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 & UDTSs 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  DEAN'S 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
& UDTSs 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
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<tr>
<th>Date</th>
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<tr>
<td>May 1</td>
<td>Council of Deans Meeting in Provost's Conference Room (1:00 - 4:00 p.m.)</td>
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