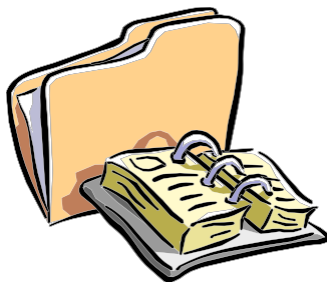


**ADMINISTRATIVE CALENDAR
2018 – 2019**



2018-2019 Academic Year Calendar
Instructional & Professional Academic Staff Annual
Evaluations Table
Faculty Renewal/Non-Renewal Dates
Faculty Post-Tenure Review (PTR)
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Assessment Committee Monthly Meeting Dates
Barbara G. Sniffen Faculty Governance Service Award
Classroom Assignment Changes
Classroom Visits
Drop Dates
Edward Penson Distinguished Teaching Awards
Endowed Professorships
Faculty Development: Teaching, Research
Faculty Senate and Academic Policy Committee (APC) Meeting Dates
Grade Deadlines
Graduate Council Meeting Dates
John McNaughton Rosebush Professorship
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Outstanding Performance Award – University Staff
Outstanding Service Award – Academic Staff
Program/Course Approval Timeline for Graduate and Undergraduate Bulletins
Program Review and Program Authorization Dates
Provost's Teaching and Learning Summit
Renewal/Non-renewal/Tenure/Promotion/Professorial Productivity
Residence Hall Open/Close Dates
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Salary Recommendations and Annual Evaluations
Senate of Academic Staff Meeting Dates
Student Opinion Surveys
Student Research & Creative Activity Deadlines
Summer Teaching
Textbook Orders
Timetable Dates
University Studies Program Committee Meeting Dates
UW System Report on Outside Activities
UW System Regents' Teaching Excellence Awards

UW OSHKOSH 2018 - 2019 ACADEMIC YEAR CALENDAR

FALL SEMESTER 2018

| | | |
|-----------------------|--------------------|---|
| Tuesday | September 4 | Academic Advisement/Registration |
| Wednesday | September 5 | Classes begin first 7-week and 14-week term |
| Tuesday | October 23 | End of first 7-week term |
| Wednesday | October 24 | Classes begin second 7-week term |
| Wednesday - Sunday | November 21- 25 | Thanksgiving Recess begins <i>after evening classes on Tuesday, November 20</i> |
| Monday | November 26 | Classes resume |
| Friday | December 14 | End of second 7-week and 14-week terms |
| Saturday | December 15 | COMMENCEMENT |
| Monday* | January 7 | Classes begin 3-week Interim* |
| Monday | January 21 | Legal Holiday, Martin Luther King Jr. Day – no classes |
| Friday | January 25 | End of 3-week interim; end of semester – <u>Official Graduation Date</u> |

* During **fall interim**, classes will meet on January 7, 8, 9, 10, 11; 14, 15, 16, 17, 18; 22, 23, 24, 25.

SPRING SEMESTER 2019

| | | |
|----------|-------------|---|
| Friday | February 1 | Academic Advisement/Registration |
| Monday | February 4 | Begin first 7-week and 14-week terms |
| Friday | March 22 | End of first 7-week term |
| Sun-Sun | March 24-31 | Spring Break |
| Monday | April 1 | Classes begin second 7-week term |
| Friday | May 17 | End of second 7-week and 14-week terms |
| Saturday | May 18 | COMMENCEMENT |
| Monday | May 20 | Classes begin 3-week Interim** |
| Monday | May 27 | Legal Holiday , Memorial Day – no classes |
| Friday | June 7 | End of 3-week interim; end of semester – <u>Official Graduation Date</u> |

** During **spring interim**, classes will meet on May 20, 21, 22, 23, 24; 28, 29, 30, 31; June 3, 4, 5, 6, 7.

SUMMER SEMESTER 2019

| | | |
|----------|----------|--|
| Monday | June 17 | Begin first 4-week term; 8-week term |
| Thursday | July 4 | Legal Holiday, Independence Day-no classes |
| Friday | July 12 | End of first 4-week term |
| Monday | July 15 | Begin second 4-week term |
| Friday | August 9 | End second 4-week term; 8-week term – <u>Official Graduation Date</u> |

**UW OSHKOSH CAMPUS
TENURE TRACK FACULTY RENEWAL/NON-RENEWAL DATES FOR 2018-2019**

FIRST-YEAR FACULTY MEMBERS – SPRING CYCLE (March)

| ACTION TAKEN | Due Date | | | |
|---|----------|-----|-------|------|
| | COB | CON | COEHS | COLS |
| Notification from department to faculty member | N/A | N/A | N/A | 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 | N/A | N/A | N/A | N/A |
| Dean 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 | | 9/3 | 9/3 | 9/3 |
| Faculty send information to Initial Level of Review | 9/28 | 9/28 | 9/28 | 9/28 |
| Initial Level of Review Recommendations to College Committees | 10/12 | N/A | 10/12 | 10/12 |
| College Committee Recommendations to Dean | 10/26 | 10/26 | 10/26 | 10/26 |
| Dean Recommendations to Provost and Vice Chancellor | 11/9 | 11/9 | 11/9 | 11/9 |
| Provost and Vice Chancellor Recommendations to Chancellor | 11/23 | 11/23 | 11/23 | 11/23 |
| Chancellor Notifies Faculty | 12/7 | 12/7 | 12/7 | 12/7 |

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 | 12/14 | 12/14 | 12/14 | 12/14 |
| Faculty send information to Initial Level of Review | 1/11 | 1/11 | 1/11 | 1/11 |
| Initial Level of Review Recommendations to College Committees | 1/25 | N/A | 1/25 | 1/25 |
| College Committee Recommendations to Dean | 2/22 | 2/22 | 2/22 | 2/22 |
| Dean Recommendations to Provost and Vice Chancellor | 3/8 | 3/8 | 3/8 | 3/8 |
| Provost and Vice Chancellor Recommendations to Chancellor | 4/19 | 4/19 | 4/19 | 4/19 |
| Chancellor Notifies Faculty | 5/3 | 5/3 | 5/3 | 5/3 |

UW FOND DU LAC & UW FOX CAMPUSES ON NEXT PAGE

**UW FOX VALLEY AND FOND DU LAC CAMPUSES
RENEWAL/NON-RENEWAL/TENURE FOR 2018-2019
SECOND-YEAR OR MORE FACULTY – SPRING CYCLE (May)**

| ACTION TAKEN | Due Date |
|---|----------|
| Notification to faculty member | 12/7 |
| Faculty send information to Initial Level of Review – UW Oshkosh Department Committee | 1/4 |
| Initial Level of Review recommendations to campus Evaluation Committee | 1/25 |
| Evaluation Committee recommendations to Assistant Chancellor for Access Campuses | 2/22 |
| Assistant Chancellor for Access Campuses to Dean | 3/8 |
| Recommendations to Provost and Vice Chancellor | 3/22 |
| Provost and Vice Chancellor Recommendations to Chancellor | 4/19 |
| Chancellor Notifies Faculty | 5/3 |

**RENEWABLE INSTRUCTIONAL ACADEMIC STAFF
RENEWAL/NON-RENEWAL DATES FOR 2018-2019**

FIRST-YEAR ACADEMIC STAFF – SPRING CYCLE (March)

| ACTION TAKEN | Due Date | | | | | |
|---|----------|-------|-------|-------|-------|-------|
| | COB | CON | COEHS | COLS | ADM | OCE |
| Academic Staff send information to Initial Level of Review | 11/26 | 11/26 | 11/26 | 11/26 | 11/26 | 11/26 |
| Initial Level of Review to College Committees or equivalent | 12/21 | N/A | 12/28 | 12/28 | N/A | N/A |
| College Committee Recommendations to Dean/Director/VC/AVC | 1/4 | 1/4 | 1/4 | 1/4 | 1/4 | 1/4 |
| AVC/Dean/Director Recommendations to P&VC OR VC/Director | 2/8 | 2/8 | 2/8 | 2/8 | 2/8 | 2/8 |
| Provost & VC Recommendations to Chancellor | 2/22 | 2/22 | 2/22 | 2/22 | 2/22 | 2/22 |
| Chancellor Notifies Academic Staff | 3/1 | 3/1 | 3/1 | 3/1 | 3/1 | 3/1 |

