

<b>Fall 2009</b>	<b>August 29-December 19</b>
<b>Promotion &amp; Tenure</b>	<b>August - September 18</b>
	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.
<b>Payroll</b>	<b>August 10</b>
	Adjunct and extra comp hiring paperwork due in Academic Affairs
<b>Graduate Office</b>	<b>August 21</b>
	Graduate suspension appeal applications from summer semester due in the College of Graduate Studies
<b>Academic Appeals</b>	<b>August 21</b>
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
<b>Records Office</b>	<b>August 25</b>
	Fee Payment Deadline (course selection April 6-August 25)
<b>Graduate Office</b>	<b>August 25</b>
	Graduate suspension appeal hearings
<b>Academic Appeals</b>	<b>August 25</b>
	Undergraduate academic appeal committee meets
<b>Records Office</b>	<b>August 26</b>
	12:00 a.m., RaiderNet available for Drop/Add after purge
<b>Academic Appeals</b>	<b>August 27</b>
	Undergraduate academic appeal decisions available
<b>Records Office</b>	<b>August 28</b>
	Last day for 100% fee adjustment for drop or withdrawal. Last day to register without late fee assessed.
<b>Records Office</b>	<b>August 29</b>
	First day of class
<b>Workload</b>	<b>August 29</b>
	First day of classes (No printed report generated). All remaining hiring paperwork for full-time faculty due to Academic Affairs for processing
<b>Records Office</b>	<b>August 29</b>
	Late Registration Begins (For students with no schedule, must complete Request for Late Registration form)
<b>Records Office</b>	<b>August 29-September 3</b>
	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)
<b>SACS Substantive Change</b>	<b>September 1</b>
	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 2010 semester
<b>Workload</b>	<b>September 2</b>
	First workload reports printed and distributed (reports generated from 4th day of class date captured on September 1)
<b>Institutional Review Board</b>	<b>September 3</b>
	Deadline for IRB review request
<b>Records Office</b>	<b>September 4</b>
	Request for Late Registration Form required if no existing schedule. Drop/Add Form required to add a course (students with schedule) <b>Fee Payment Deadline</b> (course selection August 26-Sept 4)
<b>Workload</b>	<b>September 7</b>
	Labor Day Holiday
<b>Payroll</b>	<b>September 8</b>
	September payroll due in HRS

<b>Standing Committees</b>	<b>September 8-18</b>
	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.
<b>University Curriculum Committee</b>	<b>September 9</b>
	Proposals due to Curriculum Committee Chair's office
<b>Records Office</b>	<b>September 10</b>
	Approved late registrants must prepay in Business Office before registering (September 5 and after)
<b>Records Office</b>	<b>September 11</b>
	14th day census-last day for 75% fee adjustment; last day to drop without a grade
<b>Workload</b>	<b>September 11</b>
	Enrollment Census Date-14th day of class. <b>Final day for Banner faculty workload updates before final workload reports generated.</b>
<b>Records Office</b>	<b>September 12</b>
	Drop with W begins-25% fee adjustment period
<b>Workload</b>	<b>September 14</b>
	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.
<b>Graduate Office</b>	<b>September 14</b>
	Last day to file Intent to Graduate Forms for December graduation.
<b>Institutional Review Board</b>	<b>September 17</b>
	IRB Review Board meeting
<b>Promotion &amp; Tenure</b>	<b>September 18</b>
	Blue forms sent to departments from Academic Affairs for faculty eligible to request tenure consideration. (6th year tenure-track)
<b>University Curriculum Committee</b>	<b>September 18</b>
	Curriculum Committee Meeting
<b>Schedule Production</b>	<b>September 21</b>
	Departments receive e-mail instructions for printing fall 2010 schedule (full academic schedule production calender at <a href="http://frank.mtsu.edu/~records/sbp-timeline.pdf">http://frank.mtsu.edu/~records/sbp-timeline.pdf</a> )
<b>Promotion &amp; Tenure</b>	<b>September 21-October 2</b>
	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.
<b>Workload</b>	<b>September 24</b>
	Workload Reports due in deans' offices. Enter any changes made to instructional or non-instructional assignments on SIAASGN
<b>Faculty Development Grant</b>	<b>September 25</b>
	Submission Deadline
<b>Records Office</b>	<b>September 25</b>
	Last day for 25% fee adjustment
<b>Schedule Production</b>	<b>September 25</b>
	Departments submit summer 2010 schedules and checklists to Scheduling Center.
<b>Institutional Effectiveness</b>	<b>September 30</b>

