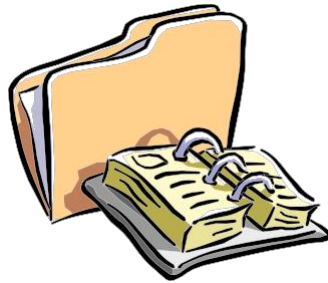




UNIVERSITY OF WISCONSIN OSHKOSH

ADMINISTRATIVE CALENDAR  
2014 - 2015



2014-2015 Academic Year Calendar  
Academic Staff Annual Evaluations Table  
Academic Staff Regents Award for Excellence  
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Assessment Committee Monthly Meeting Dates  
Barbara G. Sniffen Faculty Governance Service Award  
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Drop Dates  
Edward Penson Distinguished Teaching Awards  
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Faculty Development: Teaching, Research  
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Grade Deadlines  
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Program Review and Program Authorization Dates  
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Residence Hall Open/Close Dates  
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Student Opinion Surveys  
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Textbook Orders  
Timetable Dates  
University Studies Program Committee Meeting Dates  
UW System Report on Outside Activities  
UW System Regents' Teaching Excellence Awards

## UW OSHKOSH 2014 - 2015 ACADEMIC YEAR CALENDAR

### **FALL SEMESTER 2014**

Tuesday	September 2	Academic Advising and Registration
Wednesday	September 3	Classes begin first 7-week and 14-week sessions
Tuesday	October 21	End of first 7-week session
Wednesday	October 22	Classes begin second 7-week session
Wednesday	November 26	Thanksgiving Recess begins after evening classes Nov.26th
Monday	December 1	Classes resume
Friday	December 12	End of second 7-week and 14-week sessions
Saturday	December 13	COMMENCEMENT
Monday	January 5	Classes begin 3-week Interim*
Monday	January 19	Legal Holiday, Martin Luther King Jr. Day – no classes
Friday	January 23	End of 3-week Interim; end of semester – <b><u>Official Graduation Date</u></b>

\* During Fall Interim, classes meet: January 5, 6, 7, 8, 8; 12, 13, 14, 15, 16; and 20, 21, 22, 23.

### **SPRING SEMESTER 2015**

Friday	January 30	Academic Advising / Registration
Monday	February 2	Begin first 7-week and 14-week term
Friday	March 20	End of first 7-week term
Sun-Sun	March 22-29	<b>Spring Break</b>
Monday	March 30	Classes begin second 7-week term
Friday	May 15	End of second 7-week and 14-week term
Saturday	May 16	<b>COMMENCEMENT</b>
Monday	May 18	Classes begin 3-week Interim**
Monday	May 25	<b>Legal Holiday</b> , Memorial Day – no classes
Friday	June 5	End of 3-week Interim; end of semester – <b><u>Official Graduation Date</u></b>

\*\* During **Spring Interim**, classes meet: May 18, 19, 20, 21, 22; 26, 27, 28, 29; and June 1, 2, 3, 4, 5.

### **SUMMER SEMESTER 2015**

Monday	June 15	Begin first 4-week session; 8-week term
Friday	July 10	End of first 4-week term
Monday	July 13	Begin second 4-week term
Friday	August 7	End second 4-week session; 8-week term – <b><u>Official Graduation Date</u></b>

**FACULTY RENEWAL/NON-RENEWAL DATES FOR 2014-2015**

**FIRST-YEAR FACULTY MEMBERS – SPRING CYCLE (March)**

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	--	--	N/A
Faculty send information to Initial Level of Review	N/A	N/A	N/A	N/A
Initial Level of Review Recommendations to College Committees	N/A	N/A	N/A	N/A
College Committee Recommendations to Dean/Director	N/A	N/A	N/A	N/A
Dean/Director Recommendations to Provost and Vice Chancellor	N/A	N/A	N/A	N/A
Provost and Vice Chancellor Recommendations to Chancellor	N/A	N/A	N/A	N/A
Chancellor Notifies Faculty	N/A	N/A	N/A	N/A

**SECOND-YEAR FACULTY MEMBERS – FALL CYCLE (December)**

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	--	--	9/5
Faculty send information to Initial Level of Review	10/3	9/26	9/22	9/26
Initial Level of Review Recommendations to College Committees	10/17	N/A	10/6	10/10
College Committee Recommendations to Dean/Director	10/31	10/17	10/27	10/27
Dean/Director Recommendations to Provost and Vice Chancellor	11/14	11/3	11/14	11/17
Provost and Vice Chancellor Recommendations to Chancellor	11/28	11/28	11/28	11/28
Chancellor Notifies Faculty	12/5	12/5	12/5	12/5

**RENEWAL/NON-RENEWAL/TENURE**

**SECOND-YEAR OR MORE FACULTY – SPRING CYCLE (May)**

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	--	--	12/15
Faculty send information to Initial Level of Review	1/16	1/9	1/19	1/9
Initial Level of Review Recommendations to College Committees	2/6	N/A	2/2	1/30
College Committee Recommendations to Dean/Director	2/20	2/13	2/27	2/23
Dean/Director Recommendations to Provost and Vice Chancellor	3/6	3/6	3/13	3/16
Provost and Vice Chancellor Recommendations to Chancellor	4/17	4/17	4/17	4/17
Chancellor Notifies Faculty	5/11	5/11	5/11	5/11



**FACULTY PROFESSORIAL PRODUCTIVITY INCREASE DATES FOR 2014- 2015**

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty submit information, via department chair to the College Promotions committee (initial level of review).	10/31/14
College Committee Recommendations to Deans	12/12/14
Deans' Recommendations to Provost and Vice Chancellor	1/9/15
Provost and Vice Chancellor Recommendations to Chancellor	2/6/15
Chancellor notifies Faculty	3/2/15

