

Summer 2009	
Faculty Evaluation	May 11
	Materials for Student Evaluation of Faculty performance in Summer semester due to department chairs offices.
Academic Appeals	May 20
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
Academic Appeals	May 22
	Undergraduate academic appeal committee meets
Graduate Office	May 22
	Graduate suspension appeal applications from spring semester due in the College of Graduate Studies
Academic Appeals	May 27
	Undergraduate academic appeal decisions available
Faculty Evaluation	May 20-28
	Department coordinators administer Student Evaluation of Faculty Performance - Session I
Workload	May 25
	Memorial Day Holiday
Graduate Office	May 26
	Graduate suspension appeal hearings
Faculty Evaluation	May 29
	Chairs Evaluations of members of the faculty due in deans' offices. (No form-chair types up each)
Chairs Evaluations	May 29
	Results of Faculty evaluations of Chairs delivered to deans' offices.
Graduate Office	June 1
	Graduate Studies Application Deadline for Fall 2009
Graduate Office	June 5
	Last day to file Intention to Graduate Forms for August graduation.
Payroll	June 8
	June payroll due in HRS
Summer Commencement	June 12
	Faculty Line of March for August 2009 Commencement due to Academic Affairs
Graduate Office	June 20
	Written doctoral qualifying examinations begin.
Faculty Evaluation	June 22 -June 26
	Department coordinators administer Student Evaluation of Faculty Performance - Session II
Summer Commencement	June 26
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
Graduate Office	June 26
	Last day for filing theses and dissertations for August graduation.
Graduate Office	June 27
	Written Master's and Specialist's comprehensive examinations begin
Faculty Evaluation	June 30
	Chairs Evaluations of members of the faculty due in Academic Affairs office from deans' offices
Promotion & Tenure	Close of AY 2008-09
	3rd, 4th, & 5th year tenure track non-renewal employee notification deadline.
Promotion & Tenure	Close of AY 2008-09
	6th year not recommended for tenure employee notification deadline.
Promotion & Tenure	June 2009- July 2009, following TBR approval
	Promotion & Tenure candidates employee notification deadline.
Records Office	July 1-27

	Teacher, TBR, state, UT, and MTSU employee dependent discount forms due in the Business Office, CAB 103
Summer Commencement	July 2
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Workload	July 3
	Independence Day Holiday Observed
Grade Appeals	July 6
	Final submission date for Spring grade appeals
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 20
	Publications and Graphics makes corrections and sends to Printing Services
Graduate Office	July 27
	Comprehensive exam results due back to College of Graduate Studies
Faculty Evaluation	July 27-31
	Department coordinators administer Student Evaluation of Faculty Performance - Session III, RODP, & Summer Full Term
Graduate Office	July 31
	Last day to remove "I" grades for graduate students graduating in August
Institutional Effectiveness	July 31
	Reports of the Results and Use of Results/Action Plan for just-completed Academic Year due.
Graduate Office	August 1
	Completed contracts for Fall 2009 graduate assistantships due in College of Graduate Studies
Records Office	August 1
	TBR, UT, and state employee (PC191A) fee waiver participants register
Summer Commencement	August 3
	Programs delivered for pre-graduation distribution
Payroll	August 7
	August payroll due in HRS
Summer Commencement	August 7
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
Faculty Evaluation	August 7
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
Summer Commencement	August 8
	Saturday, Summer Commencement 10:00 AM
Summer Commencement	August 10
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting

Standing Committees	Mid August
	Standing committee appointments are provided from President's Office. Assignments are shared via letters to appointees.
Faculty Evaluation	August 21
	Reports of Student Evaluation of Faculty Performance in Summer semester sent by ITD to deans' offices
Fall 2009	August 29-December 19
Promotion & Tenure	August - September 18
	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.
Payroll	August 10
	Adjunct and extra comp hiring paperwork due in Academic Affairs
Graduate Office	August 21
	Graduate suspension appeal applications from summer semester due in the College of Graduate Studies
Records Office	August 25
	Fee Payment Deadline (course selection April 6-August 25)
Graduate Office	August 25
	Graduate suspension appeal hearings
Records Office	August 26
	12:00 a.m., RaiderNet available for Drop/Add after purge
Records Office	August 28
	Last day for 100% fee adjustment
Records Office	August 29
	First day of class
Workload	August 29
	First day of classes (No printed report generated). All remaining hiring paperwork for full-time faculty due to Academic Affairs for processing
Records Office	September 1
	Late Registration Begins (For students with no schedule, must complete Request for Late Registration form)
Records Office	August 29-September 3
	Students with schedule may add on RaiderNet; \$100 late fee if no schedule. 65 year old, permanently disabled, and 60 year old audit students register (no late fee)
SACS Substantive Change	September 1
	Required notification to CEDL 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 2
	First workload reports printed and distributed (reports generated from 4th day of class date captured on September 1)
Records Office	September 4
	Request for Late Registration Form required if no existing schedule. Drop/Add Form required to add a course (students with schedule) Payment Deadline (course selection August 26-Sept 4)
Promotion & Tenure	September 4
	Blue forms sent to departments from Academic Affairs for faculty eligible to request tenure consideration. (6th year tenure-track)
Workload	September 7
	Labor Day Holiday
Payroll	September 8
	September payroll due in HRS