	Identify Academic Department and/or Unit Goals/Objectives/Student-Learning Outcomes for the new academic year
<b>Institutional Review Board</b>	<b>October 1</b>
	Deadline for IRB review request
<b>Graduate Office</b>	<b>October 1</b>
	Graduate Studies Priority Application Deadline for Spring 2010
<b>Workload</b>	<b>October 2</b>
	Workload reports due in Academic Affairs, CAB 117
<b>Grade Appeals</b>	<b>October 5</b>
	Final submission date for Summer grade appeals
<b>Payroll</b>	<b>October 7</b>
	October payroll due in HRS
<b>Promotion &amp; Tenure</b>	<b>October 9</b>
	2nd year tenure track renewal consideration (blue) forms sent to department chairs.
<b>Promotion &amp; Tenure</b>	<b>October 12-30</b>
	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.
<b>Promotion &amp; Tenure</b>	<b>October 12 - November 6</b>
	Tenure Candidates consideration (blue) forms due in Academic Affairs
<b>University Curriculum Committee</b>	<b>October 14</b>
	Proposals due to Curriculum Committee Chair's office
<b>Institutional Review Board</b>	<b>October 15</b>
	IRB Review Board meeting
<b>Records Office</b>	<b>October 16</b>
	49th day of term-last day to drop or withdraw with a grade of W on web (RaiderNet)
<b>Fall Commencement</b>	<b>October 16</b>
	Faculty Line of March and Banner Carriers names and bios for December 2009 Commencement due to Academic Affairs
<b>Graduate Office</b>	<b>October 17</b>
	Written doctoral qualifying examinations begin.
<b>Records Office</b>	<b>October 17</b>
	Drops processed only if instructor and chair approve
<b>Records Office</b>	<b>October 17-20</b>
	Fall Break-no classes
<b>Schedule Production</b>	<b>October 20</b>
	Deadline for minor changes to spring 2010 schedules.
<b>Promotion &amp; Tenure</b>	<b>October 21-until completed</b>
	If they have not done so earlier, departments prepare annual evaluations of probationary (Tenure track) faculty members not being reviewed for tenure or promotion.
<b>Faculty Evaluation</b>	<b>October 23</b>
	Materials for Student Evaluation of Faculty performance in Fall semester due to department chairs' offices
<b>University Curriculum Committee</b>	<b>October 23</b>
	Curriculum Committee Meeting
<b>Graduate Office</b>	<b>October 24</b>
	Written Master's and Specialist's comprehensive examinations begin
<b>Schedule Production</b>	<b>October 30</b>

	Summer 2010 schedules with room assignments sent to departments. Departments submit fall 2010 schedules and checklists to Scheduling Center.
<b>IED Grant</b>	<b>October 30</b>
	Submission Deadline
<b>Faculty Development Grant</b>	<b>October 30</b>
	Submission Deadline
<b>NIA Grant</b>	<b>October 30</b>
	Submission Deadline
<b>SACS Substantive Change</b>	<b>November 1</b>
	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 2010 semester
<b>Promotion &amp; Tenure</b>	<b>November 2 - December 4</b>
	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.
<b>Institutional Review Board</b>	<b>November 5</b>
	Deadline for IRB review request
<b>Fall Commencement</b>	<b>November 6</b>
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
<b>Graduate Office</b>	<b>November 6</b>
	Last day for filing theses and dissertations for December graduation.
<b>Promotion &amp; Tenure</b>	<b>November 6</b>
	2nd year tenure track renewal consideration (blue) forms due in Academic Affairs.
<b>Payroll</b>	<b>November 6</b>
	November payroll due in HRS
<b>Records Office</b>	<b>November 9-20</b>
	Priority Registration, Spring 2010
<b>University Curriculum Committee</b>	<b>November 11</b>
	Proposals due to Curriculum Committee Chair's office
<b>Fall Commencement</b>	<b>November 13</b>
	Graduate names, all intro materials including speaker bio to Publications and Graphics
<b>Schedule Production</b>	<b>November 16</b>
	Departments submit minor schedule changes for summer 2010.
<b>Institutional Review Board</b>	<b>November 19</b>
	IRB Review Board meeting
<b>University Curriculum Committee</b>	<b>November 20</b>
	Curriculum Committee Meeting
<b>Faculty Evaluation</b>	<b>November 20-December 4</b>
	Department coordinators administer Student Evaluation of Faculty Performance
<b>Fall Commencement</b>	<b>November 23</b>
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
<b>Graduate Office</b>	<b>November 25</b>
	Comprehensive exam results due back to College of Graduate Studies
<b>Fall Commencement</b>	<b>November 25</b>

