

Spring 2008	
Recruitment	January 1 - April 30
	Optimally, employment contracts offered for positions placed in group <i>Chronicle</i> ad
Promotion & Tenure	January 1, 2008
	2nd year tenure track non-renewal employee notification deadline.
Payroll	January 2
	December Leave recap requests sent to administrators
Payroll	January 2-4
	Enter December Administrative leave recap in system
Promotion & Tenure	January 4
	1st year tenure track consideration (blue) forms sent to department chairs.
Payroll	January 7
	January payroll due in HRS
Academic Appeals	January 7
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
Academic Appeals	January 9
	Undergraduate academic appeal committee meets
Academic Appeals	January 11
	Undergraduate academic appeal decisions available
Records Office	January 14
	Classes begin
Workload	January 14
	First day of classes (No printed report generated)
Institutional Review Board	January 15
	Deadline for IRB review request
Workload	January 17
	First printed report generated overnight and distributed on January 18th
Records Office	January 17
	Deadline for students to add a class
Workload	January 21
	Holiday-Martin Luther King
Records Office	January 21
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January 18.
Promotion & Tenure	January 25
	3rd, 4th, and 5th year tenure track (those faculty NOT reviewed for tenure) renewal consideration (blue) forms sent to department chairs.
Promotion & Tenure	January 25
	6th year tenure track renewal consideration (blue) forms for those not recommended for tenure sent to department chairs.
Workload	January 27
	Final Day for Banner Workload updates before final workload reports generated
Records Office	January 27
	Deadline for students to drop a course without a grade
Workload	January 27
	Enrollment Census Date-14th day of class
Records Office	January 28
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January 25.
Workload	January 28
	Final workload reports printed and distributed (reports will be generated from frozen census data captured January 27th). Enter all changes made to the instructional or non-instructional assignments on SIAASGN.
Graduate Office	January 28

	Last day to file Intention to Graduate Forms for May graduation
Institutional Review Board	January 29
	IRB Review Board meeting
University Curriculum Committee	January 30
	Proposals due to Curriculum Committee Chair's office
Renovations	January 31
	Last day to submit a special projects form to request a construction project be completed with current fiscal year funds.
TAF	January 31
	Last day to submit a TAF proposal
Promotion & Tenure	February 1
	1st year tenure track consideration (blue) forms due in Academic Affairs.
IED Grant	February 1
	Submission Deadline
NIA Grant	February 1
	Submission Deadline
Payroll	February 1
	January Leave recap requests sent to administrators
Payroll	February 1-5
	Enter January Administrative leave recap in system
Payroll	February 7
	February payroll due in HRS
University Curriculum Committee	February 8
	University Curriculum Committee Meeting
Workload	February 11
	Workload Reports due in Dean's offices
Institutional Review Board	February 12
	Deadline for IRB review request
Graduate Office	February 15
	Graduate suspension appeal applications from fall semester due in the College of Graduate Studies
Grade Appeals	February 19
	Final submission date for Fall grade appeals
Faculty Development Grant	February 20
	Submission Deadline
Spring Commencement	February 22
	Faculty Line of March for May 2008 Commencement due to Academic Affairs
Workload	February 25
	Last day to enter changes made to the instructional or non-instructional assignment on SIAASGN
Graduate Office	February 26
	Graduate suspension appeal hearings
Workload	February 26
	Workload Reports due in Academic Resources office, CAB 117
Institutional Review Board	February 26
	Review Board meeting

Promotion & Tenure	February 29
	1st year tenure track non-renewal employee notification deadline.
Promotion & Tenure	February 29
	3rd, 4th, and 5th year tenure track renewal (consideration) blue forms due in Academic Affairs.
Promotion & Tenure	February 29
	6th year not recommended for tenure consideration (blue) forms due in Academic Affairs.
Budget	March
	College Budget Meetings with the Provost
Graduate Office	March 1
	Graduate Studies Application Deadline for Summer 2008 admission. Program deadlines may be earlier.
Records Office	March 2
	Deadline for students to drop a course with a grade of "W"
Payroll	March 3
	February Leave recap requests sent to administrators
Payroll	March 3-5
	Enter February Administrative leave recap in system
Records Office	March 3-8
	Spring Break
Records Office	March 3-8
	Mid semester (If mid-term tests are administered during this time, make sure you note the Spring Break dates.)
Payroll	March 7
	March payroll due in HRS
Workload	March 7
	University Holiday
Graduate Office	March 8
	Written doctoral qualifying examinations begin.
Deans Evaluations	March 11-22
	Faculty and Administrative Staff do online (IDEA) evaluations of Deans and Selected Administrators
Chairs Evaluations	March 10
	Materials for evaluation of chairs/directors sent out by Academic Affairs
Institutional Review Board	March 11
	Deadline for IRB review request
University Curriculum Committee	March 12
	Proposals due to Curriculum Committee Chair's office
Chairs Evaluations	March 17-21
	Evaluations of chairs/directors by faculty administered
Spring Commencement	March 21
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
University Curriculum Committee	March 21
	University Curriculum Committee Meeting
Graduate Office	March 21
	Last day to file theses/dissertations for May graduation
Graduate Office	March 22
	Written Master's and Specialist's comprehensive examinations begin
Records Office	March 24