SECOND-YEAR ACADEMIC STAFF – FALL CYCLE (December)

| ACTION TAKEN | Due Date | | | | | |
|---|----------|-------|-------|-------|-------|-------|
| | COB | CON | COEHS | COLS | ADM | OCE |
| Academic Staff send information to Initial Level of Review | 9/21 | 9/21 | 9/21 | 9/21 | 9/21 | 9/21 |
| Initial Level of Review Recommendations to College Committees or equivalent | 10/5 | N/A | 10/5 | 10/5 | N/A | N/A |
| College Committee Recommendations To Deans/Directors/VC/AVC | 10/19 | 10/19 | 10/19 | 10/19 | 10/19 | 10/19 |
| AVC/Dean/Director Recommendations to P&VC OR VC/Director | 11/9 | 11/9 | 11/9 | 11/9 | 11/9 | 11/9 |
| Provost & VC Recommendations to Chancellor | 11/23 | 11/23 | 11/23 | 11/23 | 11/23 | 11/23 |
| Chancellor Notifies Academic Staff | 11/30 | 11/30 | 11/30 | 11/30 | 11/30 | 11/30 |

SECOND-YEAR OR MORE ACADEMIC STAFF – SPRING CYCLE (May)

| ACTION TAKEN | Due Date | | | | | |
|---|----------|------|-------|------|------|------|
| | COB | CON | COEHS | COLS | ADM | OCE |
| Academic Staff send information to Initial Level of Review | 1/11 | 1/11 | 1/11 | 1/12 | 1/11 | 1/11 |
| Initial Level of Review to College Committees or equivalent | 1/25 | N/A | 1/25 | 1/25 | N/A | N/A |
| College Committee Recommendations to Deans/Directors/VC/AVC | 2/15 | 2/15 | 2/15 | 2/15 | 2/15 | 2/15 |
| AVC/Dean/Director Recommendations to P&VC OR VC/Director | 3/8 | 3/8 | 3/8 | 3/8 | 3/8 | 3/8 |
| Provost & VC Recommendations to Chancellor | 4/19 | 4/19 | 4/19 | 4/19 | 4/19 | 4/19 |
| Chancellor Notifies Academic Staff | 5/15 | 5/15 | 5/15 | 5/15 | 5/15 | 5/15 |

**RENEWABLE PROFESSIONAL ACADEMIC STAFF
RENEWAL/NON-RENEWAL DATES FOR 2018-2019**

FIRST-YEAR ACADEMIC STAFF – SPRING CYCLE (March)

| ACTION TAKEN | Due Date |
|--|-----------------------------------|
| | COB, CON, COEHS, COLS, ADM, & OCE |
| Supervisor Recommendations to Dean/Director/VC/AVC | 1/4 |
| Dean/Director/VC/AVC Recommendations to Provost/VC/AVC | 2/1 (COB) 2/8 |
| Provost/VC/AVC Recommendations to Chancellor | 2/22 |
| Chancellor Notifies Academic Staff | 3/1 |

SECOND-YEAR ACADEMIC STAFF – FALL CYCLE (December)

| ACTION TAKEN | Due Date |
|--|-----------------------------------|
| | COB, CON, COEHS, COLS, ADM, & OCE |
| Supervisor Recommendations to Dean/Director/VC/AVC | 10/19 |
| Dean/Director/VC/AVC Recommendations to Provost/VC/AVC | 11/2 (COB) 11/9 |
| Provost/VC/AVC Recommendations to Chancellor | 11/23 |
| Chancellor Notifies Academic Staff | 11/30 |

SECOND-YEAR OR MORE ACADEMIC STAFF – SPRING CYCLE (May)

| ACTION TAKEN | Due Date |
|--|-----------------------------------|
| | COB, CON, COEHS, COLS, ADM, & OCE |
| Supervisor Recommendations to Dean/Director/VC/AVC | 2/15 |
| Dean/Director/VC/AVC Recommendations to Provost/VC/AVC | 3/8 |
| Provost/VC/AVC Recommendations to Chancellor | 4/19 |
| Chancellor Notifies Academic Staff | 5/15 |

FACULTY PROFESSORIAL PRODUCTIVITY INCREASE DATES FOR 2018-2019

| ACTION TAKEN | DUE DATE ALL COLLEGES/UNITS |
|---|--------------------------------|
| Faculty submit information, via department chair, to the College Promotions committee (initial level of review) | 10/29/18 |
| College Committee Recommendations to Deans | 12/7/18 |
| Deans' Recommendations to Provost and Vice Chancellor | 1/4/19 |
| Provost and Vice Chancellor Recommendations to Chancellor | 2/1/19 |
| Chancellor notifies Faculty | 2/25/19 |

TENURE TRACK FACULTY PROMOTION DATES FOR 2018-2019

| ACTION TAKEN | DUE DATE ALL COLLEGES/UNITS |
|---|--------------------------------|
| Faculty send information to Initial Level of Review | 10/1/18 |
| Initial Level of Review Recommendations to College Committees | 10/29/18 |
| College Committee Recommendations to Deans | 12/7/18 |
| Deans' Recommendations to Provost and Vice Chancellor | 1/4/19 |
| Provost and Vice Chancellor Recommendations to Chancellor | 2/1/19 |
| Chancellor notifies Faculty | 2/25/19 |

Annual Performance Evaluations for Professional Academic Staff (PAS) on Fixed-Term Terminal (FTT) Contract

| ACTION TAKEN | DUE DATE ALL COLLEGES/UNITS |
|---|--------------------------------|
| Supervisors/Department Chairs or equivalent request in writing that academic staff members submit information summarizing relevant activities and accomplishments during preceding calendar year. | 11/12/18 |
| Academic staff member sends summary of activities and accomplishments to supervisor/department chair or equivalent. | 1/4/19 |
| Supervisors/department chairs or equivalent schedule face-to-face conference with academic staff member. | 1/11/19 |
| 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. | 1/25/19 |
| Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor forward completed annual evaluation documents to Human Resources Office. | 2/8/19 |

FACULTY POST-TENURE REVIEW (PTR) FOR 2018-2019

| ACTION TAKEN | DUE DATE | | | |
|--|----------------------------|----------------------------------|-------|----------------------------------|
| | COB | CON | COEHS | COLS |
| Notice to college from Provost Office listing those faculty up for PTR | 9/1 | End of October | 9/1 | End of October |
| Notification from department to faculty member | 9/15 | 2 nd week of November | 10/1 | 2 nd week of November |
| Faculty submit PTR materials to the initial level of review | 11/1 | 1 st week of February | 12/1 | 1 st week of February |
| Departmental review is forwarded to the Personnel/Promotion Committee | 12/1 | 2/15 | 1/1 | 2/15 |
| Personnel/Promotion Committee review is forwarded to the Dean | 1/15 | 3/15 | 2/1 | 3/15 |
| Dean forwards review to the Provost | 2/15 | 3/31 | 2/15 | 3/31 |
| Provost provides notification to faculty member, department chair and Dean | 3/15 | 1 st week of April | 3/1 | Final week of April |
| Faculty who receive a final review of "does not meet expectations" will meet w/Dean to begin developing a remediation/professional improvement plan (PIP) plan | Applicable but no deadline | Applicable but no deadline | 3/15 | N/A |
| Dean will approve the remediation/PIP plan, which takes effect at the beginning of the Fall semester | Applicable but no deadline | Applicable but no deadline | 5/15 | N/A |
| Department remediation/PIP plan due to the Dean | 3/31 | N/A | 6/1 | 8/1 |