	Program proof returned to Publications and Graphics
<b>Workload</b>	<b>November 26-27</b>
	Thanksgiving Holiday
<b>Fall Commencement</b>	<b>November 30</b>
	Publications and Graphics makes corrections and sends to Printing Services
<b>Workload</b>	<b>December</b>
	Begin entering workload assignments on SIAASGN
<b>Records Office</b>	<b>December 2</b>
	Last day to withdraw from the University (drop all classes) and receive a W or F as determined by the instructor
<b>Institutional Review Board</b>	<b>December 3</b>
	Deadline for IRB review request
<b>Promotion &amp; Tenure</b>	<b>December 7 - January 15</b>
	The Vice Provost for Academic Affairs prepares recommendations from the deans and college promotion and tenure review committees for review by the Provost.
<b>Payroll</b>	<b>December 7</b>
	December payroll due in HRS
<b>Records Office</b>	<b>December 9</b>
	Last day of classes
<b>Records Office</b>	<b>December 10</b>
	Study Day (Classes will not be held)
<b>Graduate Office</b>	<b>December 10</b>
	Completed contracts for Spring 2010 graduate assistantships due in College of Graduate Studies
<b>Graduate Office</b>	<b>December 11</b>
	Last day to remove "I" grades for graduate students graduating in December
<b>Records Office</b>	<b>December 11-17</b>
	Final Exams
<b>Fall Commencement</b>	<b>December 14</b>
	Programs delivered for pre-graduation distribution
<b>Workload</b>	<b>December 14</b>
	Adjunct and extra comp hiring paperwork due in Academic Affairs
<b>Institutional Review Board</b>	<b>December 17</b>
	IRB Review Board meeting
<b>Fall Commencement</b>	<b>December 18</b>
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
<b>Faculty Evaluation</b>	<b>December 18</b>
	Reports of Student Evaluation of Faculty Performance in Fall semester sent by ITD to deans' offices
<b>Fall Commencement</b>	<b>December 19</b>
	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
<b>Records Office</b>	<b>December 21</b>
	Final grades for Fall 2009 are due to be completed online no later than Monday, December 21, 2009 at 9:00 AM
<b>Fall Commencement</b>	<b>December 21</b>
	E-mail sent to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
<b>Workload</b>	<b>December 25-January 1</b>

