

WSCOE ADMINISTRATIVE CALENDAR

2021-2022 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 5 UNIVERSITY HOLIDAY

AUGUST

August 17 Dean's Retreat - WCNR Conifer Conference Room (10:00 a.m. - 2:00 p.m.)

August 18 DEAN'S OFFICE DEADLINE: Departments submit names for upcoming TTF and CCAF P & T cases to Dean's Office

August 23 Fall Semester Classes Begin

August 25 New Faculty Orientation - Session #1 - LSC 382 (9:00 - 11:00 a.m.)

August 31 New Faculty Orientation - Session #2 - LSC 382 (9:00 - 11:00 a.m.)

SEPTEMBER

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

September 6 UNIVERSITY HOLIDAY

September 7 New Faculty Orientation - Session #3 - LSC 382 (1:30 - 3:30 p.m.)

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

September 8 Deans Meeting (1:00 - 2:00 p.m.)

September 15 Council of Deans Meeting (1:00 - 3:00 p.m.)

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: Departments submit sabbatical leave requests due to Dean's Office

September 22 Deans Meeting (1:00 - 2:00 p.m.)

September 24 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 DEAN'S OFFICE DEADLINE: Supervisors begin State Classified Mid-Year Performance Review process

October 1 Academic Master Plan Retreat - Location TBD (8:00 a.m. - 12:00 p.m.)

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

October 6 Deans Meeting (1:00 - 2:00 p.m.)

October 20 Council of Deans Meeting (1:00 - 3:00 p.m.)

October 25 DEAN'S OFFICE DEADLINE: Sabbatical Leave Reports for academic year & spring semester sabbaticals due to Dean's Office

October 25 DEAN'S OFFICE DEADLINE: State Classified Mid-Year Performance Review deadline to send complete signed forms to HR Manager

October 27	Deans Meeting (1:00 - 2:00 p.m.)
NOVEMBER	
November 1	PROVOST OFFICE DEADLINE: Sabbatical Leave Reports for academic year & spring semester sabbaticals due to Provost/EVP
November 2	Faculty Council Meeting (4:00 - 6:00 p.m.)
November 15	CALL FOR NOMINATIONS distributed for awards due February 1 (BOG Excellence in Undergraduate Teaching, Cermak Advising, Monfort Professors, Oltjenbruns Award, Pennock Award, N. Preston Davis Award, UDPs & UDTs if vacancies exist)
November 17	Deans Meeting (1:00 - 2:00 p.m.)
November 17	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Dean's Office
November 20-28	Student Holiday: Fall Break
November 24	Deans Meeting (1:00 - 2:00 p.m.)
November 25-26	UNIVERSITY HOLIDAY
DECEMBER	
December 1	DEAN'S OFFICE DEADLINE: TTF Promotion & tenure dossiers due to Dean's Office
December 1	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP
December 1	Council of Deans Meeting (1:00 - 3:00 p.m.)
December 7	Faculty Council Meeting (4:00 - 6:00 p.m.)
December 8	Deans Meeting (1:00 - 2:00 p.m.)
December 10	Fall Semester Classes End
December 13-17	Fall Semester Finals
December 15	Deans Meeting (1:00 - 2:00 p.m.)
December 15	PROVOST OFFICE DEADLINE: TTF Promotion & tenure dossiers due to Provost/EVP
December 17-19	Fall Commencement
December 22-24	UNIVERSITY HOLIDAY
December 31	UNIVERSITY HOLIDAY
JANUARY	
2nd Week	Provost/EVP & Vice Provost discussion of promotion and tenure recommendations
January 12	Deans Meeting (1:00 - 2:00 p.m.)
January 17	UNIVERSITY HOLIDAY
January 18	Spring Semester Classes Begin
January 25	DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – March 1)
January 25	DEAN'S OFFICE DEADLINE: Requests for new/increased special course fees due to Dean's Office
January 26	Deans Meeting (1:00 - 2:00 p.m.)
FEBRUARY	
February 1	DEAN'S OFFICE DEADLINE: CCAF Promotion dossiers due to Dean's Office
February 1	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Dean's Office

February 1	PROVOST OFFICE DEADLINE: Award nominations due (BOG Excellence in Undergraduate Teaching, Cermak Advising, Oltjenbruns Award, 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	Faculty Council Meeting (4:00 - 6:00 p.m.)
February 9	Deans Meeting (1:00 - 2:00 p.m.)
February 12	PROVOST OFFICE DEADLINE: CCAF Promotion dossiers due to Provost/EVP
February 15	PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP.
February 16	Council of Deans Review of P & T Dossiers (1:00 - 3:00 p.m.)
MARCH	
March 1	Provost sends request for annual performance evaluation input on deans and direct reports
March 1	Faculty Council Meeting (4:00 - 6:00 p.m.)
March 9	Deans Meeting (1:00 - 2:00 p.m.)
March 12-20	Spring Break
March 15	PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self-evaluations due from deans and direct reports to Provost/EVP
March 18	DEAN'S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean's Office
March 24	DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean's Office
March 31	PROVOST OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Provost/EVP
APRIL	
April 1	PROVOST OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Provost/EVP
April 1-30	DEAN'S OFFICE DEADLINE: State Classified and Administrative Professional Annual Performance Evaluation and Planning Process meetings with supervisor must be conducted this month
April 1 - 30	Provost/EVP meets with deans and direct reports r.e. annual evaluations
April 5	Faculty Council Meeting (4:00 - 6:00 p.m.)
April 13	Deans Meeting (1:00 - 2:00 p.m.)
April 15	DEAN'S OFFICE DEADLINE: TTF Comprehensive mid-point reviews due to Dean's Office
April 15	DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd 3rd, 4th, and 5th year faculty due to Dean's Office
April 15	DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance Planning due to college HR Manager
April 27	Deans Meeting (1:00 - 2:00 p.m.)
April 30	DEAN'S OFFICE DEADLINE: State Classified Final Deadline to submit complete signed Performance Planning and Overall Evaluation forms with final evaluation and rating to HR Manager
MAY	
May 1-31	DEAN'S OFFICE DEADLINE: Supervisors complete comments on Administrative Professional Annual Performance Review forms, create goals for new year, and obtain signatures this month

May 1	PROVOST OFFICE DEADLINE: TTF 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 3	Faculty Council Meeting (4:00 - 6:00 p.m.)
May 6	Spring Semester Classes End
May 9-13	Spring Semester Finals
May 11	Deans Meeting (1:00 - 2:00 p.m.)
May 13-15	Spring Commencement
May 15	DEAN'S OFFICE DEADLINE: TTF Annual Promotion and Tenure memos due to Dean's Office
May 23	DEAN'S OFFICE DEADLINE: Administrative Professional complete and signed Annual Performance Reviews due to Dean's Office
May 30	UNIVERSITY HOLIDAY