

WSCOE ADMINISTRATIVE CALENDAR

2022-2023 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 10 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

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

August 22 Fall Semester Classes Begin

August 24 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

SEPTEMBER

September 1 PROVOST OFFICE DEADLINE: Summary statements due from deans on upcoming P & T cases (TTF and CCAF)

September 5 UNIVERSITY HOLIDAY

September 14 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

September 16 DEAN'S OFFICE DEADLINE: Departments submit post-tenure review schedules to Dean's Office

September 16 DEAN'S OFFICE DEADLINE: Departments submit comprehensive mid-point review schedules to Dean's Office

September 16 DEAN'S OFFICE DEADLINE: Departments submit sabbatical leave requests to Dean's Office

September 23 DEAN'S OFFICE DEADLINE: Final submission date for off-cycle salary increase requests (target start date for new salary – November 1)

September 28 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

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 12 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

October 24 DEAN'S OFFICE DEADLINE: State Classified Mid-Year Performance Review deadline to send complete signed forms to HR Manager

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

October 26 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

NOVEMBER

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

November 9 WSCOE Executive Committee meeting (3:00 – 5:00 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 **DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Dean's Office**

November 19-27 Student Holiday: Fall Break
November 23 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
November 24-25 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 9 Fall Semester Classes End
December 12-16 Fall Semester Finals
December 14 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

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

December 16-18 Fall Commencement
December 22-23 UNIVERSITY HOLIDAY

JANUARY

January 2 UNIVERSITY HOLIDAY
January 11 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
2nd Week Provost/EVP & Vice Provost discussion of promotion and tenure recommendations

January 16 UNIVERSITY HOLIDAY
January 17 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 24 **DEAN'S OFFICE DEADLINE: Requests for new/increased special course fees due to Dean's Office**

January 25 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

January 27 **DEAN'S OFFICE DEADLINE: CCAF Promotion dossiers due to Dean's Office**

FEBRUARY

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 8 WSCOE Executive Committee meeting (3:00 – 5:00 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 15 Council of Deans Review of P & T Dossiers (1:00 - 3:00 p.m.)

February 22 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

MARCH

March 1 Provost sends request for annual performance evaluation input on deans and direct reports

March 8 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)

March 11-19 Spring Break

- 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: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean's Office**
- March 22 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- 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 12 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- April 14** **DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance**
- April 17** **DEAN'S OFFICE DEADLINE: TTF 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 26 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- April 28** **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 5 Spring Semester Classes End
- May 8-12 Spring Semester Finals
- May 10 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- May 12-14 Spring Commencement
- May 15** **DEAN'S OFFICE DEADLINE: TTF Annual Promotion and Tenure memos due to Dean's Office**
- May 22** **DEAN'S OFFICE DEADLINE: Administrative Professional complete and signed Annual Performance Reviews due to Dean's Office**
- May 24 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- May 29 UNIVERSITY HOLIDAY
- JUNE**
- June 14 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)
- June 19 UNIVERSITY HOLIDAY
- June 21 WSCOE Executive Committee meeting (3:00 – 5:00 p.m.)