

COLLEGE OF LIBERAL ARTS PLANNING CALENDAR 2016-17

Fall Semester

15-Jul	Changes to NTT faculty Tentative Workload Assignment must be made before this date (see Section 13.03 of 2009-2014 contracts)
15-Jul	Deadline for receipt of Graduate School Tuition Scholarship Applications for Fall 2016 (Due to Graduate School by 4 p.m.)
1-Aug	Summer Grading Opens
3-Aug	Co-curricular annual assessment reports and updated assessment plans (if applicable) due to the Associate Provost for Academic Programs
Aug 4 - Aug 5	Summer Session Final Exams
5-Aug	Full Summer Session ends
5-Aug	Grade changes for graduate student INC grades from Summer 2015 must be submitted by Friday, Aug 5th to avoid having the INC automatically changed to an F
9-Aug	Summer semester final grades due by 8 a.m.
13-Aug	Summer 2016 Student Employment ends
14-Aug	Fall 2016 Student Employment begins
Aug 17 & 18	New GA/TA Orientation
19-Aug	New Faculty Orientation for all <i>new</i> T, TT, NTT faculty
19-Aug	New Student Convocation at SIU Arena. Contact Kandace Kellett for details
21-Aug	Chancellor's Watermelon Fest, 2-3:30pm, Morris Library
22-Aug	Fall Semester Begins
23-Aug	All Fall syllabi are due. Email to Dr. Jim Allen at jsallen@siu.edu with a cc to kriddle@siu.edu.
25-Aug	Deadline to submit Graduate Scholarship Program forms to Graduate School for Spring 2016
31-Aug	Office of the President's system-wide workshop for all new administrators. More information at a later date.
1-Sep	2016-2017 Program Review self-studies due in the appropriate Dean's office for review. Send to attention of Associate Dean Molino. Deans must complete their review and forward the self-studies to the Associate Provost for Academic Programs by September 15, 2016
5-Sep	Labor Day, University closed
9-Sep	Curriculum Vitae for all new faculty are due in the CoLA Dean's Office. (Please submit in electronic format to Kandace Kellett, kriddle@siu.edu.)
14-Sep	State of the University Address, Ballrooms C & D, 10:30am-12pm
14-Sep	University Grad Bash '16, 2pm-4pm, Student Center Ballrooms A & B
15-Sep	Accreditation meeting for programs seeking reaccreditation. Contact Associate Provost for Academic Programs, Jim Allen.
15-Sep	Forms 90 and 90a (both graduate/undergraduate) are due to the CoLA Dean's Office (Attn: Kandace Kellett). (Due to Transfer Student Services on 10/1/16.)
15-Sep	Form 100 (both graduate/undergraduate) are due to the CoLA Dean's Office (Attn: Kandace Kellett). (Due to Associate Provost's Office on 10/1/16.)
16-Sep	Fall Graduation Application Deadline
21-Sep	2-4pm, 752 Morris Library, Provost's Workshop for New Academic Leaders for new department/school chairs/directors and interim/acting chairs/directors who began their position on or after July 1, 2015 and did not attend the Spring 2016 workshop. Attendance is strongly encouraged. Those who began their position earlier are also welcome to attend. Online registration required.
22-Sep	10-12 am, 752 Morris Library, Provost's Workshop for New Academic Leaders for new department/school chairs/directors and interim/acting chairs/directors who began their position on or after July 1, 2015 and did not attend the Spring 2016 workshop. Attendance is strongly encouraged. Those who began their position earlier are also welcome to attend. Online registration required.
23-Sep	Sabbatical Leave Applications for Academic Year 2017-18 are due in the CoLA Dean's Office (Attn: Dr. Molino). Application form and instructions may be obtained on the e-forms website: http://eforms.siu.edu/siuforms/info/hro3004.html . Sabbatical Guidelines memo on Provost website: http://pvcaa.siu.edu/academic-administration/sabbatical-leave-information/index.html . (Due to Associate Provost's Office on 9/30/16.)