**FACULTY PROMOTION DATES FOR 2014-2015**

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty send information to Initial Level of Review	10/3/14
Initial Level of Review Recommendations to College Committees	10/31/14
College Committee Recommendations to Deans	12/12/14
Deans' Recommendations to Provost and Vice Chancellor	1/9/15
Provost and Vice Chancellor Recommendations to Chancellor	2/6/15
Chancellor notifies Faculty	3/2/15

**Annual Performance Evaluations for  
All Professional Administrative Academic Staff**

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Supervisors/Department Chairs or equivalent request <b>in writing</b> that academic staff members submit information summarizing relevant activities and accomplishments during preceding calendar year.	11/17/14
Academic staff member sends summary of activities and accomplishments to supervisor/department chair or equivalent.	1/2/15
Supervisors/department chairs or equivalent schedule face-to-face conference with academic staff member.	1/9/15
Supervisors/department chairs or equivalent complete conference with academic staff member and forward signed evaluation documents to Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor.	1/30/15
Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor forward completed annual evaluation documents to Human Resources Office.	2/13/15

**SEPTEMBER 2014**

<b>DATE</b>	<b>DUE FROM</b>	<b>ITEM</b>	<b>DUE TO</b>
Sun, Aug 31	All New Faculty and Academic Staff	I-9 Employment Verification Completed	Human Resources Office
Sun, Aug 31	<b>Residence Halls Open Between 8 a.m. &amp; 3 p.m. for New Freshmen Only; Odyssey – New Freshmen Orientation, 4-8 p.m.</b>		
Mon, Sept 1	<b>LABOR DAY; Residence Halls Open at 8:00 a.m. for returning students.</b>		
Mon, Sept 1	<b>Odyssey – New Freshmen Orientation, 8:30 a.m. – 1:30 p.m.; Orientation for Transfer, Non-Traditional, and Center for New Learning Students – 3:30 – 4:00 p.m.</b>		
Tue, Sept 2	<b>Academic Advising/Registration</b>		
Tue, Sept 2	<b>Odyssey – New Freshmen Orientation, 9 a.m. – 11 a.m.; Student Employment Fair 11 a.m.-1 p.m.; Taste of Oshkosh 11 a.m. – 2 p.m.</b>		
Tue, Sept 2	<p align="center"><b>Opening Day Assembly</b></p> <p><b>8 a.m. Continental Breakfast</b> (Reeve Union)  <b>9 a.m. Faculty &amp; Staff Assembly</b> (Reeve Union) Recognition of the Endowed Professorship, John McNaughton Rosebush Professorship, Edward Penson Distinguished Teaching Award, Barbara G. Sniffen Faculty Governance Service Award, Inclusive Excellence Award, Outstanding Service Award, Outstanding Performance Award, and Regents Academic Staff Award for Excellence Recipients. Recognition of faculty who received tenure and/or promotion. Acknowledgment of new faculty and staff.  <b>10:30 a.m. College Meetings</b>  <b>11 a.m. Taste of UW Oshkosh</b> (On the Mall -- Polk Library); <b>Employment Fair</b> (Albee Hall)</p>		
Tue, Sept 2	<b>Orientation for Transfer, Non-Traditional, and Center for New Learning Students –5:30 – 6:00 p.m.</b>		
Wed, Sept 3	<b>Classes Begin for 14-Week and First 7-Week Sessions</b>		
Fri, Sept 5	COLS Departments or equivalent units	Notification for Renewal/Non-Renewal for <b>2<sup>nd</sup> year faculty for December Cycle</b> (December)	Faculty Members
Fri, Sept 5	Associate Vice Chancellor of Faculty and Academic Staff Affairs	Send letter indicating eligibility for internal salary equity review.	Eligible Faculty
Fri, Sept 5	Individual Faculty	Proposals for Sabbaticals	VC/AVC/Deans
Mon, Sept 8	Departments or equivalent units	Begin building Summer 2015 classes	Registrar's Office
Mon, Sept 8	Faculty Senate's Assessment Committee Meeting – 3:00 p.m.		
Tue, Sept 9	Students	Last day to ADD a 14-week class without instructor's signature	Registrar's Office
Wed, Sept 10	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Wed, Sept 10	VC/AVC/Deans	Proposals for 2015-2016 Sabbaticals ( <i>awards announced after Board of Regents meeting in December</i> )	Office of Grants and Faculty Development
Thurs, Sept 11	Graduate Council Meeting, Sage 2210 from 1:20 to 2:50 p.m.		
Thurs, Sept 11	Senate of Academic Staff Meeting, Room 212 Dempsey at 3:00 p.m.		
Fri, Sept 12	Departments or equivalent units	Textbook Orders Fall III (2014-2015) Interim	Bookstore
Mon, Sept 15	Graduate Faculty	Nominations for Graduate Distinguished Research Awards Deadline	Office of Graduate Studies
Mon, Sept 15	Departments or equivalent units	Begin building Fall 2015 classes	Registrar's Office

Tue, Sept 16	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Tue, Sept 16	Students	Last day for full refund of tuition	Student Accounts
Wed, Sept 17	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Sept 18	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadline for program authorization at the December Board of Regents meeting.)		
Fri, Sept 19	<b><i>UW Oshkosh Fall Fest on the Fox (Friday and Saturday); Oshkosh Community Dragon Boat Races and Festival (Saturday)</i></b>		
Mon, Sept 22	Faculty & Academic Staff (COEHS)	Renewal/Non-renewal forms/ evidence for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Initial Level of Review (COEHS)
Wed, Sept 24	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212	Renewal/Non-renewal forms/ evidence for <b>2<sup>nd</sup> year faculty and academic staff</b> to 2014-2015 (December Cycle)	Initial Level of Review (COEHS)
Thurs, Sept 25	Senate Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Sept 26	Professional Administrative Academic Staff		
Fri, Sept 26	Academic Staff (COB)	Renewal/Non-renewal forms/ evidence for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Initial Level of Review (ADM)
Fri, Sept 26	Faculty & Academic Staff (COLS, CON)	Renewal/Non-renewal forms/ evidence for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Initial Level of Review (COB)
Tue, Sept 30	Students	Last day to <u>add</u> a 14-week class with instructor's signature or <u>drop</u> a first 7-week class.	Registrar's Office