	Unofficial Withdrawal Rosters available online
Institutional Review Board	March 25
	Review Board meeting
Faculty Evaluation	March 28
	Materials for Student Evaluation of Faculty performance in Spring semester due to department chairs' offices
Chairs Evaluations	March 28
	All evaluations of chairs/directors by faculty due back to Academic Affairs
Spring Commencement	March 28
	Graduate names, all intro materials inclding speaker bio to Publications and Graphics
Budget	April
	College Budget Meetings with the President
SACS Substantive Change	April 1
	Required notification to CE&DL if department plans to offer 50% or more of a program's credits at an off campus site or through distance learning for Spring 2009 semester
Payroll	April 2
	March Leave recap requests sent to administrators
Records Office	April 2
	Deadline to complete Unofficial Withdrawal Rosters online
Payroll	April 2-4
	Enter March Administrative leave recap in system
Annual Recommendation for Tenure-Track Faculty	April 5
	Renewal of contracts for eligible tenure track faculty (those NOT reviewed for tenure or non-renewed) sent to departments for distribution to faculty.
Payroll	April 7
	April payroll due in HRS
Graduate Office	April 7
	Written Master's and Specialist's comprehensive examinations begin
Spring Commencement	April 7
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
Faculty Development Grant	April 9 (if needed)
	Submission Deadline
IED Grant	April 9 (if needed)
	Submission Deadline
Faculty Evaluation	April 9-23
	Department coordinators administer Student Evaluation of Faculty Performance
Spring Commencement	April 9
	Program proof returned to Publications and Graphics
Spring Commencement	April 11
	Publications and Graphics makes corrections and sends to Printing Services
Institutional Review Board	April 15
	Deadline for IRB review request

University Curriculum Committee	April 16
	Proposals due to Curriculum Committee Chair's office
Records Office	April 16
	Deadline for students to withdraw from the University
Undergraduate	April 18
	Undergraduate Intent to Graduate form due in Records for December 2008 graduation
Graduate Office	April 18
	Last day to remove "I" grades for graduate students graduating in May
Graduate Office	April 21
	Comprehensive exam results due back to College of Graduate Studies
Records Office	April 23
	Last day of classes
University Curriculum Committee	April 24
	University Curriculum Committee Meeting
Records Office	April 24
	Study Day (Classes will not be held on that day)
Faculty Evaluation	April 25
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
Records Office	April 25-May 1
	Final Exams
Records Office	April 25-May 5
	Grades can be posted on the web
Spring Commencement	April 28
	Programs delivered for pre-graduation distribution
Institutional Review Board	April 29
	Review Board meeting
Graduate Office	April 30
	Completed contracts for Summer 2008 graduate assistanships due in College of Graduate Studies
Payroll	May 12
	April Leave recap requests sent to administrators
Payroll	May
	Termination PEF's due in Academic Resources for faculty not returning in the Fall
Payroll	May 1-2
	Enter April Administrative leave recap in system
Spring Commencement	May 2
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
Spring Commencement	May 3
	Saturday, Fall Commencement 9:00 AM-College of Education & Behavioral Science, Jennings A. Jones College of Business, & College of Graduate Studies
	Saturday, Fall Commencement 1:00 PM-College of Basic & Applied Sciences, College of Liberal Arts, College of Continuing Education & Distance Learning, Honors College, & College of Mass Communication

Annual Recommendation for Tenure-Track Faculty	May 5
	Signed renewal contracts due in Academic Affairs
Spring Commencement	May 5
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
Records Office	May 5
	Final grades for Spring 2008 are due to be completed online no later than Monday, May 5, 2008 at 9:00 AM
Payroll	May 7
	May payroll due in HRS
Spring Commencement	May
	Spring Commencement Followup Meeting-share comments and concerns
Faculty Evaluation	May 9
	Reports of Student Evaluation of Faculty Performance in Spring semester sent by ITD to deans' offices
Faculty Evaluation	May 12
	Materials for Student Evaluation of Faculty performance in Summer semester due to department chairs office.
Academic Appeals	May 13
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
Academic Appeals	May 15
	Undergraduate academic appeal committee meets
Academic Appeals	May 19
	Undergraduate academic appeal decisions available
Faculty Evaluation	May 21-28
	Department coordinators administer Student Evaluation of Faculty Performance - Session I
Workload	May 26
	Memorial Day Holiday
Faculty Evaluation	May 30
	Chairs Evaluations of members of the faculty due in deans' office. (No form-chair types up each)
Summer 2008	
Graduate Office	June 1
	Graduate Studies Application Deadline for Fall 2008
Payroll	June 2
	May Leave recap requests sent to administrators
Payroll	June 2-5
	Enter May Administrative leave recap in system
Summer Commencement	June 6
	Faculty Line of March for August 2008 Commencement due to Academic Affairs
Payroll	June 6
	June payroll due in HRS
Graduate Office	June 6
	Last day to file Intention to Graduate Forms for August graduation.
Graduate Office	June 13
	Graduate suspension appeal applications from spring semester due in the College of Graduate Studies
Graduate Office	June 21
	Written doctoral qualifying examinations begin.