AUGUST & SEPTEMBER 2018

| DATE | DUE FROM | ITEM | DUE TO |
|----------------|---|--|--|
| Sun, Aug 26 | All New Faculty and Academic Staff | I-9 Employment Verification Completed | Human Resources Office |
| Wed, Aug 29 | Spring 2019 schedule goes live on Titan Web. | | |
| Thurs, Aug 30 | New Faculty/Instructional Staff (.50 and higher FTE) Orientation in Reeve Union Ballroom 227B from 11:30 a.m. – 4:30 p.m., Reception at Alumni Welcome & Conference Center Patio from 5:00-6:30 p.m. – in case of rain, reception will be held in the Alumni Welcome & Conference Center Great Hall | | |
| Sat, Sept 1 | Provost Office | List of faculty up for Post-Tenure Review | Faculty Members (COB & COEHS) |
| Sun, Sept 2 | Residence Halls move in is from 8 a.m. – 3:30 p.m. for first year and transfer students only; Titan Welcome – (new student orientation), 4-11 p.m. For more information, please see https://uwosh.edu/housing/students/move-in/ and https://uwosh.edu/newstudents | | |
| Mon, Sept 3 | Departments or equivalent units (COB, COEHS, COLS & CON) | Notification for Renewal/Non-Renewal for 2nd year faculty for December Cycle (December) | Faculty Members (COB, COEHS, COLS & CON) |
| Mon, Sept 3 | LABOR DAY; Residence Halls move in from 8:00 a.m. – 3:30 p.m. for continuing students | | |
| Mon, Sept 3 | Titan Welcome (new first-year and transfer students), 8:00 a.m. – 1:30 p.m. | | |
| Tue, Sept 4 | Academic Advisement/Registration | | |
| Tue, Sept 4 | Departments or equivalent units | Begin building Summer 2019 classes | Registrar's Office |
| Tue, Sept 4 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Tue, Sept 4 | Titan Welcome, 8:30 a.m.-11 a.m.; Student Employment Fair, 11 a.m.-1 p.m.; Taste of Oshkosh and Student Opportunity Fair, 11 a.m.-2 p.m. | | |
| Tue, Sept 4 | Opening Day Assembly <ul style="list-style-type: none"> • 8:00-8:45 a.m. Continental Breakfast (Alumni Welcome & Conference Center) • 8:45-10:30 a.m. Awards Ceremony & Convocation (Alumni Welcome & Conference Center) • 10:45 a.m. Opening Day College Meetings (see http://specialevents.uwosh.edu/opening-day/ for times and room locations) • 11 a.m.-2:00 p.m. Taste of UW Oshkosh (On the Mall -- Polk Library); Student Employment Fair (Reeve Memorial Union Concourse) | | |
| Wed, Sept 5 | Classes Begin for 14-Week and First 7-Week Terms | | |
| Wed, Sept 5-18 | Students | Last day for full refund of tuition; varies depending upon course length; refer to link below for other deadlines/refund percentages: https://uwosh.edu/adminservices/student-financial-services/tuition-and-fees/refunds-for-dropswithdrawals/ | Student Accounts |
| Fri, Sept 7 | Individual Faculty | Proposals for Sabbaticals | Deans (COB, COEHS, COLS, & CON) |
| Mon, Sept 10 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Mon, Sept 10 | Departments or equivalent units | Begin building Fall 2019 classes | Registrar's Office |
| Tue, Sept 11 | Students | Last Day to Add 14, 17, or 1 st 7-week class without instructor signature | Registrar's Office |
| Tue, Sept 11 | Deans (COB, COEHS, COLS, & CON) | Proposals for 2019-2020 Sabbaticals (<i>awards announced after Board of Regents meeting in December</i>) | Provost Office |
| Tue, Sept 11 | Faculty Senate Meeting - Reeve Union 306; 3:00-5:00 p.m. | | |
| Wed, Sept 12 | University Staff Senate Executive Committee Meeting – 1:00-2:30 p.m. – Sage 2210 | | |
| Thurs, Sept 13 | University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Sept 13 | Graduate Council Meeting - Sage 2210; 1:20 to 2:50 p.m. | | |
| Thurs, Sept 13 | Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 | | |

| | | | |
|----------------|--|---|----------------------------|
| Thurs, Sept 13 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Sept 14 | Departments or equivalent units | January Interim 2019 Textbook Orders | Bookstore |
| Fri, Sept 14 | Graduate Faculty | Nominations for Graduate Distinguished Research Awards Deadline | Office of Graduate Studies |
| Sat, Sept 15 | Department or equivalent unit (COB) | Faculty Post-Tenure Review | Faculty Member |
| Tue, Sept 18 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Sept 19 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Sept 20 | Senate Academic Staff Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Sept 21 | Academic Staff (COB, CON, COLS, COEHS, ADM, & OCE) | Renewal/Non-renewal forms/ evidence for 2nd year instructional academic staff to 2018-2019 (December Cycle) | Initial Level of Review |
| Tue, Sept 25 | Faculty Senate Committee Meeting – Reeve Union 306; 3:10 p.m. | | |
| Thurs, Sept 27 | Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m. | | |
| Thurs, Sept 27 | University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Sept 27 | 16 th Annual Honors Convocation – Keynote Speaker Dr. Sarinda Taengnoi Siemers, Department of Economics – 5:00 p.m., Reeve Union Ballroom 221AB | | |
| Thurs, Sept 27 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Sept 28 | Faculty (COB, COLS, CON, & COEHS) | Renewal/Non-renewal forms/ evidence for 2nd year faculty staff to 2018-2019 (December Cycle) | Initial Level of Review |

OCTOBER 2018

| DATE | DUE FROM | ITEM | DUE TO |
|---------------|--|--|---|
| Mon, Oct 1 | Concerned Faculty | Promotion Documents | Initial Level of Review |
| Mon, Oct 1 | Departments or equivalent units (COEHS) | Faculty Post-Tenure Review | Faculty (COEHS) |
| Mon, Oct 1 | Academic Deans & OCE AVC | Update of Graduate Faculty Listing | Office of Graduate Studies |
| Tue, Oct 2 | Students | Last day to add 14- week and 17 week classes with instructor's signature | Registrar's Office |
| Tue, Oct 2 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Oct 3 | University Staff Senate Executive Committee Meeting –1:00-2:30 p.m. – Sage 2210 | | |
| Thurs, Oct 4 | Early Alert Grading Starts at 8:00 a.m. | | |
| Thurs, Oct 4 | Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m. | | |
| Thurs, Oct 4 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Oct 5 | Departments or equivalent units | Input completed for 2019 <u>Summer</u> Timetable | Registrar's Office |
| Fri, Oct 5 | Graduate Students | Applications for Fall 2018 graduation or completion of degree, GAP or certificate | Office of Graduate Studies |
| Fri, Oct 5 | Initial Level of Review (COB, COEHS, & COLS) | Renewal/Non-renewal recommendations for 2nd year instructional academic staff to 2018-2019 (December Cycle) | College Committee or equivalent units (COB, COEHS, & COLS) |
| Mon, Oct 8 | Registrar's Office | First Draft of 2019 <u>Summer</u> Timetable for review | Departments or equivalent units |
| Tue, Oct 9 | Early Alert Grading ends at 4:00 p.m. | | |
| Tue, Oct 9 | 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.) | | |
| Thurs, Oct 11 | University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Oct 11 | Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m. | | |
| Thurs, Oct 11 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Oct 12 | Initial Level of Review (COB, COEHS, COLS, & CON) | Renewal/Non-renewal recommendations for 2nd year faculty to 2018-2019 (December Cycle) | College Committee (COB, COEHS, COLS, & CON) |
| Fri, Oct 12 | Student/Faculty Collaborators | Undergraduate Small Grants proposals due for Fall 2018 cycle | Office of Student Research & Creative Activity |
| Mon, Oct 15 | Provost and Vice Chancellor | FINAL deadline for Program and Course Approvals for undergraduate programs (Blue Sheets) to meet 2019-2021 undergraduate bulletin publication deadline | Registrar's Office |
| Tue, Oct 16 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Oct 17 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Wed, Oct 17 | Call for Nominations - Regents' Teaching Excellence Award, Academic Staff Excellence Award and Program Excellence Award | | |
| Thurs, Oct 18 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Oct 19 | Initial Level of Review (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal recommendations for 2nd year instructional academic staff to 2018-2019 (December Cycle) | College Committee or equivalent units (COB, CON, COEHS, COLS, ADM, & OCE) |
| Fri, Oct 19 | Individual Faculty | Faculty Development Teaching/Research Proposals pre-read requests due | Provost Office |
| Fri, Oct 19 | Students | Last day to drop 14- and 17-week classes without late drop appeal; last day to withdraw without appeal. | Registrar's Office |