**OCTOBER 2014**

<b>DATE</b>	<b>DUE FROM</b>	<b>ITEM</b>	<b>DUE TO</b>
Thurs, Oct 2	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212		
Thurs, Oct 2	Graduate Council Meeting, Sage 2210 1:20 p.m. – 2:50 p.m.		
Fri, Oct 3	Early Alert Grading Starts at 8:00 a.m.		
Fri, Oct 3	Faculty (COB)	Renewal/Non-renewal forms/ evidence for <b>2<sup>nd</sup> year faculty</b> to 2014-2015 (December Cycle)	Initial Level of Review (COB)
Fri, Oct 3	Graduate Students	Applications for Fall 2014 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Fri, Oct 3	Concerned Faculty	Promotion Documents	Initial Level of Review
Mon, Oct 6	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty &amp; academic staff</b> to 2014-2015 (December Cycle)	College Committee (COEHS)
Mon, Oct 6	Faculty Senate's Assessment Committee Meeting – 3:00 p.m.		
Mon, Oct 6	Provost and Vice Chancellor	Notify department chairs of May 30 <sup>th</sup> deadline regarding Post-Tenure Review Evaluations for tenured faculty	Deans
Tue, Oct 7	Academic Deans & LLCE AVC	Update of Graduate Faculty Listing	Office of Graduate Studies
Tue, Oct 7	Early Alert Grading ends at 4:00 p.m.		
Wed, Oct 8	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Oct 9	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Oct 10	Departments or equivalent units	Input completed for 2015 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 10	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	College Committee (COB)
Fri, Oct 10	Initial Level of Review (COLS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty and academic staff</b> to 2014-2015 (December Cycle)	College Committee (COLS)
Mon, Oct 13	Registrar's Office	First Draft of 2015 <u>Summer</u> Timetable for review	Departments or equivalent units
Tue, Oct 14	Faculty Senate Meeting at 3:10 p.m. , Reeve Union 306 (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the December Board of Regents meeting.)		
Wed, Oct 15	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Oct 16	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212		
Fri, Oct 17	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty</b> to 2014-2015 (December Cycle)	College Committee (COB)
Fri, Oct 17	College Committee (CON)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty and academic staff</b> to 2014-2015 (December Cycle)	Dean (CON)
Fri, Oct 17	Students	Last day to drop 14- and 17-week classes without late drop appeal; last day to withdraw without appeal.	Registrar's Office
Sat, Oct 18	Homecoming – 1:30 p.m. UW Oshkosh vs. UW River Falls , J. J. Keller Field at Oshkosh Sports Complex		



Mon, Oct 20	Provost and Vice Chancellor	FINAL deadline for Program and Course Approvals for Graduate programs (Blue Sheets) to meet 2015-2017 Undergraduate Bulletin publication deadline	Registrar's Office
Tue, Oct 21	<b>End of First 7-Week Session</b>		
Wed, Oct 22	<b>Classes Begin for Second 7-Week and 10-Week Session</b>		
Wed, Oct 22	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Oct 23	University Scholarship Recognition Luncheon		
Thurs, Oct 23	Senate of Academic Staff Meeting, Dempsey 212, at 3:00 p.m.		
Fri, Oct 24	Departments or equivalent units	Input completed for 2015 <u>Fall</u> Timetable	Registrar's Office
Fri, Oct 24	Initial Level of Review (ADM)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	VC/AVC/Directors (ADM)
Fri, Oct 24	College Committee (COB)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Dean (COB)
Fri, Oct 24	Departments or equivalent units	Textbook orders for Spring 2015 (7- and 14-Week Sessions)	Bookstore
Sun, Oct 26	Faculty & Instructional Staff	Student Grades (First 7-Week Session)	Registrar's Office
Mon, Oct 27	Registrar's Office	First draft of 2015 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Oct 27	College Committee (COEHS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Dean (COEHS)
Mon, Oct 27	College Committee (COLS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty and academic staff</b> to 2014-2015 (December Cycle)	Dean (COLS)
Week of Oct 27	Provost's Summit on Teaching and Learning		
Tue, Oct 28	Student's	Last day to <u>add</u> a 2 <sup>nd</sup> 7 week class without instructor's signature	Registrar's Office
Tue, Oct 28	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Tue, Oct 28	Registrar's Office	Final Proof of 2015-2017 Undergraduate Bulletin	Non-Instructional Departments
Thurs, Oct 30	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212		
Fri, Oct 31	Graduate Students	Thesis/Clinical Paper/Field Project <u>Proposals</u> for Spring 2015	Office of Graduate Studies
Fri, Oct 31	Departments or equivalent units	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty</b> to 2014-2015 (December Cycle)	Dean (COB)
Fri, Oct 31	Faculty	First draft changes completed for 2015 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 31	Initial Level of Review	Professorial Productivity Increase Recommendations	College Promotions Committee

