

## Academic Affairs Administrative Calendar - Fall 2022

### August

- 2 Spring 2023 Course Schedule Planning Information Distributed
- 8 Scheduling in Banner by Dept begins
- 22 New Faculty Orientation, 8:15 am – 4:00pm
- 23 New Faculty Orientation, 8:30am – 4:00pm
- 24 All Day Chair Workshop
- 27 Academic Convocation (2:00pm, AFH)
- 31 Requests for graduate teaching faculty status for Spring 2023 to College Graduate Committee (submitted through Curriculog)

### September

- 2 Schedules provided to Admin. Assistants to schedule in Banner
- 9 Term Contract Renewal-Promotion-Tenure files due from faculty candidates to department for 12-15-22 notification
- 9 Teaching faculty needs (tenure-track and lecturer) reviewed at department level
- 9 Scheduling in Banner by Depts ends (New courses & special topics courses for Spring 2023 must be approved in Curriculog by this date)
- 9 Spring 2023 course schedules and tentative suggestions for fall 2023 schedules due from dept chairs to deans
- 12 Dean approval period for spring 2023 and tentative fall 2023 schedules begins today (ends Sept 23)
- 19 Department & Chair recommendations & files due to Faculty Member for RTP
- 19 Spring 2022 and AY 2021-2022 sabbatical reports due in Deans Office
- 20 Term Contract Renewal & Promotion and Tenure Faculty Files Due to the Dean (uploaded in *Faculty Success/Workflow*)
- 23 Dean approval period for spring 2023 and tentative fall 2023 schedules ends
- 26 Room utilization by Registrar's Office begins today (ends Oct 14)

### October

- 6 SEVA – Lecture, Morris Craven, 7:00pm
- 7 Dean's Advisory Council/Promotion & Tenure Committee recommendations to Dean
- 10 Adjunct Promotion - Candidate application to Chair
- 14 Room utilization by Registrar's Office ends
- 14 Tentative Fall 2023 and Spring 2024 schedules due from Department Chair to Deans
- 20 Graduate & Professional School Fair, 1:00-3:00PM, Chase Gym
- 21 Fall Teaching Innovation Institute, Morris Conference Ctr. – 8:00am-4:00pm
- 17 Spring 2023 Schedule Live to students (tentative)
- 21 Dean recommendations to Provost for Term Contract Renewal & Promotion-Tenure
- 24 Department Chair recommendations due to Dean-Fall 2023 and AY 2023-2024 sabbatical requests and Phased Retirement
- 31 Final Call for spring 2023 APPs for adjuncts and related extra services
- 31 Adjunct Promotion - Chair recommendation to Dean

## **November**

- 4 Provost recommendations to President for Term Contract Renewal & Promotion-Tenure
- 7 Beginning date for spring 2023 pre-enrollment
- 14 Adjunct Promotion – Dean recommendation to Provost
- 15 Dean's recommendations due to Provost - Fall 2023 and AY 2023-24 sabbatical requests and phased retirement
- 16 Life of the Mind–(noon-5pm) – Otsego Grille/Le Cafe
- 17 Life of the Mind –(8am-4pm) and Community of Scholars (5:00-7:00pm) Otsego Grille/Le Cafe
- 18 President's decisions for Term Contract Renewal & Promotion-Tenure
- 18 Last call for APP's due to Provost Office for 2024-2025 faculty hires (Staffing/Planning)
- 28 Adjunct Promotion – Provost recommendations to President
- 28 GA/TA needs assessment due to Graduate Studies Director
- 30 Provost's recommendations due to President - Fall 2023-AY 2023-24 sabbatical requests

## **December**

- 6 Richard Siegfried Lecture, Craven, 7:00pm
- 9 Adjunct Promotion – Candidate notified of the decision
- 15 Decisions to HR-notification to employee for Term Contract Renewal & Promotion-Tenure
- 15 President's decision due - Fall 2023 and AY 23-24 sabbatical requests
- 15 Files due from faculty candidates for Term Contract Renewal & Promotion-Tenure for 8-31-2023 notification
- 30 Academic Minor confirmations due to Registrar

Updated 7/7/22