| | | | |
|-----------------------|---|--|---------------------------------|
| Fri, Oct 19 | Departments or equivalent units | Input completed for 2019 <u>Fall</u> Timetable | Registrar's Office |
| Sat, Oct 20 | Homecoming 2018 (https://www.uwosh.edu/homecoming) | | |
| Mon, Oct 22 | Registrar's Office | First draft of 2019 <u>Fall</u> Timetable for review | Departments or equivalent units |
| Mon, Oct 22 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Tues-Thurs, Oct 23-25 | Provost's Summit on Teaching and Learning – 11:00 a.m. -1:30 p.m., Reeve Union 202 | | |
| Tue, Oct 23 | End of First 7-Week Term | | |
| Tue, Oct 23 | Faculty Senate Meeting - Reeve Union 306; 3:00 p.m. | | |
| Tue, Oct 23 | Graduate Students | Thesis/Clinical Paper/Field Project <u>Proposals</u> for Spring 2019 | Office of Graduate Studies |
| Wed, Oct 24 | Registrar's Office | Proof of 2019-2021 Undergraduate bulletin | Non-Instructional Departments |
| Wed, Oct 24 | Classes Begin for Second 7-Week and 10-Week Terms | | |
| Thurs, Oct 25 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Thurs, Oct 25 | University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Oct 25 | Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m. | | |
| Fri, Oct 26 | Departments or equivalent units | Spring 2019 Textbook Orders | Bookstore |
| Fri, Oct 26 | College Committees (COB, CON, COEHS, & COLS) | Renewal/Non-renewal recommendations for 2nd year faculty to 2018-2019 (December Cycle) | Dean (COB, CON, COEHS, & COLS) |
| Fri, Oct 26 | Departments or equivalent units | First draft changes completed for 2019 <u>Summer</u> Timetable | Registrar's Office |
| Fri, Oct 26 | Departments or equivalent units | Spring 2019 Textbook Orders (7- and 14-Week sessions) | Bookstore |
| Sun, Oct 28 | Faculty & Instructional Staff | Student Grades (First 7-Week term) | Registrar's Office |
| Mon, Oct 29 | Registrar's Office | Second draft 2019 <u>Summer</u> Timetable for review | Departments or equivalent units |
| Mon, Oct 29 | Non-Instructional Departments | Proof of 2019-2021 Undergraduate bulletin | Registrar's Office |
| Mon, Oct 29 | Academic Departments | Proof of 2019-2021 Undergraduate bulletin | Registrar's Office |
| Mon, Oct 29 | Initial Level of Review | Professorial Productivity Increase Recommendations | College Promotions Committee |
| Mon, Oct 29 | Initial Level of Review | Faculty Promotion | College Promotions Committee |
| Tues, Oct 30 | Students | Last day to <u>add</u> a 2 nd 7 week class without instructor's signature | Registrar's Office |
| Tues, Oct 30 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Oct 31 | University Staff Senate Executive Committee Meeting – 1:00-2:30 p.m. – Sage 2210 | | |
| End of Oct | Provost Office | List of Faculty up for Post-Tenure Review | Faculty Members (CON & COLS) |

NOVEMBER 2018

| DATE | DUE FROM | ITEM | DUE TO |
|---|---|---|---|
| Thurs, Nov 1 | Eligible Faculty | Nominations for Regents Teaching Excellence Award | Provost and Vice Chancellor |
| Thurs, Nov 1 | Faculty (COB) | Post-Tenure Review Materials | Initial Level of Review (COB) |
| Thurs, Nov 1 | College Committees | Nominations for Endowed Professorships (if professorships available) | Deans (COB, COEHS, COLS, & CON) |
| Thurs, Nov 1 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Thurs, Nov 1 | Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m. | | |
| Fri, Nov 2 | Departments or equivalent units | First draft changes completed for 2019 <u>Fall</u> Timetable | Registrar's Office |
| Fri, Nov 2 | Dean (COB) | Renewal/Non-renewal recommendations for 2nd year faculty to 2018-2019 (December Cycle) | Provost and Vice Chancellor |
| Mon, Nov 5-9 (2 nd week of Nov) | Departments or equivalent units (CON & COLS) | Faculty Post-Tenure Review | Faculty (CON & COLS) |
| Mon, Nov 5 | Registrar's Office | Second draft 2019 <u>Fall</u> Timetable for review | Departments or equivalent units |
| Tue, Nov 6 | Last day to add second 7-week & 10-week class with instructor signature | | |
| Tue, Nov 6 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Thurs, Nov 8 | University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Nov 8 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Nov 8 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Nov 9 | AVC/Dean/Director Recommendations (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal recommendations for 2nd year instructional academic staff to 2018-2019 (December Cycle) | Provost and Vice Chancellor or Vice Chancellor/Director (COB, CON, COEHS, COLS, ADM, & OCE) |
| Fri, Nov 9 | AVC/Dean/Director (CON, COLS, COEHS, ADM, & OCE) | Renewal/Non-renewal recommendations for 2nd year professional academic staff to 2018-2019 (December Cycle) | Provost and Vice Chancellor |
| Fri, Nov 9 | Dean (COB, COLS, CON, COEHS) | Renewal/Non-renewal recommendations for 2nd year faculty to 2018-2019 (December Cycle) | Provost and Vice Chancellor |
| Fri, Nov 9 | Departments or equivalent units | Second draft changes completed for 2019 <u>Summer</u> Timetable | Registrar's Office |
| Fri, Nov 9 | Departments or equivalent units | Special Requests for 2019 <u>Summer</u> Timetable | Registrar's Office |
| Mon, Nov 12 | Registrar's Office | Rooms assigned for 2019 <u>Summer</u> Timetable (completed Fri, Nov 16) | Departments or equivalent units |
| Mon, Nov 12 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Mon, Nov 12 | Supervisors, Department Chairs or Equivalent Units | Request in writing a summary of activities and accomplishments for 2018 for annual evaluations | All Fixed-Term Terminal (FTT) Academic Staff |
| Tue, Nov 13 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Nov 14 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Nov 15 | Departments or equivalent units | Biennial Program Assessment Reports | Faculty Senate Committee on Assessment of Student Learning (FSCASL)/Provost & VC |
| Thurs, Nov 15 | Senate of Academic Staff Meeting - Dempsey 212; 3:00 p.m. | | |
| Fri, Nov 16 | Departments or equivalent units | NCUR Presentation Abstracts Due | Office of Student Research & Creative Activity (OSRCA) |
| Fri, Nov 16 | Departments or equivalent units | Special requests for 2019 <u>Fall</u> Timetable | Registrar's Office |
| Fri, Nov 16 | Departments or equivalent units | Second draft changes completed for 2019 <u>Fall</u> Timetable | Registrar's Office |

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| Mon, Nov 19 | Registrar's Office | Final draft 2019 <u>Summer</u> Timetable (with room assignments) for | Departments or equivalent units |
| Mon, Nov 19 | Registrar's Office | Rooms assigned for 2019 <u>Fall</u> Timetable (completed Fri, Jan 11) | Departments of equivalent units |
| Tue, Nov 20 | Academic Departments | Proof of 2019-2021 Undergraduate Bulletin | Registrar's Office |
| Tue, Nov 20 | Students | Last day to drop second 7-week classes | Registrar's Office |
| Tue, Nov 20 | Residence halls begin limited services at 7:00 p.m. | | |
| Tue, Nov 20 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Wed, Nov 21 | <i>Thanksgiving Recess Begins after Evening Classes on Tuesday, November 20</i> | | |
| Fri, Nov 23 | Students | Last day to drop 10-week classes | Registrar's Office |
| Fri, Nov 23 | Provost & Vice Chancellor (COB, CON, COEHS, COLS, ADM, and OCE) | Renewal/Non-renewal recommendations for <u>2nd year instructional academic staff</u> to 2018-2019 (December Cycle) | Chancellor |
| Fri, Nov 23 | Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal for <u>2nd year professional academic staff</u> to 2018-2019 (December Cycle) | Chancellor |
| Fri, Nov 23 | Provost and Vice Chancellor (COB, CON, COEHS, & COLS) | Renewal/Non-renewal recommendations for <u>2nd year faculty</u> to 2018-2019 (December Cycle) | Chancellor |
| Sun, Nov 25 | Residence halls return to normal services. | | |
| Mon, Nov 26 | <i>Classes Resume</i> | | |
| Mon, Nov 26 | Graduate Students | Submission for thesis/clinical paper/field project approval for Fall 2018 graduation | Office of Graduate Studies |
| Mon, Nov 26 | Instructional Academic Staff (COB, COEHS, COLS, CON, ADM, & OCE) | Renewal/Non-renewal notifications for <u>1st year instructional academic staff</u> to 2018-2019 (March Cycle) | Initial Level of Review (COB, COEHS, COLS, CON, ADM, & OCE) |
| Tue, Nov 27 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Thurs, Nov 29 | Faculty, Acad. Staff, University Staff, Students | Barbara G. Sniffen Faculty Governance Service Award Nominations | Faculty Senate Office |
| Thurs, Nov 29 | Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 | | |
| Thurs, Nov 29 | University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212 | | |
| Thurs, Nov 29 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Nov 30 | <i>Spectrum</i> student creative activities web outlet submissions due (online submission) <i>Check with the Office of Student Research & Creative Activity</i> | | |
| Fri, Nov 30 | Chancellor (COB, CON, COEHS, COLS, ADM & OCE) | Renewal/Non-renewal recommendations for <u>2nd year instructional academic staff</u> to 2018-2019 (December Cycle) | Concerned Academic Staff (COB, CON, COEHS, COLS, ADM & OCE) |
| Fri, Nov 30 | Chancellor (COB, CON, COEHS, COLS, ADM & OCE) | Renewal/Non-renewal notifications for <u>2nd year professional academic staff</u> to 2018-2019 (December Cycle) | Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & OCE) |
| Fri, Nov 30 | Departments or equivalent units | Final Deadline for Changes to 2019 Summer Timetable | Registrar's Office |

