

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 DEAN'S OFFICE DEADLINE: Submission date for off-cycle salary increase requests (target start date for new salary – November 1)

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 & UDTs 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.)
January 25	DEAN'S OFFICE DEADLINE: Submission dates for off-cycle salary increase requests (target start date for new salary – March 1)

FEBRUARY

February 1	PROVOST OFFICE DEADLINE: Award nominations due (BOG Excellence in Undergraduate Teaching, Cermak Advising, Pennock Award, N. Preston Davis Award, UDPs & UDTs if vacancies exist)
February 1	PROVOST OFFICE DEADLINE: Requests for new/increased special course fees due to VPUA

February 1	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Dean's Office
February 6	Faculty Council Meeting (4:00 - 6:00 p.m.)
February 14	Council of Deans Review of P & T Dossiers in Provost's Conference Room (1:00 - 4:00)
February 15	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP
February 21	Council of Deans in Provost's Conference Room (1:00 - 4:00 p.m.)

MARCH

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

APRIL

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

MAY

May 1	PROVOST OFFICE DEADLINE: Comprehensive mid-point reviews due to Provost/EVP
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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 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 9	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
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