

WSCOE ADMINISTRATIVE CALENDAR

2019-2020 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 16 DEAN'S OFFICE DEADLINE: Summary statement due from departments on upcoming tenure-track faculty P & T cases

August 19 New Faculty Orientation in Longs Peak and Cherokee Park (11:30 - 2:30 p.m.)

August 22 - 25 Ram Welcome

August 26 Fall Semester Classes Begin

August 28 Joint Cabinet/COD Meeting in Lory Student Center (8 - 5)

SEPTEMBER

September 1 PROVOST OFFICE DEADLINE: Summary statement due from deans on upcoming tenure-track faculty P & T cases

September 2 UNIVERSITY HOLIDAY

September 3 Faculty Council Meeting (4:00 - 6:00 p.m.)

September 4 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00)

September 5-6 Fall Leadership Forum @ YMCA of the Rockies

September 17 DEAN'S OFFICE DEADLINE: Departments submit post-tenure review schedules to Dean's Office

September 17 DEAN'S OFFICE DEADLINE: Departments submit comprehensive mid-point review schedules to Dean's Office

September 17 DEAN'S OFFICE DEADLINE: Sabbatical leave requests due to Dean's Office

September 18 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

September 19 President's Fall Address

September 25 DEAN'S OFFICE DEADLINE: Final 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 1 Faculty Council Meeting (4:00 - 6:00 p.m.)

October 2 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

October 16 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 5 Faculty Council Meeting (4:00 - 6:00 p.m.)

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

November 12 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	DEAN'S OFFICE DEADLINE: Summary statement due from departments on upcoming non-tenure track faculty Promotion cases
November 15	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Dean's Office
November 20	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
November 23 - December 1	Student Holiday: Thanksgiving Break
November 27	DEAN'S OFFICE DEADLINE: Promotion & tenure dossiers for tenure-track faculty due to Dean's Office
November 28-29	UNIVERSITY HOLIDAY
DECEMBER	
December 1	PROVOST OFFICE DEADLINE: Summary statement due from deans on upcoming non-tenure track faculty Promotion cases
December 1	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP
December 3	Faculty Council Meeting (4:00 - 6:00 p.m.)
December 4	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
December 13	Fall Semester Classes End
December 15	PROVOST OFFICE DEADLINE: Promotion & tenure dossiers for tenure-track faculty due to Provost/EVP
December 16-20	Fall Semester Finals
December 18	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
December 20-21	Fall Commencement
December 25-27	UNIVERSITY HOLIDAY
JANUARY	
January 1	UNIVERSITY HOLIDAY
2nd Week	Provost/EVP & Vice Provost discussion of promotion and tenure recommendations
January 15	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
January 20	UNIVERSITY HOLIDAY
January 21	Spring Semester Classes Begin
January 24	DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – March 1)
January 31	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Dean's Office.
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 4	Faculty Council Meeting (4:00 - 6:00 p.m.)
February 12	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 19	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 1	DEAN'S OFFICE DEADLINE: Promotion dossiers for non-tenure track faculty due to Dean's Office
March 3	Faculty Council Meeting (4:00 - 6:00 p.m.)

March 4	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
March 11	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
March 13	PROVOST OFFICE DEADLINE: Promotion dossiers for non-tenure track faculty due to Provost/EVP
March 14-22	Spring Break
March 15	DEAN'S OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from department heads and direct reports to the Dean
March 15	PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP
March 17	DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean's Office.
March 18	DEAN'S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews 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) begins
APRIL	
April 1	PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP
April 1	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
April 1 - 30	Provost/EVP meets with deans and direct reports r.e. annual evaluations
April 7	Faculty Council Meeting (4:00 - 6:00 p.m.)
April 15	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
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 17	DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance Planning due to Dean's Office
TBD	DEAN'S OFFICE DEADLINE: SALX due to the Dean's Office (target start date for new salary – July 1)
MAY	
May 1	DEAN'S OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Dean's Office
May 1	PROVOST OFFICE DEADLINE: Comprehensive mid-point reviews due to Provost/EVP
May 1	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Provost/EVP
May 5	Faculty Council Meeting (4:00 - 6:00 p.m.)
May 8	Spring Semester Classes End
May 11-15	Spring Semester Finals
May 15	DEAN'S OFFICE DEADLINE: Annual Promotion and Tenure Reviews due to Dean's Office
May 15	PROVOST OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Zachary Callahan (RICRO)
May 15-17	Spring Commencement
May 20	Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 22	DEAN'S OFFICE DEADLINE: Administrative Professional Annual Performance Reviews due to Dean's Office
May 25	UNIVERSITY HOLIDAY