Standing Committees	September 8-18
	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.
University Curriculum Committee	September 9
	Proposals due to Curriculum Committee Chair's office
Records Office	September 10
	Approved late registrants must prepay in Business Office before registering (September 10 and after)
Records Office	September 11
	14th day census-last day for 75% fee adjustment; last day to drop without a grade
Workload	September 11
	Enrollment Census Date-14th day of class. Final day for Banner faculty workload updates before final workload reports generated.
Records Office	September 12
	Drop with W begins-25% fee adjustment period
Workload	September 14
	Final workload reports printed and distributed (reports generated from frozen census data captured on September 11). Enter all changes made to the instructional or non-instructional assignments on SIAASGN.
Graduate Office	September 14
	Last day to file Intent to Graduate Forms for December graduation.
University Curriculum Committee	September 18
	Curriculum Committee Meeting
Promotion & Tenure	September 21-October 2
	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.
Workload	September 24
	Workload Reports due in deans' offices. Enter any changes made to instructional or non-instructional assignments on SIAASGN
Faculty Development Grant	September 25
	Submission Deadline
Records Office	September 25
	Last day for 25% fee adjustment
Institutional Effectiveness	September 30
	Identify Academic Department and/or Unit Goals/Objectives/Student-Learning Outcomes for the new academic year
Graduate Office	October 1
	Graduate Studies Application Deadline for Spring 2009
Workload	October 2
	Workload reports due in Academic Affairs, CAB 117
Grade Appeals	October 5
	Final submission date for Summer grade appeals
Promotion & Tenure	October 12-30

	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.
Payroll	October 7
	October payroll due in HRS
Promotion & Tenure	October 9
	2nd year tenure track renewal consideration (blue) forms sent to department chairs.
Fall Commencement	October 9
	Faculty Line of March for December 2009 Commencement due to Academic Affairs
Promotion & Tenure	October 12 - November 6
	Tenure Candidates consideration (blue) forms due in Academic Affairs
University Curriculum Committee	October 14
	Proposals due to Curriculum Committee Chair's office
Records Office	October 16
	49th day of term-last day to drop or withdraw with a grade of W on web (RaiderNet)
Promotion & Tenure	October 16-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.
Graduate Office	October 17
	Written doctoral qualifying examinations begin.
Records Office	October 17
	Drops processed only if instructor and chair approves
Records Office	October 17-20
	Fall Break-no classes
Faculty Evaluation	October 23
	Materials for Student Evaluation of Faculty performance in Fall semester due to department chairs' offices
University Curriculum Committee	October 23
	Curriculum Committee Meeting
Graduate Office	October 24
	Written Master's and Specialist's comprehensive examinations begin
IED Grant	October 30
	Submission Deadline
Faculty Development Grant	October 30
	Submission Deadline
NIA Grant	October 30
	Submission Deadline
Fall Commencement	October 30
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
SACS Substantive Change	November 1
	Required notification to CEDL 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
Promotion & Tenure	November 2 - December 4
	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 Vice Provost for Academic Affairs.
Graduate Office	November 6

