2017 – 2018
College of Arts & Sciences
Deadlines and Events
All dates are subject to change.

Color Key:
- Office of Resources and Planning (707 Admin)
- Office of Faculty Advancement/Curriculum/Graduate Studies (702 Admin)
- Recruiting Events
- Records and Registration/University Calendar
[BOLD indicates deadline dates]

Spring Semester – January 8 – May 4, 2018

J A N U A R Y

**Elections:** Faculty Senate, A & S Council, PTRC, Undergraduate Council, C/D Steering, CCOB

**Week 1**
- New Year’s Day – University Closed (1/1)
- Schedule development for Summer 2018 – Phase 2 due (1/5)
- Call for Emeritus recommendations and Intent to Retire letter due (2/9)

**Week 2**
- List of prospective Winter Session 2019 offerings finalized (January 12)

**Week 3**
- Last day to add classes without college permission (1/14)
- Martin Luther King Day – University closed (1/15)
- Call for nominations for distinguished instructor/lecturer award (3/1)
- Merit notification letters to Faculty
- Schedule development for Fall 2018 (1/18 – 2/1)
- Last day to apply for May graduation, undergraduate (1/19)
- Last day to drop/change grading option w/o college permission (1/21)
- Fifteen Day Census (1/22)

**Week 4**
- Notification of renewal letters sent to NTTF in years 4-6 (from Provost by 2/1)
- Second call for APRs of probationary TTF
- Academic units finalize Winter 2019 course staffing using “Guidelines for Assigning Winter Session Courses” (1/26)
- Last day to apply for May graduation, graduates (1/26)

F E B R U A R Y

- Student Honors and Awards scholarship decisions
- Call for the Diversity Award Nominations

**Week 1**
- Schedule development for Fall 2018 ends 2/1
- Fall schedules due in the College Office (2/5)
- Faculty emeritus recommendations due in College office (2/9)

**Week 2**
- Notification of faculty intent to retire at end of academic year due to the College Office (2/9)
- Deadline for BUFM to submit written request to the Dean and Chair/Director that Winter Session Course be counted as part of that academic year’s load.
- Deadline for Dean to submit a written offer to a BUFM that a Winter Session course be counted as part of year’s load. (2/9)

**Recruiting**
- Presidents’ Day (2/19)

M A R C H

**Week 1**
- Call for evaluation of Chairs and Directors (due 4/20)
- Application for Distinguished Lecturer/Instructor Award due in College Office

**Week 2**
- Spring Break (3/5-9)

**Week 3**
- College sends summer worksheets to departments for verification
Deadline for Dean to inform BUFM (copy to Chair/Director) of decision regarding counting Winter Session Course in-load. Deadline for BUFM to inform Dean (copy to Chair/Director) of decision regarding counting Winter Session course in-load. (3/12)

Week 3 Diversity Award Nominations due (3/23)
Week 4 Final list of approved Winter 2019 course offerings and instructor published by OSAP (3/30)
   Workshops to be held for faculty seeking promotion, tenure, or reappointment
   APRs for probationary TTF submitted via College online portal (3/31)
   Notification of renewal sent to NTTF in years 1-3 (from Provost by 4/1)

APRIL
Week 1 Summer school worksheets and Project Director forms due to the College Office (4/2)
   Workshops to be held for faculty seeking promotion, tenure, or reappointment
   Last day to withdraw, undergraduates w/college permission; graduates w/coordinator approval (4/6)
Week 3 Chair/Director evaluations due to College office submitted via college on-line portal (4/20)
   Recruiting Preview Day (4/28)

MAY

   Graduate Commencement (5/4)
   Undergraduate Commencement (5/5)
Week 3 First 6-week summer session begins (5/14 – 6/22)
Week 4 Classified/Administrative Staff annual evaluations due to Human Resources
   Memorial Day – University closed (5/28)
   Recruiting International Day

Summer session, 1st 6-week – May 14 – June 22, 2018
Summer session, 8-week term – June 11 – August 3, 2018
Summer session, 2nd 6-week – June 25 – August 3, 2018

JUNE

   8-week summer session begins (6/11-8/3)
   Second 6-week summer session begins (6/25-8/3)

JULY
Week 1 Independence Day observed – University closed (7/4)
Week 2 Contract requests due for adjunct faculty for Fall 2018
Week 4 Chairs/Director begin to develop Winter 2019 class schedule in preparation for data entry on August 30 (7/30)

AUGUST
Week 1 Summer Commencement (8/4)
Week 3 Full-time Faculty academic year contract begins (8/20)
   Deadline to request large lecture halls, active learning classrooms, labs, teleconference rooms, and Levis Commons rooms for Winter Session 2019 (8/23)
Week 4 Fall semester begins (August 27 – December 14)
   Winter Session 2019 schedule development packets emailed to units. Winter Session units budget worksheets due to college
   Units receive CSS access to enter data for Winter Session class schedule. Collage and OSAP review offerings and follow up with units as needed