	<b>Winter Holiday</b>
<b>Spring 2010</b>	<b>January 14- May 8</b>
<b>Recruitment</b>	<b>January 1 - April 30</b>
	Optimally, employment contracts offered for positions placed in group <i>Chronicle ad</i>
<b>Promotion &amp; Tenure</b>	<b>January 1, 2010</b>
	2nd year tenure track non-renewal employee notification deadline.
<b>Institutional Effectiveness</b>	<b>January 1</b>
	Academic Departments and/or Unit Directors use Institutional Effectiveness plans in developing budget needs for the coming fiscal year
<b>Promotion &amp; Tenure</b>	<b>January 4</b>
	1st year tenure track consideration (blue) forms sent to department chairs.
<b>Academic Appeals</b>	<b>January 5</b>
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
<b>Payroll</b>	<b>January 7</b>
	January payroll due in HRS
<b>Academic Appeals</b>	<b>January 7</b>
	Undergraduate academic appeal committee meets
<b>Academic Appeals</b>	<b>January 8</b>
	Undergraduate academic appeal decisions available after processing
<b>Records Office</b>	<b>January 13</b>
	Last Day for 100% refund
<b>Records Office</b>	<b>January 14</b>
	First day of class
<b>Workload</b>	<b>January 14</b>
	First day of classes (No printed report generated)
<b>Institutional Review Board</b>	<b>January</b>
	Deadline for IRB review request
<b>Records Office</b>	<b>January 17</b>
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January 17.
<b>Workload</b>	<b>January 18</b>
	<b>Holiday-Martin Luther King</b>
<b>Workload</b>	<b>January 19</b>
	First workload reports printed and distributed (reports generated from 4th day of class date captured on January 17th)
<b>Records Office</b>	<b>January</b>
	Late Registration Begins (For students with no schedule, must complete Request for Late Registration form)
<b>Records Office</b>	<b>January</b>
	Last day to add classes on web (RaiderNet)
<b>Records Office</b>	<b>January</b>
	Drop/Add Form required
<b>Promotion &amp; Tenure</b>	<b>January 22</b>
	3rd, 4th, and 5th year tenure track renewal consideration (blue) forms sent to department chairs.
<b>Promotion &amp; Tenure</b>	<b>January 22</b>
	6th year tenure track renewal consideration (blue) forms for those not recommended for tenure sent to department chairs.
<b>Records Office</b>	<b>January</b>
	Check class lists on PipelineMT. The Business Office is scheduled to purge students who have not confirmed or paid fees by January xx.
<b>Workload</b>	<b>January 27</b>

	Enrollment Census Date-14th day of class. <b>Final day for Banner faculty workload updates before final workload reports generated.</b>
<b>Faculty Evaluation</b>	<b>January 27</b>
	Deadline for departments to request student evaluations of faculty
<b>Records Office</b>	<b>January 27</b>
	14th day census-last day for 75% fee adjustment; last day to drop without a grade
<b>University Curriculum Committee</b>	<b>January 27</b>
	Proposals due to Curriculum Committee Chair's office
<b>Graduate Office</b>	<b>January 28</b>
	Last day to file Intent to Graduate Forms for May graduation
<b>Records Office</b>	<b>January</b>
	Drop with W begins-25% fee adjustment period
<b>Workload</b>	<b>January 28</b>
	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.
<b>Promotion &amp; Tenure</b>	<b>January 29</b>
	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.
<b>Institutional Review Board</b>	<b>January</b>
	IRB Review Board meeting
<b>Renovations</b>	<b>January</b>
	Last day to submit a special projects form to request a construction project be completed with current fiscal year funds.
<b>TAF</b>	<b>January</b>
	Last day to submit a TAF proposal
<b>Promotion &amp; Tenure</b>	<b>February 1</b>
	1st year tenure track consideration (blue) forms due in Academic Affairs.
<b>Schedule Production</b>	<b>February 5</b>
	Departments submit minor schedule changes for fall 2010.
<b>University Curriculum Committee</b>	<b>February 5</b>
	Curriculum Committee Meeting
<b>Payroll</b>	<b>February 8</b>
	February payroll due in HRS
<b>Workload</b>	<b>February 11</b>
	Workload Reports due in Dean's offices. Enter any changes made to instructional or non-instructional assignments on SIAASGN
<b>Institutional Review Board</b>	<b>February</b>
	Deadline for IRB review request
<b>Graduate Office</b>	<b>February 12</b>
	Graduate suspension appeal applications from fall semester due in the College of Graduate Studies
<b>IED Grant</b>	<b>February 19</b>
	Submission Deadline
<b>NIA Grant</b>	<b>February 19 (if needed)</b>
	Submission Deadline