23-Sep	Outstanding Thesis Award Nominations are due. <i>Please submit directly to the Office of the Dean of the Graduate School.</i>
28-Sep	CoLA Faculty and Staff Welcome Back Reception , 3:30pm Museum classroom & breezeway
28-Sep	Fall 2016 University Career Fair
30-Sep	Reporting of data on Service Learning and Community Outreach to Associate Provost for Academic Programs
Oct (TBA)	Large Lecture Room Requests (Fall 2017) are due in the Scheduling Office. (Cc: CoLA Dean's Office, Attn: Kandace Kellett.)
Oct (TBA)	Provost's workshop for ALL Deans, Associate Deans, Directors, Chairs, and Business Managers. Will focus in detail on compliance with the new FLSA guidelines. More information to come.
1-Oct	Reporting of data on Service Learning and Community Outreach to Associate Provost for Academic Programs
2-Oct	Sabbatical Leave Applications for Academic Year FY18 are due to the Office of the Associate Provost for Academic Administration
2-Oct	2016 Performance Report Data Request due to Office of the Associate Provost for Academic Programs
2-Oct	Promotion and Tenure Recommendations are due to the CoLA Dean's Office in D2L .
3-Oct	Nominations for Lincoln Student Laureate Award due to Director of University Honors
4-Oct	Fall 2016 STEM Career Fair
4-Oct	CoLA Day
7-Oct	Open House
7-Oct	Sabbatical Leave Applications for Academic Year FY18 are due to the Office of the Associate Provost for Academic Administration
9-Oct	Sabbatical Reports for all represented faculty whose sabbatical ended in the prior semester due to Chair/Director. (see Section 15.03.g. of the 2010-2014 contract) Chairs should review and forward as email attachment as quickly as possible to the CoLA Dean's Office (Attn: Dr. Molino, cc: kriddle@siu.edu.) Please see report form on Associate Provost for Academic Administration Website (http://pvcaa.siu.edu/academic-administration/sabbatical-leave-information/index.html)
TBA	Promotion and Tenure Rules and Procedures Workshop
Oct 10-11	Fall Break - students
15-Oct	Open House
Oct (TBA)	Fall Schedules (2017) due to Dean's Office (Attn: Kandace Kellett).
29-Oct	Academic Scholarship Recognition Brunch
2-Nov	Service and Retirement Recognition Ceremony, Ballroom D, 8:30am-10:00am
4-Nov	Sabbatical reports for all represented faculty whose sabbatical ended in the prior semester due to Office of the Associate Provost for Academic Administration (electronic submission)
4-Nov	Full-time NTT Faculty member in 9th semester and eligible for conversion effective Fall 2016 semester must receive notification on non-reappointment or conversion to continuing (Section 9.03.a.i.ii of 2009-2014)
4-Nov	Part-time NTT faculty member in 10th full-time equivalent semester and eligible for continuing conversion effective Fall 2016 semester must receive notification of non-reappointment or conversion to continuing (see Section 9.03.s.2.ii of 2009-2014)
5-Nov	Open House
10-Nov	Deadline to submit Research Papers, Theses, and Dissertations to Graduate School for December Graduation
10-Nov	FY17 Non-RAMP proposals due to the CoLA Dean's Office (Attn: Dr. Molino). (Due to VP Academic Affairs via electronic submission on 12/2/16).
11-Nov	Veterans Day. University closed.
14-Nov	Provost Faculty Fellow Applications due to the Office of the Provost & Vice Chancellor
14-Nov	Provost Assessment Fellowship Applications due to the Associate Provost for Academic Programs
14-Nov	Provost Service Learning Faculty Fellowship Applications due to the Associate Provost for Academic Programs

15-Nov	Deadline for receipt of Graduate School Tuition Scholarship Applications for Spring 2017 (Due to <u>Graduate School</u> by 4 p.m.)
18-Nov	Annual assessment report and updated assessment plan (if applicable) for all degree programs due to the Associate Provost for Academic Programs
18-Nov	Annual assessment report and updated assessment plan (if applicable) for co-curriculum programs due to the Associate Provost for Academic Programs.