## NOVEMBER 2014

DATE	DUE FROM	ITEM	DUE TO
Sat, Nov 1	Graduate Studies	Applications for Graduate Studies Travel Fund, Full Awards Deadline	Office of Graduate Studies
Mon, Nov 3	College Committee	Nominations for Endowed Professorships	Deans (COB, COEHS, COLS, CON)
Mon, Nov 3	Faculty Senate's Assessment Committee Meeting – 3:00 p.m.		
Mon, Nov 3	VC/AVC/Directors (ADM)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2015-2016 (December Cycle)	Chancellor OR Provost and Vice Chancellor
Mon, Nov 3	Registrar's Office	Second draft 2015 <u>Summer</u> Timetable for review	Departments or equivalent units
Mon, Nov 3	Non-Instructional Departments	Final proof of 2015-2017 Undergraduate Bulletin	Registrar's Office
Mon, Nov 3	Registrar's Office	Final proof of 2015-2017 Undergraduate Bulletin	Academic Departments
Mon, Nov 3	Dean (CON)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty and academic staff</b> to 2014-2015 (December Cycle)	Provost and Vice Chancellor
Tue, Nov 4	Last day to add 2 <sup>nd</sup> 7 week & 10 week class with instructor signature.		
Wed, Nov 5	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Nov 6	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Thurs, Nov 6	Graduate Council Meeting, Sage 2210, 1:20 p.m. – 2:50 p.m.		
Fri, Nov 7	Departments or equivalent units	First draft changes completed for 2015 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 10	Registrar's Office	Second draft 2015 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Nov 10	Deans (COB and COEHS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Provost and Vice Chancellor
Tue, Nov 11	Instructional Faculty & Academic Staff	Scheduling deadline for Student Opinion Surveys (SOS)	SOS Office
Tue, Nov 11	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Wed, Nov 12	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Nov 13	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadline for program authorization at the February Board of Regents meeting.)		
Mon, Nov 14	Dean (COLS)	Renewal/Non-renewal recommendations for 2nd year faculty & academic staff to 2014-2015 (December Cycle)	Provost and Vice Chancellor
Mon, Nov 14	Deans (COEHS)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty</b> to 2014-2015 (December Cycle)	Provost and Vice Chancellor
Mon, Nov 14	Departments	Biennial Program Assessment Reports	Provost and Vice Chancellor
Mon, Nov 14	Dean (COB)	Renewal/Non-renewal recommendations for <b>2<sup>nd</sup> year faculty</b> to 2014-2015 (December Cycle)	Provost and Vice Chancellor
Fri, Nov 15	Departments or equivalent units	Second draft changes completed for 2015 <u>Summer</u> Timetable	Registrar's Office
Fri, Nov 15	Departments or equivalent units	Computer Lab Requests for 2015 <u>Summer</u> Timetable	Registrar's Office
Mon, Nov 17	Registrar's Office (11/17 – 11/21, 2014)	Rooms assigned for 2015 <u>Summer</u> Timetable (completed Fri, Nov 21)	Departments or equivalent units
Mon, Nov 17	Supervisors, Department Chairs or Equivalent Units	Request in writing a summary of activities and accomplishments for 2014 for annual evaluations	Professional Administrative Academic Staff
Tue, Nov 18	Students	Last day to drop second 7-week classes.	Registrar's Office

Wed, Nov 19	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Nov 20	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Thurs, Nov 20	Students	Last day to drop 10-week classes.	Registrar's Office
Fri, Nov 21	Departments or equivalent units	Special requests for 2015 <u>Fall</u> Timetable	Registrar's Office
Fri, Nov 21	Departments or equivalent units	Second draft changes completed for 2015 <u>Fall</u> Timetable	Registrar's Office
Fri, Nov 21	Graduate Students	Submission for Thesis/Clinical Paper/Field Project format approval for Fall 2014 Graduation	Office of Graduate Studies
Mon, Nov 24	Academic Staff (COEHS) if applicable	Renewal/Non-renewal forms/evidence for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Initial Level of Review (COEHS)
Mon, Nov 24	Chancellor	Renewal/Non-renewal notifications for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Concerned Academic Staff
Mon, Nov 24	Academic Departments	Final proof of 2015-2017 Undergraduate Bulletin	Registrar's Office
Mon, Nov 24	Registrar's Office	Final draft 2015 <u>Summer</u> Timetable (with room assignments) for review	Departments or equivalent units
Mon, Nov 24	Registrar's Office	Rooms assigned for 2015 <u>Fall</u> Timetable (completed Fri, Jan 16)	Departments of equivalent units
Mon, Nov 24	Academic Staff (CON) if applicable	Renewal/Non-renewal forms/evidence for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Initial Level of Review (CON)
Tue, Nov 25	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306 (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the February Board of Regents meeting.)		
Wed, Nov 26	<b><i>Thanksgiving Recess Begins after Evening Classes</i></b>		
Thurs, Nov 27	Faculty, Acad. Staff, Classified Staff, Students	Barbara G. Sniffen Faculty Governance Service Award Nominations.	Faculty Senate Office
Fri, Nov 28	Provost and Vice Chancellor	Renewal/Non-renewal for <b>2<sup>nd</sup> year academic staff</b> to 2014-2015 (December Cycle)	Chancellor
Fri, Nov 28	Professional Administrative Academic Staff and COLS Academic Staff (if applicable)	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2014-2015 (March Cycle)	Initial Level of Review (ADM and COLS)
Fri, Nov 28	Provost and Vice Chancellor	Renewal/Non-renewal recommendations for 2nd year faculty to 2014-2015 (December Cycle)	Chancellor