<b>Faculty Development Grant</b>	<b>February 19</b> Submission Deadline
<b>Workload</b>	<b>February 19</b> Workload Reports due in Academic Affairs office, CAB 117
<b>Graduate Office</b>	<b>February 23</b> Graduate suspension appeal hearings
<b>Institutional Review Board</b>	<b>February</b> Review Board meeting
<b>Grade Appeals</b>	<b>February 23</b> Final submission date for Fall grade appeals
<b>Promotion &amp; Tenure</b>	<b>February 26</b> 3rd, 4th, and 5th year tenure track renewal (consideration) blue forms due in Academic Affairs.
<b>Promotion &amp; Tenure</b>	<b>February 26</b> 6th year <b>not</b> recommended for tenure consideration (blue) forms due in Academic Affairs.
<b>Budget</b>	<b>March</b> College Budget Meetings with the Provost
<b>Graduate Office</b>	<b>March 1</b> Graduate Studies Application Deadline for Summer 2010 admission. Program deadlines may be earlier.
<b>Schedule Production</b>	<b>March 1</b> Deadline for minor changes to summer and fall 2010.
<b>Promotion &amp; Tenure</b>	<b>March 1</b> 1st year tenure track non-renewal employee notification deadline.
<b>Records Office</b>	<b>March</b> 49th day of term-last day to drop on web (RaiderNet)
<b>Records Office</b>	<b>March</b> Drops processed only if instructor and chair approve
<b>Payroll</b>	<b>March 8</b> March payroll due in HRS
<b>Records Office</b>	<b>March 8-12</b> Spring Break
<b>University Curriculum Committee</b>	<b>March 10</b> Proposals due to Curriculum Committee Chair's office
<b>Spring Commencement</b>	<b>March 11</b> Faculty Line of March and Banner Carrier names and bios for May 2010 Commencement due to Academic Affairs
<b>Workload</b>	<b>March 12</b> University Holiday
<b>Graduate Office</b>	<b>March 13</b> Written doctoral qualifying examinations begin.
<b>Records Office</b>	<b>March</b> Mid semester (If mid-term tests are administered during this time, make sure you note the Spring Break dates.)
<b>Deans Evaluations</b>	<b>March</b> Faculty and Administrative Staff do online (IDEA) evaluations of Deans and Selected Administrators
<b>Chairs Evaluations</b>	<b>March 16</b> Materials for evaluation of chairs/directors sent out by Academic Affairs

<b>Institutional Review Board</b>	<b>March</b>
	Deadline for IRB review request
<b>University Curriculum Committee</b>	<b>March 19</b>
	Curriculum Committee Meeting
<b>Chairs Evaluations</b>	<b>March 22-31</b>
	Evaluations of chairs/directors by faculty administered
<b>Graduate Office</b>	<b>March 26</b>
	Last day to file theses/dissertations for May graduation
<b>Spring Commencement</b>	<b>March 26</b>
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
<b>Graduate Office</b>	<b>March 27</b>
	Written Master's and Specialist's comprehensive examinations begin
<b>Records Office</b>	<b>March</b>
	Unofficial Withdrawal Rosters available online
<b>Institutional Review Board</b>	<b>March</b>
	Review Board meeting
<b>Budget</b>	<b>April</b>
	College Budget Meetings with the President
<b>SACS Substantive Change</b>	<b>April 1</b>
	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 2011 semester
<b>Chairs Evaluations</b>	<b>April 2</b>
	All evaluations of chairs/directors by faculty due back to Academic Affairs
<b>Spring Commencement</b>	<b>April 2</b>
	Graduate names, all intro materials including speaker bio to Publications and Graphics
<b>Records Office</b>	<b>April 5-16</b>
	Priority Registration, Summer & Fall 2010
<b>Payroll</b>	<b>April 7</b>
	April payroll due in HRS
<b>Faculty Evaluation</b>	<b>April 9</b>
	Materials for Student Evaluation of Faculty performance in Spring semester due to department chairs' offices
<b>Faculty Development Grant</b>	<b>April 9 (if needed)</b>
	Submission Deadline
<b>IED Grant</b>	<b>April 9 (if needed)</b>
	Submission Deadline
<b>Records Office</b>	<b>April</b>
	Deadline to complete Unofficial Withdrawal Rosters online
<b>Annual Recommendation for Tenure-Track Faculty</b>	<b>April</b>
	Renewal of contracts for eligible tenure track faculty (those NOT reviewed for tenure or non-renewed) sent to departments for distribution to faculty.

