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 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 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 & UDTSs if vacancies exist)
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 due to Dean’s Office

November 28-29  UNIVERSITY HOLIDAY

DECEMBER

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 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 & UDTSs 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 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 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March 17</td>
<td>DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean's Office.</td>
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<tr>
<td>March 18</td>
<td>DEAN'S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean's Office.</td>
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<td>PROVOST OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Provost/EVP.</td>
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<td>TBD</td>
<td>DEAN'S OFFICE DEADLINE: Salary Raise Exercise (SALX) begins.</td>
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<td><strong>APRIL</strong></td>
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<tr>
<td>April 1</td>
<td>PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP.</td>
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<td>April 1</td>
<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.).</td>
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<td>April 1 - 30</td>
<td>Provost/EVP meets with deans and direct reports r.e. annual evaluations.</td>
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<td>April 7</td>
<td>Faculty Council Meeting (4:00 - 6:00 p.m.).</td>
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<td>April 17</td>
<td>DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance Planning due to Dean’s Office.</td>
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<td>TBD</td>
<td>DEAN'S OFFICE DEADLINE: SALX due to the Dean’s Office (target start date for new salary – July 1).</td>
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<td><strong>MAY</strong></td>
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<td>May 1</td>
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<td>May 8</td>
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<td>May 11-15</td>
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<td>DEAN'S OFFICE DEADLINE: Annual Promotion and Tenure Reviews due to Dean's Office.</td>
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<td>PROVOST OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Zachary Callahan (RICRO).</td>
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<td>May 15-17</td>
<td>Spring Commencement.</td>
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<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.).</td>
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<td>May 22</td>
<td>DEAN'S OFFICE DEADLINE: Administrative Professional Annual Performance Reviews due to Dean's Office.</td>
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