Faculty Evaluation	June 23-July 1
	Department coordinators administer Student Evaluation of Faculty Performance - Session II
Graduate Office	June 24
	Graduate suspension appeal hearings
Summer Commencement	June 27
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
Graduate Office	June 27
	Last day for filing theses and dissertations for August graduation.
Graduate Office	June 28
	Written Master's and Specialist's comprehensive examinations begin
Chairs Evaluations	June 30
	Results of Faculty evaluations of Chairs delivered to Deans offices
Grade Appeals	June 30
	Final submission date for Spring grade appeals
Faculty Evaluation	June 30
	Chairs Evaluations of members of the faculty due in Academic Affairs office from deans office
Promotion & Tenure	Close of AY 2007-08
	3rd, 4th, & 5th year tenure track non-renewal employee notification deadline.
Promotion & Tenure	Close of AY 2007-08
	6th year not recommended for tenure employee notification deadline.
Promotion & Tenure	June 2008- July 2008, following TBR approval
	Promotion & Tenure candidates employee notification deadline.
Payroll	July 1
	June Leave recap requests sent to administrators
Payroll	July 1-3
	Enter June Administrative leave recap in system
Summer Commencement	July 3
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Workload	July 4
	Independence Day Holiday
Payroll	July 7
	July payroll due in HRS
Summer Commencement	July 14
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
Summer Commencement	July 16
	Program proof returned to Publications and Graphics
Summer Commencement	July 18
	Publications and Graphics makes corrections and sends to Printing Services
Graduate Office	July 28
	Comprehensive exam results due back to College of Graduate Studies
Faculty Evaluation	July 30-August 6
	Department coordinators administer Student Evaluation of Faculty Performance - Session III & IV
Graduate Office	August 1
	Last day to remove "I" grades for graduate students graduating in August
Graduate Office	August 1
	Completed contracts for Fall 2008 graduate assistanships due in College of Graduate Studies
Payroll	August 1

	July Leave recap requests sent to administrators
Payroll	August 1-4
	Enter July Administrative leave recap in system
Summer Commencement	August 4
	Programs delivered for pre-graduation distribution
Payroll	August 7
	August payroll due in HRS
Summer Commencement	August 8
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
Summer Commencement	August 9
	Saturday, Summer Commencement 10:00 AM
Faculty Evaluation	August 11
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
Summer Commencement	August 11
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
Standing Committees	Mid August
	Standing committee lists are provided from President's Office. Lists are shared via letters to appointees.
Faculty Evaluation	August 24
	Reports of Student Evaluation of Faculty Performance in Summer semester sent by ITD to deans' offices
Fall 2008	
Promotion & Tenure	August - September 5
	Faculty candidates for promotion and tenure inform department chairs of their candidacy and submit outlines of faculty data to the department chair and the departmental promotion and tenure review committee.
SACS Substantive Change	September 1
	Required notification to CE&DL if department plans to offer 50% or more of a program's credits at an off campus site or through distance learning for Summer 2009 semester
Workload	September 1
	Labor Day Holiday
Payroll	September 24
	August Leave recap requests sent to administrators
Payroll	September 2-5
	Enter August Administrative leave recap in system
Promotion & Tenure	September 5
	Blue forms sent to departments from Academic Affairs for faculty eligible to request tenure consideration. (5th and 6th year tenure-track)
Payroll	September 8
	September payroll due in HRS
Graduate Office	September 8
	Last day to file Intention to Graduate Forms for December graduation.
Promotion & Tenure	September 8-19
	College deans provide the Faculty Senate President with the names of the faculty elected to the college promotion and tenure review committees. Deans then call the initial organizational meeting of the college committees. The college committees organize by selecting a chair and establishing procedures for review of candidates.