**DECEMBER 2014**

DUE FROM	ITEM		DUE TO
Mon, Dec 1	<b>Classes Resume</b>		
Mon, Dec 1	Individual Faculty	Faculty Development Teaching/Research Proposals (2014-15 Cycle)	VC/AVC/Deans
Mon, Dec 1	Deans (COB, COEHS, COLS, CON)	Nominations for Endowed Professorships	Provost and Vice Chancellor
Mon, Dec 1	Faculty Senate's Assessment Committee Meeting – 3:00 p.m.		
Wed, Dec 3	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Wed, Dec 3	VC/AVC/Deans	Faculty Development Teaching/Research/Proposals (2015-16 Cycle) (Research/ Teaching decisions sent out week of March 25)	Office of Grants and Faculty Development
Thurs, Dec 4	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadlines for program authorization at the April Board of Regents meetings.)		
Thurs, Dec 4	Graduate Council Meeting, Sage 2210, from 1:20 p.m. – 2:50 p.m.		
Fri, Dec 5	Departments or equivalent units	Final Deadline for Changes to 2015 Summer Timetable	Registrar's Office
Fri, Dec 5	Chancellor	Renewal/Non-renewal notifications for 2nd year faculty (December Cycle)	Concerned Faculty
Mon, Dec 8	Registrar's Office	Summer 2015 classes viewable on Titan Web	Departments or equivalent units
Mon, Dec 8	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2014-2015 (March Cycle)	College Committee (COEHS)
Mon, Dec 8	Academic Departments	Final Proof of 2015-2017 Undergraduate Bulletin	Registrar's Office
Tue, Dec 9	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306 (Note: This is the last Faculty Senate approval date that meets UW System deadlines for program authorization at the March or April Board of Regents meetings.)		
Thurs, Dec 11	Senate of Academic Staff Meeting Dempsey 212 at 3:00 p.m.		
Fri, Dec 12	Program Review Committee Chairs	Send Progress Report on Academic Program Assessment & Response to Consultant's Report	Ass. Vice Chancellor Curricular Affairs
Fri, Dec 12	Graduate Students	Thesis/Clinical Paper/Field Project final signed copies due for Fall 2014 Graduation	Office of Graduate Studies
Fri, Dec 12	End of 14-Week and Second 7-Week Sessions. Residence Halls Close at 8 p.m., except for students involved in graduation (Sat Dec 13).		
Fri, Dec 12	College Committees	Professorial Productivity Increase Recommendations	Deans
Fri, Dec 12	College Committees	Promotion	Deans
Sat, Dec 13	Commencement Ceremony—9:30 a.m.—Kolf Sports Center—All Undergraduate and Graduate Degrees.		
Mon, Dec 15	COLS Departments or equivalent units	Notification for Renewal/Non-renewal/Tenure for faculty completing 2nd year or more (May Cycle)	Faculty Members
Wed, Dec 17	Faculty & Instructional Staff	Student Grades (14 Week and Second 7-Week Sessions)	Registrar's Office
Thurs, Dec 18	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212.		

## JANUARY 2015

DATE	DUE FROM	ITEM	DUE TO
Fri, Jan 2	Initial Level of Review (COLS)	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	College Committee (COLS)
Fri, Jan 2	Professional Administrative Academic Staff	Summary of relevant activities & accomplishments for 2013 for annual evaluations	Supervisors/Dept. Chair or equivalent units
Mon, Jan 5	<b>Classes Begin for 3-Week Interim --- Fall Interim Classes will meet on January 5, 6, 7, 8, 9; 12, 13, 14, 15, 16; and 20, 21, 22, 23.</b>		
Tue, Jan 6	Student's	Last day to add interim class without instructor's signature	Registrar's Office
Wed, Jan 7	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Fri, Jan 9	Supervisors of Professional Administrative Academic Staff	Schedule Conferences for Annual Evaluations	Professional Administrative Academic Staff
Fri, Jan 9	College Committee (COLS)	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Dean (COLS)
Fri, Jan 9	Deans	Professorial Productivity Increase Recommendations	Provost and Vice Chancellor
Fri, Jan 9	Deans	Faculty Promotion	Provost and Vice Chancellor
Fri, Jan 9	Student's	Last day to add interim class with instructor's signature	Registrar's Office
Fri, Jan 9	Instructional & Professional/Administrative Faculty & Academic Staff (COLS, CON, ADM, & LLCE)	Renewal/Non-renewal/Tenure forms/evidence for 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Initial Level of Review
Fri, Jan 9	College Committee (CON)	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Dean (CON)
Tue, Jan 13	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Thurs, Jan 15	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Jan 16	Initial Level of Review (ADM)	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Directors/VC/AVC ( ADM)
Fri, Jan 16	Students	Last day to drop Interim classes.	Registrar's Office
Fri, Jan 16	Academic Staff Regents Award Nominees	Materials for Academic Staff Regents Award	Acad. Staff Regents Award Committee
Mon, Jan 19	<b>Legal Holiday (Martin Luther King, Jr. Day) – No Classes – Buildings Closed</b>		
Mon, Jan 19	Academic Staff (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2014-2015 for <b>academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Initial Level of Review
Mon, Jan 19	Faculty (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2014-2015 for <b>faculty completing 2<sup>nd</sup> year or more</b> (May Cycle)	Initial Level of Review
Mon, Jan 20	Registrar's Office	Final Draft 2015 <u>Fall</u> Timetable (with room assignments) for review	Departments or equivalent units
Wed, Jan 21	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Tue, Jan 22	COLS Dept. Chairs	Biannual Chair Merit Info	COLS Dean
Fri, Jan 23	<b>End of 3-Week Interim – End of Semester – Official Graduation Date</b>		
Fri, Jan 23	Undergraduate Students	Deadline to apply for June/August 2015 graduation	Graduation Examiner

Fri, Jan 23	VC/AVC/Directors (ADM & LLCE)	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Chancellor OR Provost and Vice Chancellor
Mon, Jan 26	Department or equivalent units (COB, COEHS, CON, ADM)	Salary recommendations (points) for 2014-2015 and evaluations of faculty and academic staff (Note: Merit pay is currently suspended.)	VC/AVC/Deans (COB, COEHS, CON)
Mon, Jan 26	Outstanding Service Award Committee	Call for Outstanding Service Award Nominations (Academic Staff)	Faculty/Academic Staff/Students
Mon, Jan 26	College Committee (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2014-2015 for <b>academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (COEHS)
Mon, Jan 26	Dean (CON, COEHS, COLS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2014-2015 (March Cycle)	Provost and Vice Chancellor
Wed, Jan 28	Faculty & Instructional Staff College Committees	Student Grades (3-Week Interim) (10-Week and 17-Week Sessions)	Registrar's Office
Fri, Jan 30	All New Faculty & Academic Staff	I-9 Employment Verification completed	Human Resources Office
Fri, Jan 30	Initial Level of Review (COLS)	Renewal/Non-renewal/Tenure recommendations 2014-2015 for Faculty and academic staff completing 2nd year or more (May Cycle)	College Committee (COLS)
Fri, Jan 30	Supervisors of Pro/Amin Academic Staff	Complete evaluation conferences and signed evaluation documents	Deans/Directors/VC/AVC/Provost/Chancellor
Fri, Jan 30	Departments or equivalent units	Final deadline for changes to 2015 Fall Timetable	Registrar's Office