	Last day for filing theses and dissertations for December graduation.
Fall Commencement	November 6
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Promotion & Tenure	November 6
	2nd year tenure track renewal consideration (blue) forms due in Academic Affairs.
Payroll	November 6
	November payroll due in HRS
Records Office	November 9-20
	Priority Registration, Spring 2010
University Curriculum Committee	November 11
	Proposals due to Curriculum Committee Chair's office
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
Fall Commencement	November 20
	Publications and Graphics makes corrections and sends to Printing Services
University Curriculum Committee	November 20
	Curriculum Committee Meeting
Faculty Evaluation	November 20-December 4
	Department coordinators administer Student Evaluation of Faculty Performance
Graduate Office	November 25
	Comprehensive exam results due back to College of Graduate Studies
Workload	November 26-27
	Thanksgiving Holiday
Workload	December
	Begin entering workload assignments on SIAASGN
Records Office	December 2
	Last day to withdraw from the University (drop all classes) and receive a W or F as determined by the instructor
Promotion & Tenure	December 7 - January 15
	The Vice Provost for Academic Affairs prepares recommendations from the deans and college promotion and tenure review committees for review by the Provost.
Payroll	December 7 - January 15
	December payroll due in HRS
Records Office	December 9
	Last day of classes
Records Office	December 10
	Study Day (Classes will not be held on that day)
Graduate Office	December 10
	Completed contracts for Spring 2009 graduate assistantships due in College of Graduate Studies
Graduate Office	December 11
	Last day to remove "I" grades for graduate students graduating in December
Records Office	December 11-17
	Final Exams
Fall Commencement	December 14
	Programs delivered for pre-graduation distribution
Workload	December 14
	Adjunct and extra comp hiring paperwork due in Academic Affairs

Fall Commencement	December 18
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
Faculty Evaluation	December 18
	Reports of Student Evaluation of Faculty Performance in Fall semester sent by ITD to deans' offices
Fall Commencement	December 19
	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
Records Office	December 21
	Final grades for Fall 2009 are due to be completed online no later than Monday, December 15, 2008 at 9:00 AM
Fall Commencement	December 21
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
Workload	December 25-January 1
	Winter Holiday
Spring 2010	January 14- May 8
Recruitment	January 1 - April 30
	Optimally, employment contracts offered for positions placed in group <i>Chronicle</i> ad
Promotion & Tenure	January 1, 2010
	2nd year tenure track non-renewal employee notification deadline.
Institutional Effectiveness	January 1
	Academic Departments and/or Unit Directors use Institutional Effectiveness plans in developing budget needs for the coming fiscal year
Promotion & Tenure	January 4
	1st year tenure track consideration (blue) forms sent to department chairs.
Academic Appeals	January 4 (tentative date)
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
Payroll	January 7
	January payroll due in HRS
Academic Appeals	January 6 (tentative date)
	Undergraduate academic appeal committee meets
Academic Appeals	January 8 (tentative date)
	Undergraduate academic appeal decisions available
Records Office	January 13
	Last Day for 100% refund
Records Office	January 14
	First day of class
Workload	January 14
	First day of classes (No printed report generated)
Institutional Review Board	January
	Deadline for IRB review request
Records Office	January 17
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January 17.
Workload	January 18
	Holiday-Martin Luther King
Workload	January 19

	First workload reports printed and distributed (reports generated from 4th day of class date captured on January 17th)
Records Office	January
	Late Registration Begins (For students with no schedule, must complete Request for Late Registration form)
Records Office	January
	Last day to add classes on web (RaiderNet)
Records Office	January
	Drop/Add Form required
Promotion & Tenure	January 22
	3rd, 4th, and 5th year tenure track renewal consideration (blue) forms sent to department chairs.
Promotion & Tenure	January 22
	6th year tenure track renewal consideration (blue) forms for those not recommended for tenure sent to department chairs.
Records Office	January
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January xx.
Workload	January 27
	Enrollment Census Date-14th day of class. Final day for Banner faculty workload updates before final workload reports generated.
Records Office	January
	14th day census-last day for 75% fee adjustment; last day to drop without a grade
Graduate Office	January 28
	Last day to file Intent to Graduate Forms for May graduation
Records Office	January
	Drop with W begins-25% fee adjustment period
Workload	January 28
	Final workload reports printed and distributed (reports will be generated from frozen census data captured January xxth). Enter all changes made to the instructional or non-instructional assignments on SIAASGN.
Promotion & Tenure	January 29
	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 the recommendation.
Institutional Review Board	January
	IRB Review Board meeting
University Curriculum Committee	January 27
	Proposals due to Curriculum Committee Chair's office
Renovations	January
	Last day to submit a special projects form to request a construction project be completed with current fiscal year funds.
TAF	January
	Last day to submit a TAF proposal
Promotion & Tenure	February 1
	1st year tenure track consideration (blue) forms due in Academic Affairs.
Payroll	February 8
	February payroll due in HRS
University Curriculum Committee	February 5