Standing Committees	September 10-26
	University Standing Committees are convened by the Vice Provost for Academic Affairs, presented the charge, organize themselves and elect chairs. Committees providing grants will send out dates for grant proposals and decision dates.
Graduate Office	September 19
	Graduate suspension appeal applications from summer semester due in the College of Graduate Studies
Faculty Development Grant	September 24
	Submission Deadline
Graduate Office	September 30
	Graduate suspension appeal hearings
Payroll	October 1
	September Leave recap requests sent to administrators
Payroll	October 1-3
	Enter September Administrative leave recap in system
Graduate Office	October 1
	Graduate Studies Application Deadline for Spring 2009
Grade Appeals	October 6
	Final submission date for Summer grade appeals
Promotion & Tenure	October 6-10
	If they have not done so earlier, department chairs will meet with departmental promotion and tenure review committees and share recommendations with them. Committees and chairs will attempt to resolve any conflicting recommendations. Then, final recommendations are forwarded to the deans and the college committees.
Grade Appeals	October 6
	Final submission date for Summer grade appeals
Payroll	October 7
	October payroll due in HRS
Promotion & Tenure	October 10
	2nd year tenure track renewal consideration (blue) forms sent to department chairs.
Graduate Office	October 11
	Written doctoral qualifying examinations begin.
Promotion & Tenure	October 13 - November 7
	Tenure Candidates consideration (blue) forms due in Academic Affairs
Promotion & Tenure	October 17-until completed
	If they have not done so earlier, departments prepare annual evaluations of probationary (Tenure track) faculty members not being reviewed for tenure or promotion.
Promotion & Tenure	October 17-November 7
	College promotion and tenure review committees and deans evaluate candidates for promotion and tenure and prepare recommendations on each. Each dean meets with the respective college committee and shares recommendations, attempting to resolve any conflicting recommendations. Then, deans and committees send final recommendations to the Provost and Senior Vice Provost for Academic Affairs.
Graduate Office	October 18
	Written Master's and Specialist's comprehensive examinations begin
IED Grant	October 24
	Submission Deadline
Faculty Development Grant	October 29
	Submission Deadline
NIA Grant	October 29
	Submission Deadline

Fall Commencement	October 31
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
Graduate Office	October 31
	Last day for filing theses and dissertations for December graduation.
SACS Substantive Change	November 1
	Required notification to CE&DL if department plans to offer 50% or more of a program's credits at an off campus site or through distance learning for Fall 2009 semester
Payroll	November 3
	October Leave recap requests sent to administrators
Payroll	November 3-5
	Enter October Administrative leave recap in system
Promotion & Tenure	November 7
	2nd year tenure track renewal consideration (blue) forms due in Academic Affairs.
Payroll	November 7
	November payroll due in HRS
Fall Commencement	November 7
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Promotion & Tenure	November 10-December 5
	The Senior Vice Provost for Academic Affairs prepares recommendations from the deans and college promotion and reure review committees for review by the Provost.
Faculty Evaluation	November 10
	Materials for Student Evaluation of Faculty performance in Fall semester due to department chairs' offices
Fall Commencement	November 17
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
Fall Commencement	November 19
	Program proof returned to Publications and Graphics
Graduate Office	November 21
	Comprehensive exam results due back to College of Graduate Studies
Fall Commencement	November 22
	Publications and Graphics makes corrections and sends to Printing Services
Faculty Evaluation	November 24-December 4
	Department coordinators administer Student Evaluation of Faculty Performance
Workload	November 27-28
	Thanksgiving Holiday
Graduate Office	November 28
	Last day to remove "I" grades for graduate students graduating in December
Payroll	December 3
	November Leave recap requests sent to administrators
Payroll	December 3-5
	Enter November Administrative leave recap in system
Fall Commencement	December 8
	Programs delivered for pre-graduation distribution
Payroll	December 8
	December payroll due in HRS
Graduate Office	December 10

	Completed contracts for Spring 2009 graduate assistanships due in College of Graduate Studies
Fall Commencement	December 12
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
Fall Commencement	December 13
	Saturday, Fall Commencement TBD AM-College of Education & Behavioral Science, Jennings A. Jones College of Business, & College of Graduate Studies
	Saturday, Fall Commencement TBD PM-College of Basic & Applied Sciences, College of Liberal Arts, College of Continuing Education & Distance Learning, Honors College, & College of Mass Communication
Fall Commencement	December 15
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
Promotion & Tenure	December 15
	The Provost makes recommendations to the President for consideration for submission to the Tennessee Board of Regents. On the same date the Provost makes recommendations to the President, the Provost notifies each person considered, along with the college dean and the department chairperson, of his/her recommendation.
Faculty Evaluation	December 19
	Reports of Student Evaluation of Faculty Performance in Fall semester sent by ITD to deans' offices
Workload	December 25-January 1
	Winter Holiday
Spring 2009	
IED Grant	February 4
	Submission Deadline
NIA Grant	February 4 (if needed)
	Submission Deadline
Faculty Development Grant	February 18
	Submission Deadline
IED Grant	April 8 (if needed)
	Submission Deadline
Faculty Development Grant	April 8 (if needed)
	Submission Deadline