## FEBRUARY 2015

DATE	DUE FROM	ITEM	DUE TO
Mon, Feb 2	Provost and Vice Chancellor	Nominations for Endowed Professorships	Chancellor
Mon, Feb 2	Classes Begin for 14-Week and First 7-Week Sessions		
Mon, Feb 2	Initial Level of Review (COEHS)	Renewal/Non-renewal/Tenure recommendations 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	College Committees (COEHS) or appropriate administrator
Tues, Feb 3	Faculty, Staff, and Students	Nominations for the John McNaughton Rosebush Professorship	Provost and Vice Chancellor
Tues, Feb 3	Faculty Senate Meeting at 3:10 p.m. in Reeve 306		
Wed, Feb 4	Deans, OSA and Alumni Affairs	Edward Penson Distinguished Teaching Awards Nominations	Provost and Vice Chancellor
Thurs, Feb 5	Graduate Council Meeting, Sage 2210, from 1:20 p.m. – 2:50 p.m.		
Thurs, Feb 5	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212. (Note: This is the last APC approval date that meets UW System deadline for program authorization at the June Board of Regents meeting.)		
Fri, Feb 6	Last day to add 14 & 1 <sup>st</sup> 7 week class without instructor's signature.		College Committees (COLS)
Fri, Feb 6	Provost and Vice Chancellor	Professorial Productivity Increase Recommendations	Chancellor
Fri, Feb 6	Provost and Vice Chancellor	Faculty Promotion	Chancellor
Fri, Feb 6	Regents Award Committee	Regents Award Recommendation	Chancellor
Fri, Feb 6	Initial Level of Review (COB)	Renewal/Non-renewal/Tenure recommendations 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	College Committees (COB) or appropriate administrator
Fri, Feb 6	Faculty & Academic Staff (COB)	Renewal/Non-renewal/Tenure forms/evidence for 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Initial Level of Review
Mon, Feb 9	Provost and Vice Chancellor	Renewal/Non-renewal recommendations for <b>1<sup>st</sup> year academic staff</b> to 2014-2015 (March Cycle)	Chancellor
Tue, Feb 10	Student/Faculty	Student/Faculty Collaborative Research proposals due – check with Office of Grants and Faculty Development	Office of Grants and Faculty Development (online submission)
Tue, Feb 10	Registrar's Office	Fall 2015 classes viewable on Titan Web	Departments or equivalent units
Wed, Feb 11	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Feb 12	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Feb 13	Student's	Last day to add 1st 7 week classes with instructor's signature	Registrar's Office
Fri, Feb 13	Departments or equivalent units	Textbook orders for Spring III (2015-2016) Interim	Bookstore
Fri, Feb 13	Deans/Directors/VC/AVC/Provost and Vice Chancellor/Chancellor	Completed annual evaluation documents for Professional Administrative Academic Staff	Human Resources Office
Fri, Feb 13	Initial Level of Review (ADM)	Renewal/Non-renewal recommendations for 2014-2015 <b>for academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Directors/VC/AVC (ADM)
Fri, Feb 13	College Committees (CON)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 <b>for faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (CON)
Mon, Feb 16	VC/AVC/Deans	Merit Points/Salary recommendations for 2014-2015 for faculty and academic staff (Note: Merit pay is currently suspended.)	Associate Vice Chancellor

Tue, Feb 17	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Wed, Feb 18	Chancellor	Academic Staff Regents Award for Excellence Nomination	UW System
Thurs, Feb 19	Supervisors of Academic Staff	Requests for Academic Staff Title Change/Salary Equity	Equity and Affirmative Action Office
Thurs, Feb 19	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212		
Fri, Feb 20	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (COB)
Mon, Feb 23	Chancellor	Renewal/Non-renewal notification for <b>1<sup>st</sup> year academic staff</b> (March Cycle)	Concerned Academic Staff
Mon, Feb 23	College Committees (COLS)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (COLS)
Wed, Feb 25	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Feb 26	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Feb 27	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 <b>for academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (COEHS)
Fri, Feb 27	Students	Last day to <u>drop</u> first 7 week classes.	Registrar's Office
Fri, Feb 27	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 <b>for faculty completing 2<sup>nd</sup> year or more</b> (May Cycle)	Dean (COEHS)
Fri, Feb 27	Last day to add 14 & 17 week class with instructor's signature.		
Fri, Feb 27	Graduate Students	Applications for Spring 2015 graduation/completion of degree/GAP/certificate	Office of Graduate Studies