<b>Spring Commencement</b>	<b>April 12</b>
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
<b>University Curriculum Committee</b>	<b>April 14</b>
	Proposals due to Curriculum Committee Chair's office
<b>Spring Commencement</b>	<b>April 14</b>
	Program proof returned to Publications and Graphics
<b>Spring Commencement</b>	<b>April 16</b>
	Publications and Graphics makes corrections and sends to Printing Services
<b>Institutional Review Board</b>	<b>April</b>
	Deadline for IRB review request
<b>Faculty Evaluation</b>	<b>April 19-30</b>
	Department coordinators administer Student Evaluation of Faculty Performance
<b>Records Office</b>	<b>April</b>
	Deadline for students to withdraw from the University
<b>Undergraduate</b>	<b>April</b>
	Undergraduate Intent to Graduate form due in Records for December 2010 graduation
<b>University Curriculum Committee</b>	<b>April 23</b>
	University Curriculum Committee Meeting
<b>Graduate Office</b>	<b>April 26</b>
	Comprehensive exam results due back to College of Graduate Studies
<b>Records Office</b>	<b>April 28</b>
	Last day of classes
<b>Records Office</b>	<b>April 29</b>
	Study Day (Classes will not be held)
<b>Graduate Office</b>	<b>April 30</b>
	Last day to remove "I" grades for graduate students graduating in May
<b>Annual Recommendation for Tenure-Track Faculty</b>	<b>April 30</b>
	Signed renewal contracts due in Academic Affairs
<b>Records Office</b>	<b>April -May</b>
	Grades can be posted on the web
<b>Institutional Review Board</b>	<b>April</b>
	Review Board meeting
<b>Graduate Office</b>	<b>April 30</b>
	Completed contracts for Summer 2010 graduate assistantships due in College of Graduate Studies
<b>Records Office</b>	<b>April 30-May 6</b>
	Final Exams
<b>Spring Commencement</b>	<b>May 3</b>
	Programs delivered for pre-graduation distribution
<b>Payroll</b>	<b>May</b>
	Termination PEFs due in Academic Resources for faculty not returning in the Fall

<b>Payroll</b>	<b>May 7</b>
	May payroll due in HRS
<b>Faculty Evaluation</b>	<b>May 7</b>
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
<b>Spring Commencement</b>	<b>May 7</b>
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
	ROTC Color guards practice
<b>Spring Commencement</b>	<b>May 8</b>
	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
<b>Spring Commencement</b>	<b>May 10</b>
	E-mail sent to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
<b>Records Office</b>	<b>May 10</b>
	Final grades for Spring 2010 are due to be completed online no later than Monday, May 10, 2010 at 9:00 AM
<b>Spring Commencement</b>	<b>May</b>
	Spring Commencement Followup Meeting-share comments and concerns
<b>Faculty Evaluation</b>	<b>May 21</b>
	Reports of Student Evaluation of Faculty Performance in Spring semester sent by ITD to deans' offices
<b>Summer 2010</b>	
<b>Faculty Evaluation</b>	<b>May 10</b>
	Materials for Student Evaluation of Faculty performance in Summer semester due to department chairs office.
<b>Academic Appeals</b>	<b>May</b>
	Undergraduate academic appeal forms are due by 4:00 PM in Records office.
<b>Academic Appeals</b>	<b>May</b>
	Undergraduate academic appeal committee meets
<b>Academic Appeals</b>	<b>May</b>
	Undergraduate academic appeal decisions available
<b>Faculty Evaluation</b>	<b>May 21-29</b>
	Department coordinators administer Student Evaluation of Faculty Performance - Session I
<b>Graduate Office</b>	<b>May 27</b>
	Graduate suspension appeal applications from spring semester due in the College of Graduate Studies
<b>Workload</b>	<b>May 31</b>
	<b>Memorial Day Holiday</b>
<b>Faculty Evaluation</b>	<b>May 31</b>
	Chairs Evaluations of members of the faculty due in deans' offices. (No form-chair types up each)
<b>Chairs Evaluations</b>	<b>May 31</b>
	Results of Faculty evaluations of Chairs delivered to deans' offices
<b>Graduate Office</b>	<b>June 1</b>
	Graduate suspension appeal hearings
<b>Graduate Office</b>	<b>June 1</b>
	Graduate Studies Priority Application Deadline for Fall 2010