18-Nov	Promotion and/or Tenure dossiers due to Office of the Provost and Vice Chancellor. (Electronic submissions)
Nov 24-25	Thanksgiving break, University closed (Students are also off Nov 23rd)
28-Nov	Target date for the processing of all GA contracts for Spring 2017 (Attn: Bev Bates).
30-Nov	Deadline to submit Revisions to Chapter 1 of 2016-2017 Graduate Catalog (Send directly to the Graduate School)
1-Dec	Graduate Assistant Re-Employment Notification: Departments must notify Graduate Assistant on a one-semester appointments of a decision to re-employ or not re-employ as a Graduate Assistant for the Spring 2017 semester.
1-Dec	NTT Re-Employment Notification: Departments must notify non-continuing NTT faculty on one-semester appointments of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (<u>see Section 9.02.b of 2009-2014 contract</u>)
1-Dec	Deadline date for Spring 2017 Graduate Assistantship contracts due to Graduate School
2-Dec	FY 2018 Non-RAMP proposals due to Vice President for Academic Affairs (electronic submission)
2-Dec	Chancellor's Holiday Coffee/Service and Retirement
6-Dec	Academic Excellence Recognition Ceremony and Reception
Dec 12 - Dec 16	Fall Semester Final Exams
Mid Dec (TBD)	FY17 Mid-Year Reappraisal due to Budget Office (guidelines to follow)
16-Dec	Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the leaves/Absence Policy for Faculty and A/P)
16-Dec	Full-time NTT Faculty member in 9th semester must receive notification of conversion to continuing decision (Section 9.03.a.1.i of 2009-14 contract)
16-Dec	Part-time NTT faculty member in 10th full-time equivalent semester must receive notification of conversion to continuing decision (see Section 9.03.a.2.ii. Of 2009-14 contract)
17-Dec	Last day for Fall 2016 Student Employment
17-Dec	SIUC Fall Commencement, SIU Arena
18-Dec	First day for Spring 2017 Student Employment
19-Dec	Annual assessment report and updated assessment plan (if applicable) for all degree programs due to the Associate Provost for Academic Programs
19-Dec	Annual assessment report and updated assessment plan (if applicable) for co-curriculum programs that did not submit in August are due to the Associate Provost for Academic Programs
20-Dec	Fall Semester Final Grades due by 8 a.m.
26-Dec to 2-Jan	Christmas and New Year's Holiday Break
Spring Semester	
4-Jan	Deadline to submit Graduate Scholarship Program forms to Graduate School for Spring 2017
13-Jan	Report all requests for counteroffers to Office of the Associate Provost for Academic Affairs (electronic submissions; guidelines will follow)
13-Jan	Last day for reviewing and submitting changes to department for proof copies of the 2017-2018 Undergraduate Catalog
16-Jan	Martin Luther King, Jr. Holiday. University closed
17-Jan	Spring Semester begins
20-Jan	Doctoral and Morris Graduate Fellowship nominations due to Graduate School.
20-Jan	Faculty Curriculum Vitae (CY17) are due in the CoLA Dean's Office. (Please submit in <u>electronic format only</u> to Associate Dean for Budget, Personnel and Research, email: kriddle@siu.edu.)
27-Jan	Master's Fellowship nominations due to <u>Graduate School</u> .
27-Jan	Graduate Dean's Fellowship Applications due to the <u>Graduate School</u> .

27-Jan	PROMPT Fellowship Program Applications due to the <u>Graduate School</u> .
27-Jan	Native American Scholarship Applications due to the <u>Graduate School</u> .
27-Jan	Outstanding Dissertation Award Nominations due. <u>Please submit directly to the Office of the Dean of the Graduate School</u> .
31-Jan	Undergraduate Research/Creative Activity Award (through REACH) application deadline: 11:59pm on January 31st
February (TBD)	Information for CY17 Research and Creative Activity Report due in CoLA Dean's Office. (Info to Follow).