DECEMBER 2018

| DATE | DUE FROM | ITEM | DUE TO |
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| Mon, Dec 3, Dec 4, Dec 6 | Honors Thesis Symposia; Reeve 212AB, 4:00 p.m. | | |
| Mon, Dec 3 | Department or equivalent unit (COB) | Post-Tenure Review Materials Forwarded | Personnel/Promotion Committee (COB) |
| Mon, Dec 3 | Faculty (COEHS) | Submit Post-Tenure Review Materials | Initial Level of Review (COEHS) |
| Mon, Dec 3 | Eligible Academic Staff Members | Regents' Academic Staff Excellence Award | Provost and Vice Chancellor |
| Mon, Dec 3 | Students, Staff, Faculty (no self-nominations) | Call for Nominations for John McNaughton Rosebush Professorship | Provost and Vice Chancellor |
| Mon, Dec 3 | Deans (COB, COEHS, COLS, & CON) | Nominations for Endowed Professorships (if professorships available) | Provost and Vice Chancellor |
| Mon, Dec 3 | Individual Faculty | Faculty Development Teaching/Research Proposals (2018-19 Cycle) | Deans |
| Mon, Dec 3 | Registrar's Office | Summer 2019 classes viewable on Titan Web | Departments or equivalent units |
| Mon, Dec 3 | Academic Departments | Proof of 2019-2021 Undergraduate Bulletin | Registrar's Office |
| Tue, Dec 4 | Faculty Senate Meeting at 3:00 p.m. in Reeve Union 306 | | |
| Wed, Dec 5 | Deans (COB, COEHS, COLS, & CON) | Faculty Development Teaching/Research/Proposals | Provost Office |
| Wed, Dec 5 | University Staff Senate – Executive Committee Meeting – 3:10-4:30 p.m., Sage 2210 | | |
| Thurs, Dec 6 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Thurs, Dec 6 | Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m. | | |
| Fri, Dec 7 | Chancellor (COB, CON, COLS, & COEHS) | Renewal/Non-renewal notifications for 2nd year faculty (December Cycle) | Concerned Faculty (COB, CON, COLS, & COEHS) |
| Fri, Dec 7 | College Committees | Professorial Productivity Increase recommendations | Deans |
| Fri, Dec 7 | College Committees | Faculty Promotion | Deans |
| Fri, Dec 7 | Program Review Committee Chairs | Send Progress Report on Academic Program Review & Response to Consultant's Report | Assoc. Vice Chancellor Curricular Affairs |
| Wed, Dec 12 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Dec 13 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Dec 13 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Dec 13 | University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212 | | |
| Fri, Dec 14 | Fall Honors Graduation Ceremony – Alumni Welcome & Conference Center; 5:00 p.m., Alumni Welcome & Conference Center | | |
| Fri, Dec 14 | Departments or equivalent units (COB, COLS, CON & COEHS) | Notification for Renewal/Non-renewal/Tenure for faculty completing 2nd year or more (May Cycle) | Faculty Members(COB, COLS, COEHS & CON) |
| Fri, Dec 14 | Graduate Students | Thesis/Clinical Paper/Field Project final signed copies due for Fall 2018 Graduation | Office of Graduate Studies |
| Fri, Dec 14 | Residence halls begin limited services at 7:00 p.m.; residence halls close at 7:00 p.m., for departing students – except those involved in Saturday Commencement. | | |
| Fri, Dec 14 | End of 14-Week and Second 7-Week Terms. Residence Halls Close at 8 p.m., except for students involved in graduation (Saturday, December 15) | | |

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| Fri, Dec 14 | Students, Staff, Faculty | Call for Nominations for Edward Penson Distinguished Teaching Award | Provost and Vice Chancellor |
| Sat, Dec 15 | Commencement Ceremony – 9:30 a.m. – Kolf Sports Center – All Undergraduate and Graduate Degrees | | |
| Wed, Dec 19 | Faculty & Instructional Staff | Student Grades (14-week and second 7-week terms) | Registrar's Office |
| Fri, Dec 21 | Initial Level of Review (COB) | Renewal/Non-renewal recommendations for <u>1st year instructional academic staff</u> to 2018-2019 (March Cycle) | College Committee or equivalent units (COB) |
| Fri, Dec 28 | Initial Level of Review (COEHS & COLS) | Renewal/Non-renewal notifications for <u>1st year instructional academic staff</u> to 2018-2019 (March Cycle) | College Committee or equivalent units (COEHS & COLS) |

JANUARY 2019

| DATE | DUE FROM | ITEM | DUE TO |
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| Wed, Jan 2 | Department or equivalent unit (COEHS) | Post-Tenure Review Materials Forwarded | Personnel/Promotion Committee (COEHS) |
| Wed, Jan 2 | University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m. | | |
| Fri, Jan 4 | All Fixed-Term Terminal (FTT) Academic Staff | Summary of relevant activities & accomplishments for 2018 for annual evaluations | Supervisors/Dept. Chair or equivalent units |
| Fri, Jan 4 | Deans | Professorial Productivity Increase Recommendations | Provost and Vice Chancellor |
| Fri, Jan 4 | Deans | Faculty Promotion | Provost and Vice Chancellor |
| Fri, Jan 4 | College Committee (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal recommendations for 1st year instructional academic staff to 2018-2019 (March Cycle) | Dean/Director/VC/AVC (COB, CON, COEHS, COLS, ADM, & OCE) |
| Sun, Jan 6 | Residence Halls begin limited services; Resident Hall Interim Move-In for new winter interim residents. | | |
| Mon, Jan 7 | Classes Begin for 3-Week Interim – Fall Interim Classes will meet on January 7, 8, 9, 10, 11; 14, 15, 16, 17, 18; 22, 23, 24, 25. | | |
| Tue, Jan 8 | Student | Last day to add interim class with instructor's signature | Registrar's Office |
| Tue, Jan 8 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Thurs, Jan 10 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Jan | Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 | | |
| Thurs, Jan | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Jan 11 | Supervisors of All Fixed-Term Terminal (FTT) Academic Staff | Schedule Conferences for Annual Evaluations | All Fixed-Term Terminal (FTT) Academic Staff |
| Fri, Jan 11 | Academic Staff (COB, COLS, CON, ADM, & OCE) | Renewal/Non-renewal recommendations for 2nd year or more instructional academic staff to 2018-2019 (May Cycle) | Initial Level of Review (COB, COLS, & CON) |
| Fri, Jan 11 | Faculty (COB, COLS, COEHS, & CON) | Renewal/Non-renewal/Tenure forms/evidence for 2018-2019 for faculty completing 2nd year or more (May Cycle) | Initial Level of Review (COB, COLS, COEHS & CON) |
| Fri, Jan 11 | Supervisors of Professional Administrative Academic Staff | Face-to-face conference to discuss annual evaluation. | Professional Administrative Academic Staff |
| Tues, Jan 15 | Personnel/Promotion Committee (COB) | Faculty Post-Tenure Review | Dean (COB) |
| Tues, Jan 15 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Tues, Jan 15 | Registrar's Office | Final Draft 2019 <u>Fall</u> Timetable (with room assignments) for review | Departments or equivalent units |
| Wed, Jan 16 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Jan 17 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Jan 18 | Students | Last day to drop Interim classes | Registrar's Office |
| Fri, Jan 18 | Undergraduate Students | June 2019 Graduation deadline to apply. | Registrar's Office |
| Fri, Jan 18 | Students | Research in the Rotunda - Student Presenter Nominations | Office of Student Research & Creative Activity (OSRCA) |
| Fri, Jan 18 | Undergraduate Students | Deadline to apply for June/August 2019 graduation | Graduation Examiner |
| Fri, Jan 19 | Provost and Vice Chancellor | Nomination materials for Regents Teaching Excellence, Academic Staff Excellence, and Program Excellence Award nominees | UW System |
| Mon, Jan 21 | Legal Holiday (Martin Luther King, Jr. Day) – No Classes – Buildings Closed | | |
| Tue, Jan 22 | Outstanding Service Award Committee | Call for Outstanding Service Award Nominations (Academic Staff) | Faculty/Academic Staff/Students |
| Fri, Jan 25 | End of 3-Week Interim – End of Semester – Official Graduation Date | | |