	Curriculum Committee Meeting
Workload	February 11
	Workload Reports due in Dean's offices. Enter any changes made to instructional or non-instructional assignments on SIAASGN
Institutional Review Board	February
	Deadline for IRB review request
Graduate Office	February 12
	Graduate suspension appeal applications from fall semester due in the College of Graduate Studies
IED Grant	February 19
	Submission Deadline
NIA Grant	February 19 (if needed)
	Submission Deadline
Faculty Development Grant	February 19
	Submission Deadline
Workload	February 19
	Workload Reports due in Academic Affairs office, CAB 117
Graduate Office	February 23
	Graduate suspension appeal hearings
Institutional Review Board	February
	Review Board meeting
Grade Appeals	February 23
	Final submission date for Fall grade appeals
Promotion & Tenure	February 26
	3rd, 4th, and 5th year tenure track renewal (consideration) blue forms due in Academic Affairs.
Promotion & Tenure	February 26
	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 2010 admission. Program deadlines may be earlier.
Promotion & Tenure	March 1
	1st year tenure track non-renewal employee notification deadline.
Records Office	March
	49th day of term-last day to drop on web (RaiderNet)
Records Office	March
	Drops processed only if instructor and chair approve
Payroll	March 8
	March payroll due in HRS
Records Office	March 8-12
	Spring Break
University Curriculum Committee	March 10
	Proposals due to Curriculum Committee Chair's office
Workload	March 12
	University Holiday
Spring Commencement	March 11
	Faculty Line of March for May 2010 Commencement due to Academic Affairs

Graduate Office	March 13
	Written doctoral qualifying examinations begin.
Records Office	March
	Mid semester (If mid-term tests are administered during this time, make sure you note the Spring Break dates.)
Deans Evaluations	March
	Faculty and Administrative Staff do online (IDEA) evaluations of Deans and Selected Administrators
Chairs Evaluations	March 16
	Materials for evaluation of chairs/directors sent out by Academic Affairs
Institutional Review Board	March
	Deadline for IRB review request
University Curriculum Committee	March 19
	Curriculum Committee Meeting
Chairs Evaluations	March 22-31
	Evaluations of chairs/directors by faculty administered
Graduate Office	March 26
	Last day to file theses/dissertations for May graduation
Spring Commencement	March 26
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
Graduate Office	March 27
	Written Master's and Specialist's comprehensive examinations begin
Records Office	March
	Unofficial Withdrawal Rosters available online
Institutional Review Board	March
	Review Board meeting
Budget	April
	College Budget Meetings with the President
SACS Substantive Change	April 1
	Required notification to CEDL if department plans to offer 50% or more of a program's credits at an off campus site or through distance learning for Spring 2010 semester
Chairs Evaluations	April 2
	All evaluations of chairs/directors by faculty due back to Academic Affairs
Spring Commencement	April 2
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Records Office	April 5-16
	Priority Registration, Summer & Fall 2010
Payroll	April 7
	April payroll due in HRS
Faculty Evaluation	April 9
	Materials for Student Evaluation of Faculty performance in Spring semester due to department chairs' offices
Faculty Development Grant	April 9 (if needed)
	Submission Deadline
IED Grant	April 9 (if needed)

	Submission Deadline
Records Office	April
	Deadline to complete Unofficial Withdrawal Rosters online
Annual Recommendation for Tenure-Track Faculty	April
	Renewal of contracts for eligible tenure track faculty (those NOT reviewed for tenure or non-renewed) sent to departments for distribution to faculty.
Spring Commencement	April 13
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
University Curriculum Committee	April 14
	Proposals due to Curriculum Committee Chair's office
Spring Commencement	April 15
	Program proof returned to Publications and Graphics
Spring Commencement	April 17
	Publications and Graphics makes corrections and sends to Printing Services
Institutional Review Board	April
	Deadline for IRB review request
Faculty Evaluation	April 19-30
	Department coordinators administer Student Evaluation of Faculty Performance
Records Office	April
	Deadline for students to withdraw from the University
Undergraduate	April
	Undergraduate Intent to Graduate form due in Records for December 2010 graduation
Graduate Office	April 26
	Comprehensive exam results due back to College of Graduate Studies
University Curriculum Committee	April 23
	University Curriculum Committee Meeting
Records Office	April 28
	Last day of classes
Graduate Office	April 30
	Last day to remove "I" grades for graduate students graduating in May
Records Office	April 29
	Study Day (Classes will not be held on that day)
Annual Recommendation for Tenure-Track Faculty	April 30
	Signed renewal contracts due in Academic Affairs
Records Office	April -May
	Grades can be posted on the web
Institutional Review Board	April
	Review Board meeting
Graduate Office	April 30