1-Feb	Grad Bash 17
1-Feb	Reporting of data on Service Learning and Community Outreach due to Associate Provost for Academic Programs
10-Feb	Graduation Application Deadline
17-Feb	Nominations due for CoLA Faculty Excellence Awards
20-Feb	Open House
March (TBA)	Local/State Budget Worksheets for FY17 due in Dean's Office (Attn: Heidi Estel).
March (TBA)	Departmental Original Support Costs Budgets for FY17 are due in the CoLA Dean's Office (Attn: Heidi Estel).
March Week 1 (TBA)	Large Lecture Room Requests (Spring 2018) are due in the Records and Registration Office. (Cc: the CoLA Dean's Office, Attn: Kandace Kellett.)
March (TBA)	Spring Schedules (2018) are due in CoLA Dean's Office (Attn: Kandace Kellett).
1-Mar	Annual Review Letters for Tenure-Track Faculty by departmental chairs are due in the CoLA Dean's Office (<i>Send to Dr. Komarraju -- Attn: Mandy</i>).
1-Mar	Unit Chairs submit written response to internal and external program review reports to Deans
3-Mar	Commencement checklists due to <u>Alumni Association</u> .
3-Mar	College-wide assessment teams' feedback reports due to Associate Provost for Academic Programs
5-Mar	Sabbatical Reports for all represented faculty whose sabbatical ended in the prior semester are due to the Chair of the Department: http://eforms.siu.edu/siuforms/info/pvc0200.html . Chairs should review and forward as email attachment as quickly as possible to the CoLA Dean's Office (Attn: Dr. Molino). Due to Associate Provost for Academic Administration (electronic submission) by 3/31/16
10-Mar	Annual Assessment Report and updated Assessment Plan (if applicable) for co-curricular programs that did not submit report in November is due to the Associate Provost for Academic Programs
10-Mar	Annual Assessment Report and updated Assessment Plan (if applicable) for all degree programs that did not submit report in November is due to the Associate Provost for Academic Programs
Mar 11-19	Spring Break (students)
13-Mar	Spring Break Monday. University closed
14-Mar	Target date for completion of meetings between each faculty member and her/his department chair concerning workload assignment and annual evaluation.
15-Mar	Accreditation meeting for Program seeking reaccreditation. Contact Associate Provost for Academic Programs
17-Mar	Promotion and Tenure Dossier Preparation Workshop will be held in the Museum Auditorium.
21-31 Mar	Chair/Director Annual Performance Evaluations: Chairs and Directors should complete self-evaluation, forward self-evaluation to the Dean, and then schedule a meeting with the Dean. http://eforms.siu.edu/siuforms/forms/hro3017.pdf
24-Mar	Deadline to submit Dissertation Research Assistantship Award nominations <u>as email attachment</u> to CoLA Dean's Office, Dr. Molino. (March 24, 2016 deadline)
24-Mar	CY17 Merit Summary for Tenured and Tenure-Track Faculty (based on departmental merit process) is due to the CoLA Dean's Office. No narrative assessment is required. (Attn: Dr. Molino)
24-Mar	Assignment of Duties for Tenure-Track Faculty due in the CoLA Dean's Office (<i>Attn: Dr. Molino</i>).
31-Mar	A/P performance evaluations are due in HR

April (TBA)	Spring Schedules (2017) will be ready for proofing in Registrar's Office.
1-Apr	Deans respond to internal and external Program Review reports and departmental response. Memos due in VCR and Provost Offices, including the office of the Associate Provost for Academic Programs
1-Apr	A/P performance evaluations are due in HR
7-Apr	Deadline for College to submit Dissertation Research Assistantship Award nominations to Graduate School
7-Apr	Deadline to submit Research Papers, Theses, Dissertations to Graduate School for May Graduation
7-Apr	Provost Service Learning Faculty Fellowship Applications due to the Associate Provost for Academic Programs
8-Apr	Honors Day/Academic Excellence Recognition Ceremony and Reception
14-Apr	Open House
14-Apr	Graduate School Tuition Scholarship Applications for Summer 2017 are due to the Graduate School by 4 p.m.