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| Fri, Jan 25 | Departments or equivalent units | Final deadline for changes to 2019 Fall Timetable | Registrar's Office |
| Fri, Jan 25 | Initial Level of Review (COB, COEHS, & COLS) | Renewal/Non-renewal recommendations 2018-2019 for instructional academic staff completing 2nd year or more (May Cycle) | College Committees (COB, COEHS, & COLS) or equivalent units |
| Fri, Jan 25 | All New Faculty & Academic Staff | I-9 Employment Verification completed | Human Resources Office |
| Fri, Jan 25 | Initial Level of Review Recommendations (COB, COEHS, COLS, & CON) | Renewal/Non-renewal/Tenure forms/evidence for 2018-2019 for faculty completing 2nd year or more (May Cycle) | College Committees (COB, COEHS, COLS, & CON) |
| Fri, Jan 25 | Supervisors of All Fixed-Term Terminal (FTT) Academic Staff | Complete evaluation conferences and signed evaluation documents | Deans/Directors/VC/AVC/Provost/Chancellor |
| Fri, Jan 25 | Residence Halls begin limited services at 7:00 p.m. | | |
| Tue, Jan 29 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Wed, Jan 30 | Faculty & Instructional Staff College Committees | Student Grades (3-Week Interim) (10-Week and 17-Week Terms) | Registrar's Office |
| Wed, Jan 30 | University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m. | | |

FEBRUARY 2019

| DATE | DUE FROM | ITEM | DUE TO |
|----------------------------------|---|---|--|
| Fri, Feb 1 | Provost and Vice Chancellor | Nominations for Endowed Professorships (if available) | Chancellor |
| Fri, Feb 1 | Nominating Individual or Unit (no self-nominations) | Recommendations for the John McNaughton Rosebush Professorship – STAGE 1 | Provost and Vice Chancellor |
| Fri, Feb 1 | Academic Advisement/Registration | | |
| Fri, Feb 1 | Personnel/Promotion Committee (COEHS) | Faculty Post-Tenure Review | Dean (COEHS) |
| Fri, Feb 1 | AVC/Dean/Directors (COB) | Renewal/Non-renewal recommendations for 1st year professional academic staff to 2018-2019 (March Cycle) | Chancellor OR Provost and Vice Chancellor (COB) |
| Fri, Feb 1 | Provost and Vice Chancellor | Professorial Productivity Increase recommendations | Chancellor |
| Fri, Feb 1 | Provost and Vice Chancellor | Faculty Promotion | Chancellor |
| 1 st week of February | Faculty (COB & COLS) | Submit Post-Tenure Review Materials | Initial Level of Review (COB & COLS) |
| Sun, Feb 3 | Residence Halls return to normal services; Residence Hall Spring Move-In for new spring semester residents | | |
| Mon, Feb 4 | Classes Begin for 14-Week and First 7-Week Terms | | |
| Tue, Feb 5 | Registrar's Office | Fall 2019 classes viewable on Titan Web | Departments or equivalent units |
| Tue, Feb 5 | Faculty Senate Meeting – Reeve 306; 3:00 p.m. | | |
| Thurs, Feb 7 | Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m. | | |
| Thurs, Feb 7 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Feb 7 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Feb 7 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Feb 8 | Last day to add 14- and 1 st 7-week class without instructor's signature | | |
| Fri, Feb 8 | Student/Faculty Collaborators | Student/Faculty Collaborative Research proposals due | Office of Student Research & Creative Activity |
| Fri, Feb 8 | Deans/Directors/VC/AVC/Provost and Vice Chancellor/Chancellor | Completed annual evaluation documents for All Fixed-Term Terminal (FTT) Academic Staff | Human Resources Office |
| Fri, Feb 8 | AVC/Dean/Director Recommendations (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal recommendations for 1st year instructional academic staff to 2018-2019 (March Cycle) | P&VC or VC/Director (COB, CON, COEHS, COLS, ADM, & OCE) |
| Fri, Feb 8 | AVC/Dean/Directors (COEHS, COLS, CON, ADM, OCE) | Renewal/Non-renewal recommendations for 1st year professional academic staff to 2018-2019 (March Cycle) | Chancellor OR Provost and Vice Chancellor (COEHS, COLS, CON, ADM, OCE) |
| Fri, Feb 8 | Departments or equivalent units | May Interim 2019 Textbook Orders | Bookstore |
| Mon, Feb 11 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Tue, Feb 12 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Wed, Feb 13 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Feb 14 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Feb 15 | Students | Last day to add 1st 7-week classes with instructor's signature | Registrar's Office |
| Fri, Feb 15 | College Committees (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for Instructional academic staff completing 2nd year or more (May Cycle) | Dean/Directors/VC/AVC (COB, CON, COEHS, COLS, ADM, & OCE) |
| Fri, Feb 15 | Dean (COB & COEHS) | Faculty Post-Tenure Review Forwarded | Provost and Vice Chancellor (COB & COEHS) |
| Fri, Feb 15 | Department or equivalent unit (CON & COLS) | Post-Tenure Review Materials Forwarded | Personnel/Promotion Committee (CON & COLS) |

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| Mon, Feb 18 | Nominating Individual or Unit | Nominations and supporting materials for Edward Penson Distinguished Teaching Award | Provost and Vice Chancellor |
| Tue, Feb 19 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Thurs, Feb 21 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Feb 21 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Feb 21 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Feb 22 | Provost & VC Recommendations (COB, COLS, CON, COEHS, ADM, & OCE) | Renewal/Non-renewal notification for 1st year instructional academic staff (March Cycle) | Chancellor (COB, COLS, CON, COEHS, ADM, & OCE) |
| Fri, Feb 22 | Chancellor (COB, COLS, CON, COEHS, ADM, & OCE) | Renewal/Non-renewal notification for 1st year professional academic staff (March Cycle) | Concerned Academic Staff (COB, COLS, CON, COEHS, ADM, & OCE) |
| Fri, Feb 22 | College Committees (COB, CON, COEHS, & COLS) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for faculty completing 2nd year or more (May Cycle) | Dean/Directors/VC/AVC (COB, CON, COEHS, & COLS) |
| Mon, Feb 25 | Chancellor | Faculty Promotion | Concerned Faculty |
| Mon, Feb 25 | Chancellor | Professorial Productivity Increase Decisions | Concerned Faculty |
| Tue, Feb 26 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Wed, Feb 27 | University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. – Sage 2210 | | |
| Thurs, Feb 28 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |

MARCH 2019

| DATE | DUE FROM | ITEM | DUE TO |
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| Fri, Mar 1 | Last day to add 14-and 17-week class with instructor's signature | | |
| Fri, Mar 1 | Students | Last day to <u>drop</u> first 7-week classes | Registrar's Office |
| Fri, Mar 1 | Graduate Students | Applications for Spring 2019 graduation/completion of degree/GAP/certificate | Office of Graduate Studies |
| Fri, Mar 1 | Provost (COEHS) | Post-Tenure Report Notification | Faculty Member, Department Chair, and Dean (COEHS) |
| Fri, Mar 1 | Chancellor (COB, COEHS, COLS, CON, ADM, & OCE) | Renewal/Non-renewal notifications for 1st year instructional academic staff to 2018-2019 (March Cycle) | Concerned Academic Staff (COB, COEHS, COLS, CON, ADM, & OCE) |
| Fri, Mar 1 | Chancellor (COB, CON, COEHS, COLS, ADM, OCE) | Renewal/Non-renewal notification for 1st year professional academic staff (March Cycle) | Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, OCE) |
| Fri, Mar 1 | Students/Faculty Mentors | Celebration of Scholarship and Creative Activity Applications Due | Office of Student Research & Creative Activity |
| Fri, Mar 1 | Distinguished Teaching Committee | Academic Staff Regents Award for Excellence Nomination | UW System via Provost and Vice Chancellor |
| Fri, Mar 1 | Faculty/Academic Staff/ Students | Outstanding Service Award Nominations (Academic Staff) | Outstanding Service Award Committee |
| Tue, Mar 5 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Thurs, Mar 7 | Early Alert grading starts at 8:00 a.m. | | |
| Thurs, Mar 7 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Mar 7 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Mar 7 | Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m. | | |
| Thurs, Mar 7 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Mar 8 | AVC/Directors/Dean (COB, CON, COEHS, COLS, ADM, OCE) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for Instructional academic staff completing 2nd year or more (May Cycle) | Chancellor OR Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, OCE) |
| Fri, Mar 8 | AVC/Directors/Dean (COB, CON, COEHS, COLS, ADM, OCE) | Renewal/Non-renewal/ recommendations for 2018-2019 for professional academic staff completing 2nd year or more (May Cycle) | Chancellor OR Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, OCE) |
| Fri, Mar 8 | Departments or equivalent units | Summer 2019 Textbook Orders | Bookstore |
| Fri, Mar 8 | Dean (COB, CON, COEHS, & COLS) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for faculty completing 2nd year or more (May Cycle) | Provost and Vice Chancellor (COB, CON, COEHS, & COLS) |
| Mon, Mar 11 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Mon, Mar 11 | Edward Penson Distinguished Teaching Awards Committee | Recommendations for Edward Penson Distinguished Teaching Awards | Provost and Vice Chancellor |
| Tue, Mar 12 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Tue, Mar 12 | Early Alert grading ends at 4:00 p.m. | | |
| Wed, Mar 13 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Mar 14 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Mar 15 | Provost (COB) | Post-Tenure Report Notification | Faculty Member, Department Chair, and Dean (COB) |
| Fri, Mar 15 | Graduate Students | Thesis/Clinical Paper/Field Project Proposals for Summer 2019 Graduation | Office of Graduate Studies |

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| Fri, Mar 15 | Dean | Develop Post-Tenure Remediation/Professional Improvement Plan (PIP) | Faculty |
| Fri, Mar 15 | Personnel/Promotion Committee (CON & COLS) | Post-Tenure Review | Dean (CON & COLS) |
| Fri, Mar 15 | Provost and Vice Chancellor | Academic Program Changes for Graduate Programs | Academic Policies Committee (APC) |
| Tue, Mar 19 | Faculty Senate Meeting – Reeve Union 306; 3:10 p.m. | | |
| Wed, Mar 20 | Students | Last day to drop 14- and 17-week classes | Registrar's Office |
| Thurs, Mar 21 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Mar 21 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Mar 21 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Fri, Mar 22 | End of First 7-Week Term; Residence Halls close at 8:00 p.m. | | |
| Fri, Mar 22 | Residence halls begin limited services at 7:00 p.m. | | |
| Sun, Mar 24 | Spring Break Begins | | |
| Mon, Mar 25 | Provost and Vice Chancellor | Notification of Assessment Report Cycle | Departments |
| Mon, Mar 25 | Advancing nominees | Additional materials from advancing candidates for John McNaughton Rosebush Professorship – STAGE 2 | John McNaughton Rosebush Professorship Committee |
| Mon, Mar 25 | Provost & Vice Chancellor | Identification of academic programs to be reviewed in 2018-2019 | Dept. Chairs/Team Leaders of academic programs to be reviewed |
| Tues, Mar 26 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Wed, Mar 27 | Faculty & Instructional Staff | Student Grades (First 7-Week Term) | Registrar's Office |
| Fri, Mar 29 | Department or equivalent units | Fall 2019 Textbook Orders | Bookstore |
| Fri, Mar 29 | Provost and Vice Chancellor | Recommendations for Edward Penson Distinguished Teaching | Chancellor |
| Fri, Mar 29 | Chancellor | Decision on Endowed Professorship Awards (if professorships available) | Award Winners |
| Sun, Mar 31 | Residence Halls return to normal services. | | |
| Sun, Mar 31 | Dean (CON & COLS) | Faculty Post-Tenure Review Forwarded | Provost and Vice Chancellor (CON & COLS) |
| Sun, Mar 31 | Department or equivalent units (COB) | Faculty Post-Tenure Remediation/Professional Improvement Plan Due | Dean (COB) |

APRIL 2019

| DATE | DUE FROM | ITEM | DUE TO |
|-------------------------------|--|---|--|
| 1 st week of April | Provost (CON) | Post-Tenure Report Notification | Faculty Member, Department Chair, and Dean (CON) |
| Mon, Apr 1 | Classes Begin for Second 7-Week Term and resume for 14- and 17-week Terms | | |
| Mon, Apr 1 | Departments or equivalent units | Begin building Spring 2020 classes | Registrar's Office |
| Mon, Apr 1 | Faculty, Academic & Professional Staff | UWS 8 Report on Outside Activities and Interests Announcement | Department Chair or equivalent |
| Tues, Apr 2 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Wed, Apr 3 | University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. – Sage 2210 | | |
| Wed, Apr 3 | 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 4 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Thurs, Apr 4 | Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m. | | |
| Fri, Apr 5 | 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 |
| Tue, Apr 9 | Faculty Senate – Executive Committee Meetings at 3:45 p.m. – Dempsey 205 | | |
| Thurs, Apr 11 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Apr 11 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Thurs, Apr 11 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Fri, Apr 12 | Students | Last day to add 2 nd 7- and 10-week classes with instructor's signature | Registrar's Office |
| Fri, Apr 12 | Student/Faculty Collaborators | Undergraduate Small Grants Proposals due for Spring 2019 Cycle | Office of Student Research & Creative Activity |
| Fri, Apr 12 | Nominated Academic Staff | Documentation for the Outstanding Service Award (Academic Staff) | Outstanding Service Award Committee |
| Mon, Apr 15 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Mon, Apr 15 | Department Chairs or equivalent units | UWS 8 Report on Outside Activities and Interests – Stage One | College Deans or equivalent units |
| Tue, Apr 16 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Wed, Apr 17 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, Apr 18 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, Apr 19 | John McNaughton Rosebush Committee | Recommendations for John McNaughton Rosebush Professorship | Provost and Vice Chancellor |
| Fri, Apr 19 | Provost and Vice Chancellor (CON, COB, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for Instructional academic staff completing 2nd year or more (May Cycle) | Chancellor (CON, COB, COEHS, COLS, ADM, & OCE) |
| Fri, Apr 19 | Provost and Vice Chancellor (CON, COB, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for Professional academic staff completing 2nd year or more (May Cycle) | Chancellor (CON, COB, COEHS, COLS, ADM, & OCE) |
| Fri, Apr 19 | Provost and Vice Chancellor (CON, COB, COEHS, & COLS) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for faculty completing 2nd year or more (May Cycle) | Chancellor (CON, COB, COEHS, & COLS) |
| Tue, Apr 23 | FSCASL | Assessment Feedback | Programs |
| Tue, Apr 23 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |

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| Thurs, Apr 25 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Thurs, Apr 25 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Thurs, Apr 25 | University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m. | | |
| Thurs, Apr 25 | Celebration of Scholarship and Creative Activity; Reeve Union; 8:30 a.m.-5:00 p.m. | | |
| Fri, Apr 26 | Students | Last day to drop second 7-week classes | Registrar's Office |
| Fri, Apr 26 | Chancellor | Decision on Edward Penson Distinguished Teaching Award | Award Winners |
| Fri, Apr 26 | Graduate Students | Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Spring 2019 Graduation | |
| Tue, Apr 30 | Students | Last day to drop 10-week classes | Registrar's Office |
| Tue, Apr 30 | Faculty Senate Meeting – Reeve Union 306; 3:00 p.m. | | |
| Final week of April | Provost (COLS) | Post-Tenure Report Notification | Faculty Member, Department Chair, and Dean (COLS) |