	Completed contracts for Summer 2010 graduate assistantships due in College of Graduate Studies
Records Office	April 30-May 6
	Final Exams
Spring Commencement	May 3
	Programs delivered for pre-graduation distribution
Payroll	May
	Termination PEFs due in Academic Resources for faculty not returning in the Fall
Payroll	May 7
	May payroll due in HRS
Faculty Evaluation	May 7
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
Spring Commencement	May 7
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
Spring Commencement	May 8
	Saturday, Spring Commencement TBD AM-College of Education & Behavioral Science, Jennings A. Jones College of Business, & College of Graduate Studies
	Saturday, Spring Commencement TBD PM-College of Basic & Applied Sciences, College of Liberal Arts, College of Continuing Education & Distance Learning, Honors College, & College of Mass Communication
Spring Commencement	May 10
	Send e-mail out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
Records Office	May 10
	Final grades for Spring 2010 are due to be completed online no later than Monday, May 11, 2009 at 9:00 AM
Spring Commencement	May
	Spring Commencement Followup Meeting-share comments and concerns
Faculty Evaluation	May 21
	Reports of Student Evaluation of Faculty Performance in Spring semester sent by ITD to deans' offices
Summer 2010	
Faculty Evaluation	May 10
	Materials for Student Evaluation of Faculty performance in Summer semester due to department chairs office.
Academic Appeals	May
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
Academic Appeals	May
	Undergraduate academic appeal committee meets
Academic Appeals	May
	Undergraduate academic appeal decisions available
Faculty Evaluation	May 21-29
	Department coordinators administer Student Evaluation of Faculty Performance - Session I
Workload	May 24
	Memorial Day Holiday
Faculty Evaluation	May 31
	Chairs Evaluations of members of the faculty due in deans' offices. (No form-chair types up each)

Chairs Evaluations	May 31
	Results of Faculty evaluations of Chairs delivered to deans' offices
Graduate Office	June 1
	Graduate Studies Application Deadline for Fall 2010
Graduate Office	June 4
	Last day to file Intention to Graduate Forms for August graduation.
Payroll	June 7
	June payroll due in HRS
Summer Commencement	June 11
	Faculty Line of March for August 2010 Commencement due to Academic Affairs
Graduate Office	June 11
	Graduate suspension appeal applications from spring semester due in the College of Graduate Studies
Graduate Office	June 19
	Written doctoral qualifying examinations begin.
Faculty Evaluation	June 21 -June 25
	Department coordinators administer Student Evaluation of Faculty Performance - Session II
Graduate Office	June 22
	Graduate suspension appeal hearings
Summer Commencement	June 25
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
Graduate Office	June 25
	Last day for filing theses and dissertations for August graduation.
Graduate Office	June 26
	Written Master's and Specialist's comprehensive examinations begin
Faculty Evaluation	June 30
	Chairs Evaluations of members of the faculty due in Academic Affairs office from deans' offices
Promotion & Tenure	Close of AY 2009-10
	3rd, 4th, & 5th year tenure track non-renewal employee notification deadline.
Promotion & Tenure	Close of AY 2009-10
	6th year not recommended for tenure employee notification deadline.
Promotion & Tenure	June 2010- July 2010, following TBR approval
	Promotion & Tenure candidates employee notification deadline.
Summer Commencement	July 1
	Graduate names, all intro materials including speaker bio to Publications and Graphics
Workload	July 5
	Independence Day Holiday Observed
Grade Appeals	July 6
	Final submission date for Spring grade appeals
Payroll	July 7
	July payroll due in HRS
Summer Commencement	July 13
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
Summer Commencement	July 15
	Program proof returned to Publications and Graphics
Summer Commencement	July 19
	Publications and Graphics makes corrections and sends to Printing Services

Graduate Office	July 26
	Comprehensive exam results due back to College of Graduate Studies
Faculty Evaluation	July 26-30
	Department coordinators administer Student Evaluation of Faculty Performance - Session III, RODP, & Summer Full Term
Graduate Office	July 30
	Last day to remove "I" grades for graduate students graduating in August
Institutional Effectiveness	July 31
	Reports of the Results and Use of Results/Action Plan for just-completed Academic Year due.
Graduate Office	August 21
	Completed contracts for Fall 2010 graduate assistantships due in College of Graduate Studies
Summer Commencement	August 21
	Programs delivered for pre-graduation distribution
Payroll	August 6
	August payroll due in HRS
Summer Commencement	August 6
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
Faculty Evaluation	August 6
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
Summer Commencement	August 7
	Saturday, Summer Commencement 10:00 AM
Summer Commencement	August 9
	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 20
	Reports of Student Evaluation of Faculty Performance in Summer semester sent by ITD to deans' offices