28-Apr	Faculty and Staff Excellence Awards and Campus Authors
1-May	Deadline for Summer 2017 Graduate Assistantship contracts to be submitted to Graduate School
1-May	NTT Re-Employment Notification: Departments must notify non-continuing NTT faculty of a decision to re-employ or not re-employ as a NTT faculty member for the following spring semester (see Section 9.02.b of 2009-2014 contract)
1-May	NTT: Tentative Workload Assignments must be issued to full time or continuing appointment NTT faculty member (see Section 13.03 of 2009-2014 contract). Changes can be made up until July 13, 2016. (Send copies to CoLA Dean's Office, Attn: Dr. Molino).
1-May	Tenure-track annual evaluations (aka pre-tenure review letters) due to Faculty (see Section 13.01.e of 2010-2014 contract)
1-May	Graduate Assistant Re-Employment Notification: Departments must notify Graduate Assistants of a decision to re-employ or not to re-employ as a Graduate Assistant for the following Fall and Spring Semesters
May 8 - May 12	Spring Semester Final Exams
12-May	Honorary Degree and Distinguished Service Reception
12-May	All workload assignment meetings for Faculty (except Library Affairs) to have been held (see Section 8.01.c. of the 2010-2014 contract)
12-May	Full-time NTT Faculty members in the 9th semester must receive notification of non-reappointment or conversion to continuing (see Section 9.01.a.1.ii of 2009-2014 contract)
12-May	Part-time NTT faculty member in 10th full time equivalent semester must receive notification of non-reappointment or conversion to continuing (see Section 9.03.a.2.ii of 2009-2014 contract)
12-May	Deadline for completion of annual review of NTT faculty member who has completed at least one semester, and submission to College (attention: Kandace Kellett). College forwards evaluations to Associate Provost for Academic Administration (see Section 11.02.a of the 2009-2014 contract).
12-May	Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the leaves/Absence Policy for Faculty and A/P)
12-May	Academic Excellence Awards/Forever SIU
12-May	Deadline for Required Annual Reviews of GAs
13-May	Spring Commencement
14-May	FY19 RAMP Planning Document due to Vice President for Academic Affairs
15-May	Target date for processing of rehire GA contracts for Fall 2017.
15-May	Intersession Begins
16-May	Spring Semester Final Grades due by 8 a.m.
26-May	Send copies of annual review letters for tenure track faculty to Provost and Vice Chancellor for Academic Affairs (electronic submission)
29-May	Memorial Day Holiday. University closed.

31-May	Sabbatical Reports for all non-represented faculty whose sabbatical ended in the prior semester due to Chair/Director (see Section V.G. of the leaves/Absence Policy for Faculty and A/P)
May (TBA)	Last date for Equipment Requisitions to be received by Purchasing.
May (TBA)	Last date for Commodities and Contractual Services Requisitions to be received by Purchasing.
June (TBA)	Last date to purchase/reconcile/approve items on P-cards.
9-Jun	Intersession Ends
12-Jun	Summer Session Begins
30-Jun	All workload assignment meetings for Faculty (except Library Affairs) to have been held (see Section 8.01.c. of the 2010-2014 contract)
1-Jul	Fall 2017 GA contract deadline. <i>Send contracts as early as possible; 1-9 can be completed after students arrive on campus.</i> Contract and all other new hire forms should be submitted by July 1 to ensure students will receive payroll deposit on September 1.
1-Jul	Deadline to submit Research Papers, Theses, and Dissertations to Graduate School for August Graduation
13-Jul	Deadline for amendments to NTT Annual Workload assignments. After 7/13, changes can only be made for extenuating circumstances. <i>(Send any amended workload assignments to Associate Dean Dr. Molino)</i>
13-Jul	Deadline to submit <i>Graduate Tuition Scholarship</i> application for Fall 2017