

WSCOE ADMINISTRATIVE CALENDAR

2018-2019 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 13 New Faculty Orientation in Longs Peak and Cherokee Park (11:30 a.m. - 2:30 p.m.)

August 16-19 Ram Welcome

August 17 DEAN'S OFFICE DEADLINE: Summary statement due from department heads on upcoming P & T cases due to Dean's Office

August 20 Fall Semester Classes Begin

August 29 Joint Cabinet/COD Meeting in Lory Student Center (8:00 a.m. – 5:00 p.m.)

SEPTEMBER

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

September 3 UNIVERSITY HOLIDAY

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

September 5 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

September 6-7 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 19 President's Fall Address

September 19 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

September 25 DEAN'S OFFICE DEADLINE: Submission dates 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 2 Faculty Council Meeting (4:00 - 6:00 p.m.)

October 3 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)

October 17 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 6 Faculty Council Meeting (4:00 - 6:00 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 14 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
- November 16** **DEAN'S OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Dean's Office**
- November 17-25 Student Holiday: Thanksgiving Break
- November 22-23 UNIVERSITY HOLIDAY
- November 30** **DEAN'S OFFICE DEADLINE: Promotion & tenure dossiers due to Dean's Office**

DECEMBER

- December 1** **PROVOST OFFICE DEADLINE: Recommendations for reappointment of 2nd year faculty to Year 3 due to Provost/EVP**
- December 4 Faculty Council Meeting (4:00 - 6:00 p.m.)
- December 7 Fall Semester Classes End
- December 10-14 Fall Semester Finals
- December 12 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
- December 14-16 Fall Commencement
- December 15** **PROVOST OFFICE DEADLINE: Promotion & tenure dossiers due to Provost/EVP**
- December 24-26 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 16 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00p.m.)
- January 21 UNIVERSITY HOLIDAY
- January 22 Spring Semester Classes Begin
- 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 5 Faculty Council Meeting (4:00 - 6:00 p.m.)
 February 13 Council of Deans Review of P & T Dossiers in Provost's Conference Room (1:00 - 4:00 p.m.)
February 15 PROVOST OFFICE DEADLINE: Recommendations for reappointment of 1st year faculty for Year 2 due to Provost/EVP
 February 20 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 5 Faculty Council Meeting (4:00 - 6:00 p.m.)
 March 6 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
 March 16-24 Spring Break
March 15 PROVOST OFFICE DEADLINE: Annual performance evaluation feedback and self- evaluations due from deans and direct reports to Provost/EVP
March 15 DEAN'S OFFICE DEADLINE: Sabbatical reports for Fall semester sabbaticals taken due to Dean's Office
March 15 DEAN'S OFFICE DEADLINE: Faculty Annual Performance Reviews and Post-tenure (Comprehensive) Reviews due to Dean's Office
March 15 DEAN'S OFFICE DEADLINE: Faculty Conflict of Interest Memos and Management Plans due to Dean's Office
 March 20 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
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 - 30 Provost/EVP meets with deans and direct reports r.e. annual evaluations
 April 2 Faculty Council Meeting (4:00 - 6:00 p.m.)
 April 3 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
April 16 DEAN'S OFFICE DEADLINE: State Classified Annual Performance Reviews and Performance Planning 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 17 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
TBD DEAN'S OFFICE DEADLINE: SALX due to the Dean's Office (target start date for new salary – July 1)

MAY

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 1 DEAN'S OFFICE DEADLINE: Conflict of Interest Memos and Management Plans due to Dean's Office

May 1 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
May 7 Faculty Council Meeting (4:00 - 6:00 p.m.)
May 10 Spring Semester Classes End
May 13-17 Spring Semester Finals
May 15 Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)
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 17-19 Spring Commencement
May 25 DEAN'S OFFICE DEADLINE: Administrative Professionals Annual Performance Reviews due to Dean's Office
May 27 UNIVERSITY HOLIDAY