MAY 2019

| DATE | DUE FROM | ITEM | DUE TO |
|---------------|---|---|--|
| Wed, May 1 | Faculty/Staff/Students | Outstanding Performance Award Nominations Due (University Staff) | Award Nominators |
| Wed, May 1 | University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. – Sage 2210 | | |
| Thurs, May 2 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Thurs, May 2 | Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m. | | |
| Fri, May 3 | <i>Spectrum</i> student creative activities web outlet submissions due (online submission) <i>Check with the Office of Student Research & Creative Activity</i> | | |
| Fri, May 3 | Chancellor (COB, CON, COEHS, & COLS) | Renewal/Non-renewal/Tenure notifications for faculty completing 2nd year or more (May Cycle) | Concerned Faculty Staff (COB, CON, COEHS, & COLS) |
| Fri, May 3 | Associate Vice Chancellor | CAS Summer Session appointment letters to faculty and academic staff: See HR | Faculty & Academic Staff |
| Mon, May 6-9 | Honors Thesis Symposia; Reeve 212AB, 4:00 p.m. | | |
| Tue, May 7 | Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205 | | |
| Thurs, May 9 | University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212 | | |
| Thurs, May 9 | Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m. | | |
| Thurs, May 9 | Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. | | |
| Fri, May 10 | Provost and Vice Chancellor | Recommendations for John McNaughton Rosebush Professorship Award | Chancellor |
| Fri, May 10 | Departments or equivalent units | Classes inputted for 2020 <u>Spring</u> Timetable | Registrar's Office |
| Mon, May 13 | Registrar's Office | First draft of 2020 <u>Spring</u> Timetable for review | Departments or equivalent units |
| Mon, May 13 | Faculty Senate's Assessment Committee Meeting – Dempsey 301; 3:30-4:30 p.m. | | |
| Mon, May 13 | Outstanding Service Award Committee | Outstanding Service Award recommendations (Academic Staff) | Chancellor |
| Tue, May 14 | Faculty Senate Meeting at 3:00 p.m. in Reeve Union 306. | | |
| Wed, May 15 | Chancellor (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal/Tenure recommendations for 2018-2019 for instructional academic staff completing 2nd year or more (May Cycle) | Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & OCE) |
| Wed, May 15 | Chancellor (COB, CON, COEHS, COLS, ADM, & OCE) | Renewal/Non-renewal notifications for professional academic staff completing 2nd year or more (May Cycle) | Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & OCE) |
| Wed, May 15 | Dean (COEHS) | Approval of the Remediation/Professional Improvement Plan (PIP) | Faculty (COEHS) |
| Wed, May 15 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Thurs, May 16 | Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m. | | |
| Fri, May 17 | End of 14-Week and Second 7-Week Terms | | |
| Fri, May 17 | Spring 2019 Honors Graduation Ceremony – Alumni Welcome & Conference Center; 5:00 p.m., Alumni Welcome & Conference Center | | |
| Fri, May 17 | Graduate Students | Thesis/Clinical Paper/Field Project final <u>signed copies</u> due for Spring 2019 Graduation | Office of Graduate Studies |
| Sat, May 18 | Residence Halls close at noon except for students participating in Commencement or remaining through spring interim. | | |
| Sat, May 18 | Commencement Ceremonies – Kolf Sports Center 9 a.m. – COLS, BLS, Associate, Bachelor, and Graduate Degrees 2 p.m. – COB, COEHS, CON, Bachelor and Graduate Degrees | | |
| Sun, May 19 | Residence Hall spring interim consolidation | | |
| Mon, May 20 | Classes Begin for 3-Week Interim - Spring Interim classes will meet on May 20, 21, 22, 23, 24; 28, 29, 30, 31; June 3, 4, 5, 6, 7. | | |
| Mon, May 20 | Chancellor | Decision on John McNaughton Rosebush Professorship Award | Award Winners |

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| Tue, May 21 | Students | Last day to add 3-week class without instructor's signature | Registrar's Office |
| Wed, May 22 | Faculty & Instructional Staff | Student Grades (14-Week and Second 7-Week Terms) | Registrar's Office |
| Fri, May 24 | Students | Last day to add 3-week class with instructor's signature | Registrar's Office |
| Fri, May 24 | Departments or equivalent units | First draft changes completed for 2020 <u>Spring</u> Timetable | Registrar's Office |
| Fri, May 24 | All University Committee Chairs | Committee Annual Report | Provost and Vice Chancellor/Governance Groups |
| Mon, May 27 | Legal Holiday (Memorial Day) – No Classes | | |
| Tue, May 28 | Registrar's Office | Second draft 2020 <u>Spring</u> Timetable for review | Departments or equivalent units |
| Wed, May 29 | University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. – Sage 1210 | | |
| Fri, May 31 | Students | Last day to drop 3-week interim classes | Registrar's Office |
| End of May | University Staff Professional Development Day | | |

JUNE 2019

| | DUE FROM | ITEM | DUE TO |
|--------------|--|---|--|
| Mon, June 3 | Department or equivalent units (COEHS) | Faculty Post-Tenure Remediation/Professional Improvement Plan Due | Dean (COEHS) |
| Fri, June 7 | Undergraduate Students | Deadline to apply for August 2020 graduation | Graduation Examiner |
| Fri, June 7 | <i>End of 3-Week Interim – End of Semester – Official Graduation Date</i> | | |
| Fri, June 7 | <i>Residence Halls close at 8:00 p.m. for all students.</i> | | |
| Fri, June 7 | Students/Faculty Mentors | <i>Oshkosh Scholar</i> Submission Deadline for 2019 Issue Due | Office of Student Research and Creative Activity |
| Fri, June 7 | Departments or equivalent units | Second draft changes completed for 2020 <u>Spring</u> Timetable | Registrar's Office |
| Fri, June 7 | Departments or equivalent units | Special requests for 2020 <u>Spring</u> Timetable | Registrar's Office |
| Fri, June 7 | Nominated University Staff | Documentation for the Outstanding Performance Award (University Staff) | Outstanding Performance Award Committee |
| Mon, June 10 | Registrar's Office | Rooms assigned for 2020 <u>Spring</u> Timetable (Completed Fri, Aug. 9) | Departments or equivalent units |
| Wed, June 12 | University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m. | | |
| Wed, June 12 | Faculty & Instructional Staff | Student Grades (3-Week Interim) (10-Week and 17-Week Terms) | Registrar's Office |
| Mon, June 17 | <i>Summer Semester Classes Begin – First 4-Week and 8-Week Terms</i> | | |
| Fri, June 21 | Graduate Students | Applications for Summer 2019 graduation or completion of degree, GAP or certificate | Office of Graduate Studies |
| Mon, June 24 | Supervisors of University Staff | University Staff Annual Performance Reviews – Human Resources | Human Resources Office |

JULY 2019

| DATE | DUE FROM | ITEM | DUE TO |
|---------------|---|---|----------------------------|
| Thurs, July 4 | <i>Legal Holiday (Independence Day) – No Classes</i> | | |
| Fri, July 5 | Graduate Students | Thesis/Clinical Paper/Field Project <u>proposals</u> for Fall 2019 Graduation | Office of Graduate Studies |
| Fri, July 12 | <i>End of First 4-Week Summer Term</i> | | |
| Fri, July 12 | Graduate Students | Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Summer 2019 graduates | Office of Graduate Studies |
| Mon, July 15 | <i>Classes Begin – Second 4-Week Term</i> | | |
| Wed, July 17 | Faculty & Instructional Staff | Student Grades (First 4-Week Term) | Registrar's Office |
| Fri, July 19 | Outstanding Performance Award Committee (University Staff) | Outstanding Performance Award Recommendations | Chancellor |

AUGUST 2019

| DATE | DUE FROM | ITEM | DUE TO |
|--------------|--|---|---------------------------------|
| Thurs, Aug 1 | Department or equivalent units (COLS) | Faculty Post-Tenure Remediation/Professional Improvement Plan Due | Dean (COLS) |
| Mon, Aug 5 | Office of Institutional Research | Quantitative data for specific academic programs under review (contact OIR if data is required earlier) | Program Faculty |
| Fri, Aug 9 | <i>8-Week and Second 4-Week Terms End – Semester Ends – <u>Official Graduation Date</u></i> | | |
| Fri, Aug 9 | <i>Last day to apply for fall 2019 graduation</i> | | |
| Fri, Aug 9 | Graduate Students | Thesis/Clinical Paper/Field Project in <u>final form</u> due for Summer 2019 graduates | Office of Graduate Studies |
| Mon, Aug 12 | Registrar's Office | Final Draft 2020 <u>Spring</u> Timetable (with room assignments) for review | Departments or equivalent units |
| Wed, Aug 14 | Faculty and Instructional Staff | Student Grades (8-Week and Second 4-Week Terms) | Registrar's Office |
| Fri, Aug 16 | Departments or equivalent units | Final deadline for changes to 2020 <u>Spring</u> Timetable | Registrar's Office |
| Wed. Aug 28 | Registrar's Office | Spring 2020 classes viewable on Titan Web | Departments |