**MARCH 2015**

<b>DATE</b>	<b>DUE</b>	<b>ITEM</b>	<b>DUE TO</b>
Mon, Mar 2	Chancellor	Professorial Productivity Increase Decisions	Concerned Faculty
Mon, Mar 2	Chancellor	Faculty Promotion Decisions	Concerned Faculty
Tue, Mar 3	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306. (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the June Board of Regents meeting.)		
Wed, Mar 4	Provost and Vice Chancellor	Edward Penson Distinguished Teaching Awards recommendations	Chancellor
Wed, Mar 4	Early Alert Grading Starts at 8:00 a.m.		
Thurs, Mar 5	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212.		
Thurs, Mar 5	Graduate Council Meeting, Sage 2210, from 1:20 p.m. – 2:50 p.m.		
Fri, Mar 6	Dean (COB and CON)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for faculty and academic staff completing 2nd year or more (May Cycle)	Provost and Vice Chancellor
Fri, Mar 6	Early Alert grading starts at 8:00 a.m.		
Fri, Mar 6	Faculty/Academic Staff/Students	Outstanding Service Award Nominations (Academic Staff)	Outstanding Service Award Committee
Mon, Mar 9	VC/AVC/Directors/Dean (COEHS, ADM)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for faculty and academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor
Wed, Mar 11	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Wed, Mar 11	Early Alert grading ends at 4:00 p.m.		
Thurs, Mar 12	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Mar 13	Department or equivalent units	Textbook orders for Summer Session 2015	Bookstore
Fri, Mar 13	Edward Penson Distinguished Teaching Awards Committee	Edward Penson Distinguished Teaching Awards recommendations	Provost and Vice Chancellor
Fri, Mar 13	Rosebush Professorship Committee	Recommendations for the John McNaughton Rosebush Professorship	Provost & Vice Chancellor
Sun, Mar 15	Graduate Students	FAFSA applications due to be considered for a 2015-2016 Advanced Opportunity Program Awards and Pyle Awards (contingent on funding).	Office of Graduate Studies
Sun, Mar 15	Graduate Students	Applications for Graduate Studies Travel Fund, Spring Awards Deadline	Office of Graduate Studies
Mon, Mar 16	Dean (COLS)	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for faculty and academic staff completing 2nd year or more (May Cycle)	Provost and Vice Chancellor
Tue, Mar 17	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306.		
Wed, Mar 18	Provost and Vice Chancellor	Academic Program Changes for Graduate Programs	Academic Policies Committee (APC)
Wed, Mar 18	Students	Last day to drop 14- and 17-week classes.	Registrar's Office
Thurs, Mar 19	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212.		
Fri, Mar 20	End of First 7-Week Session. Residence Halls Close at 8 p.m.		
Fri, Mar 20	Graduate Students	Thesis/Clinical Paper/Field Project Proposals for Summer 2015 Graduation	Office of Graduate Studies
Sun, Mar 22	Spring Recess Begins		

Week of Mar 23	Provost and Vice Chancellor	Faculty Development Research/Teaching Decisions Sent Out (2015-16)	Applicants
Wed, Mar 25	Faculty & Instructional Staff	Student Grades (First 7-Week Session)	Registrar's Office
Sun, Mar 29	Residence Halls Open at 1 p.m.		
Mon, Mar 30	Chancellor	Decision on Endowed Professorship Awards	
Mon, Mar 30	Classes Begin for Second 7-Week Session and resume for 14 & 17 week session		
Mon, Mar 30	Provost and Vice Chancellor	Notification of Assessment Report Cycle	Departments
Mon, Mar 30	Provost & Vice Chancellor	Identification of academic programs to be reviewed in 2014-2015	Dept. Chairs/Team Leaders of academic programs to be reviewed

## APRIL 2015

DATE	DUE FROM	ITEM	DUE TO
Wed, Apr 1	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Apr 2	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Thurs, Apr 2	Graduate Council Meeting, Sage 2210, from 1:20 p.m. – 2:50 p.m.		
Fri, Apr 3	Last day to add 2nd 7 week and 10 week class without the instructor's signature.		
Fri, Apr 3	Department or equivalent units	Textbook Orders for Fall 2015-2016 (7 and 14 week sessions)	Bookstore
Mon, Apr 6	Departments or equivalent units	Begin building Spring 2016 classes	Registrar's Office
Tue, Apr 7	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Tue, Apr 7	Departments or equivalent units	CAS Summer Session recommendations; assignments as part of load for Summer Session and other changes in times taught (7-7-3)	VC/AVC/Deans
Thurs, Apr 9	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212.		
Fri, Apr 10	Instructional Faculty & Academic Staff	Scheduling deadline for Student Opinion Surveys (SOS)	SOS Office
Fri, Apr 10	VC/AVC/Deans	CAS Summer Session recommendations; assignments as part of load for Summer Session and other changes in times taught (7-7-3)	Associate Vice Chancellor
Fri, Apr 10	Student's	Last day to add 2 <sup>nd</sup> 7 & 10 week classes with instructor's signature	Registrar's Office
Mon, Apr 13	Faculty & Professional Staff	UWS 8 Report on Outside Activities and Interests	Department Chair or equivalent units
Tue, Apr 14	25-Year Recognition & Retirement Dinner		
Wed, Apr 15	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		
Thurs, Apr 16	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, Apr 17	Provost and Vice Chancellor	Renewal/Non-renewal/Tenure recommendations for 2014-2015 for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May)	Chancellor
Fri, Apr 17	Nominated Academic Staff	Documentation for the Outstanding Service Award (Academic Staff)	Outstanding Service Award Committee
Tue, Apr 21	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306		
Thurs, Apr 23	Celebration of Scholarship in Reeve Union; 8:30 a.m. – 5 p.m.		
Fri, Apr 24	<b><i>Honors and Awards Ceremony 3:30 p.m., Alumni Welcome and Conference Center</i></b>		
Fri, Apr 24	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Spring 2015 Graduation	Office of Graduate Studies
Fri, Apr 24	Students	Last day to drop second 7-week classes.	Registrar's Office
Tue, Apr 28	Students	Last day to drop 10-week classes.	Registrar's Office
Tue, Apr 28	FSCASL	Assessment Feedback	Programs
Wed, Apr 29	University Studies Program Committee Meeting 12:40-1:40 p.m. Dempsey 212		

Wed, Apr 29	Faculty/Staff/Students	Outstanding Performance Award Nominations (Classified Staff)	Outstanding Performance Award Committee
Wed, Apr 29	Department Chairs or equivalent units	Report on Outside Activities and Interests	College Deans or equivalent units
Thurs, Apr 30	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212		

