak Advising, Pennock Award, N. Preston Davis Award, UDPs & UDTSs if vacancies exist)

- **February 1**  
  **PROVOST OFFICE DEADLINE:** Requests for new/increased special course fees due to VPUA
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Dean’s Office</td>
</tr>
<tr>
<td>February 6</td>
<td>Faculty Council Meeting (4:00 - 6:00 p.m.)</td>
</tr>
<tr>
<td>February 14</td>
<td>Council of Deans Review of P &amp; T Dossiers in Provost's Conference Room (1:00 - 4:00)</td>
</tr>
<tr>
<td>February 15</td>
<td>PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP</td>
</tr>
<tr>
<td>February 21</td>
<td>Council of Deans in Provost's Conference Room (1:00 - 4:00 p.m.)</td>
</tr>
</tbody>
</table>

**MARCH**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Provost sends request for annual performance evaluation input on deans and direct reports</td>
</tr>
<tr>
<td>March 6</td>
<td>Faculty Council Meeting (4:00 - 6:00 p.m.)</td>
</tr>
<tr>
<td>March 7</td>
<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)</td>
</tr>
<tr>
<td>March 10-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 15</td>
<td>PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP</td>
</tr>
<tr>
<td>March 16</td>
<td>DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean’s Office</td>
</tr>
<tr>
<td>March 16</td>
<td>DEAN’S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean’s Office</td>
</tr>
<tr>
<td>March 16</td>
<td>DEAN’S OFFICE DEADLINE: Faculty Conflict of Interest Memos and Management Plans due to Dean’s Office</td>
</tr>
<tr>
<td>March 31</td>
<td>PROVOST OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Provost/EVP</td>
</tr>
<tr>
<td>TBD</td>
<td>DEAN’S OFFICE DEADLINE: Salary Raise Exercise (SALX) due to the Dean's Office</td>
</tr>
</tbody>
</table>

**APRIL**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP</td>
</tr>
<tr>
<td>April 1</td>
<td>Provost/EVP meets with deans and direct reports r.e. annual evaluations</td>
</tr>
<tr>
<td>April 3</td>
<td>Faculty Council Meeting (4:00 - 6:00 p.m.)</td>
</tr>
<tr>
<td>April 4</td>
<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)</td>
</tr>
<tr>
<td>April 6</td>
<td>SALX – Submission period for Special and Equity Requests.</td>
</tr>
<tr>
<td>April 13</td>
<td>DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews due to Dean’s Office</td>
</tr>
<tr>
<td>April 13</td>
<td>DEAN’S OFFICE DEADLINE: Administrative Professionals Conflict of Interest Memos and Management Plans due to Dean’s Office</td>
</tr>
<tr>
<td>April 17</td>
<td>DEAN’S OFFICE DEADLINE: Comprehensive mid-point reviews due to Dean’s Office</td>
</tr>
<tr>
<td>April 17</td>
<td>DEAN’S OFFICE DEADLINE: Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Dean’s Office</td>
</tr>
<tr>
<td>April 18</td>
<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)</td>
</tr>
<tr>
<td>April 16-30</td>
<td>Provost/EVP writes annual evaluation reviews on deans and direct-reports</td>
</tr>
</tbody>
</table>

**MAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>PROVOST OFFICE DEADLINE: Comprehensive mid-point reviews due to Provost/EVP</td>
</tr>
</tbody>
</table>
May 1  PROVOST OFFICE DEADLINE:  Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Provost/EVP
May 1  Faculty Council Meeting (4:00 - 6:00 p.m.)
May 2  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 4  Spring Semester Classes End
May 4  SALX – Office of Budgets, SALX Coordinators for Colleges, Departments & Units: Faculty & Administrative Professional Salary Raise Exercise Begins: Input raises and changes to SALX System.
May 7-11  Spring Semester Finals
May 11-13  Spring Commencement
May 15  **PROVOST OFFICE DEADLINE:**  Conflict of Interest Memos and Management Plans due to Brad Woods (RICRO)
May 15  **DEAN’S OFFICE DEADLINE:**  Annual Promotion and Tenure reviews due to Dean’s Office
May 16  Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 18  SALX - Coordinators for Colleges, Departments & Units - Deadline to complete Salary Raise Exercise process: Coordinators enter individual raise amounts (components include merit, equity, and special).
May 25  **DEAN’S OFFICE DEADLINE:**  Administrative Professionals Annual Performance Reviews due to Dean’s Office
May 28  UNIVERSITY HOLIDAY