<b>Graduate Office</b>	<b>June 4</b>
	Last day to file Intention to Graduate Forms for August graduation.
<b>Payroll</b>	<b>June 7</b>
	June payroll due in HRS
<b>Summer Commencement</b>	<b>June 16</b>
	Faculty Line of March and Banner Carrier names and bios for August 2010 Commencement due to Academic Affairs
<b>Graduate Office</b>	<b>June 19</b>
	Written doctoral qualifying examinations begin.
<b>Faculty Evaluation</b>	<b>June 21 -June 25</b>
	Department coordinators administer Student Evaluation of Faculty Performance - Session II
<b>Graduate Office</b>	<b>June 25</b>
	Last day for filing theses and dissertations for August graduation.
<b>Graduate Office</b>	<b>June 26</b>
	Written Master's and Specialist's comprehensive examinations begin
<b>Faculty Evaluation</b>	<b>June 30</b>
	Chairs Evaluations of members of the faculty due in Academic Affairs office from deans' offices
<b>Promotion &amp; Tenure</b>	<b>Close of AY 2009-10</b>
	3rd, 4th, & 5th year tenure track non-renewal employee notification deadline.
<b>Promotion &amp; Tenure</b>	<b>Close of AY 2009-10</b>
	6th year <b>not</b> recommended for tenure employee notification deadline.
<b>Promotion &amp; Tenure</b>	<b>June 2010- July 2010, following TBR approval</b>
	Promotion & Tenure candidates employee notification deadline.
<b>Summer Commencement</b>	<b>July 2</b>
	Undergraduate names, Honors, ROTC grads to Publications and Graphics
<b>Workload</b>	<b>July 5</b>
	Independence Day Holiday Observed
<b>Grade Appeals</b>	<b>July 6</b>
	Final submission date for Spring grade appeals
<b>Payroll</b>	<b>July 7</b>
	July payroll due in HRS
<b>Summer Commencement</b>	<b>July 9</b>
	Graduate names, all intro materials including speaker bio to Publications and Graphics
<b>Summer Commencement</b>	<b>July 19</b>
	Publications and Graphics sends program proof to Academic Affairs, Records, and College of Graduate Studies
<b>Summer Commencement</b>	<b>July 21</b>
	Program proof returned to Publications and Graphics
<b>Summer Commencement</b>	<b>July 23</b>
	Publications and Graphics makes corrections and sends to Printing Services
<b>Faculty Evaluation</b>	<b>July 26-30</b>
	Department coordinators administer Student Evaluation of Faculty Performance - Session III, RODP, & Summer Full Term
<b>Institutional Effectiveness</b>	<b>July 31</b>
	Reports of the Results and Use of Results/Action Plan for just-completed Academic Year due.
<b>Graduate Office</b>	<b>August 1</b>

	Completed contracts for Fall 2010 graduate assistantships due in College of Graduate Studies
<b>Graduate Office</b>	<b>August 2</b>
	Comprehensive exam results due back to College of Graduate Studies
<b>Payroll</b>	<b>August 6</b>
	August payroll due in HRS
<b>Faculty Evaluation</b>	<b>August 6</b>
	All Student Evaluation of Faculty Performance response sheets due to Curt Curry, ROTC Annex, Ext. 5160
<b>Graduate Office</b>	<b>August 6</b>
	Last day to remove "I" grades for graduate students graduating in August
<b>Summer Commencement</b>	<b>August 9</b>
	Programs delivered for pre-graduation distribution
<b>Summer Commencement</b>	<b>August 13</b>
	Heralds, Sherian Huddleston, Dr. Miller & Coordinator-Graduation Walk through
<b>Summer Commencement</b>	<b>August 14</b>
	Saturday, Summer Commencement 10:00 AM
<b>Summer Commencement</b>	<b>August 16</b>
	E-mail sent out to administrators and committee requesting commencement comments & concerns to share at upcoming meeting
<b>Standing Committees</b>	<b>Mid August</b>
	Standing committee lists are provided from President's Office. Lists are shared via letters to appointees.
<b>Faculty Evaluation</b>	<b>August 20</b>
	Reports of Student Evaluation of Faculty Performance in Summer semester sent by ITD to deans' offices