**MAY 2015**

<b>DATE</b>	<b>DUE FROM</b>	<b>ITEM</b>	<b>DUE TO</b>
Tue, May 5	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306. (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the July Board of Regents meeting.)		
Thurs, May 7	Graduate Council Meeting, Sage 2210 from 1:20 – 2:50 p.m.		
Thurs, May 7	Senate of Academic Staff Meeting, Dempsey 212 at 3:00 p.m.		
Fri, May 8	Associate Vice Chancellor	CAS Summer Session appointment letters to faculty and academic staff: See HR	Faculty & Academic Staff
Mon, May 11	Chancellor	Renewal/Non-renewal/Tenure notifications for <b>faculty and academic staff completing 2<sup>nd</sup> year or more</b> (May Cycle)	Concerned Faculty & Academic Staff
Mon, May 11	College Deans or equivalent units	UWS 8 Report on Outside Activities and Interests	Provost and Vice Chancellor
Fri, May 15	Departments or equivalent units	Classes inputted for 2016 <u>Spring</u> Timetable	Registrar's Office
Fri, May 15	Graduate Students	Thesis/Clinical Paper/Field Project final <u>signed copies</u> due for Spring 2015 Graduation	Office of Graduate Studies
Fri, May 15	<b>End of 14-Week and Second 7-Week Sessions</b>		
Sat, May 16	<b>Commencement Ceremonies—Kolf Sports Center</b> <b>9 a.m.-COLS, BLS, Associate, Bachelor, and Graduate Degrees</b> <b>2 p.m.-COB, COEHS, CON, Bachelor and Graduate Degrees</b>		
Mon, May 18	<b>Classes Begin for 3-Week Interim</b> <b>Spring Interim classes will meet on May 18, 19, 20, 21, 22; 26, 27, 28, 29; and June 1, 2, 3, 4, 5.</b>		
Mon, May 18	Outstanding Service Award Committee	Outstanding Service Award Recommendations (Academic Staff)	Chancellor
Mon, May 18	Registrar's Office	First draft of 2016 <u>Spring</u> Timetable for review	Departments of equivalent units
Tue, May 19	Student's	Last day to add 3 week class without instructor's signature	Registrar's Office
Wed, May 20	Faculty & Instructional Staff	Student Grades (14-Week and Second 7-Week Sessions)	Registrar's Office
Fri, May 22	Student's	Last day to add 3 week class with instructor's signature	Registrar's Office
Mon, May 25	<b>Legal Holiday (Memorial Day)--No Classes</b>		
Fri, May 29	Deans	Post-Tenure Review Evaluations for Tenured Faculty	Provost and Vice Chancellor
Fri, May 29	All University Committee Chairs	Committee Annual Report	Provost and Vice Chancellor & Governance Groups
Fri, May 29	Departments or equivalent units	First draft changes completed for 2016 <u>Spring</u> Timetable	Registrar's Office
Fri, May 29	Students	Last day to drop 3-week interim classes.	Registrar's Office

## June 2015

DATE	DUE FROM	ITEM	DUE TO
Mon, June 1	Faculty Student Collaborators	<i>Oshkosh Scholar</i> submission deadline for 2015 issue due.	Office of Grants & Faculty Development
Mon, June 1	Registrar's Office	Second draft 2016 <u>Spring</u> Timetable for review	Departments or equivalent units
Tue, June 2	Length of Service Recognition Reception		
Tue, June 2	25-Year Recognition & Retirement Dinner		
Fri, June 5	Undergraduate Students	Deadline to apply for January 2016 graduation	Graduation Examiner
Fri, June 5	<b><i>End of 3-Week Interim – End of Semester -- Official Graduation Date</i></b>		
Fri, June 5	<b><i>Residence Halls Closes at 8:00pm</i></b>		
Wed, June 10	Faculty & Instructional Staff	Student Grades (3-Week Interim) (10-Week and 17-Week Sessions)	Registrar's Office
Fri, June 12	Nominated Classified Staff	Documentation for the Outstanding Performance Award (Classified Staff)	Outstanding Performance Award Committee
Fri, June 12	Departments or equivalent units	Second draft changes completed for 2016 <u>Spring</u> Timetable	Registrar's Office
Fri, June 12	Departments or equivalent units	Special requests for 2016 <u>Spring</u> Timetable	Registrar's Office
Mon, June 15	<b><i>Summer Semester Classes Begin, First 4-Week and 8-Week Sessions</i></b>		
Mon, June 15	Registrar's Office	Rooms assigned for 2016 <u>Spring</u> Timetable	Departments or equivalent units
Thurs, June 25	Graduate Students	Applications for Summer 2015 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Mon, June 29	Supervisors of Classified Staff	Classified Staff Annual Performance Reviews – Human Resources	Human Resources Office

**JULY 2015**

<b>DATE</b>	<b>DUE FROM</b>	<b>ITEM</b>	<b>DUE TO</b>
Fri, July 10	<b><i>End of First 4-Week Session</i></b>		
Fri, July 10	Outstanding Performance Award Committee (Classified Staff)	Outstanding Performance Award Recommendations	Chancellor
Fri, July 10	Graduate Students	Thesis/Clinical Paper/Field Project <u>proposals</u> for Fall 2015 Graduation	Office of Graduate Studies
Mon, July 13	<b><i>Classes Begin Second 4-Week Session</i></b>		
Wed, July 15	Faculty & Instructional Staff	Student Grades (First 4-Week Session)	Registrar's Office
Fri, July 17	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Summer 2015 graduates	Office of Graduate Studies

**AUGUST 2015**

<b>DATE</b>	<b>DUE FROM</b>	<b>ITEM</b>	<b>DUE TO</b>
Fri, Aug 7	<i>8-Week and Second 4-Week Sessions End – Semester Ends – <u>Official Graduation Date</u></i>		
Fri, Aug 7	Graduate Students	Thesis/Clinical Paper/Field Project in <u>final form</u> due for Summer 2015 graduates	Office of Graduate Studies
Mon, Aug 10	Office of Institutional Research	Quantitative data for specific academic programs under review (contact OIR if data is required earlier)	Program Faculty
Mon, Aug 10	Registrar's Office	Final Draft 2016 <u>Spring</u> Timetable (with room assignments) for review	Departments or equivalent units
Wed, Aug 12	Faculty and Instructional Staff	Student Grades (8-Week and Second 4-Week Sessions)	Registrar's Office
Fri, Aug 21	Departments or equivalent units	Final deadline for changes to 2016 <u>Spring</u> Timetable	Registrar's Office