



CHAIRPERSONS' SCHEDULE OF DEADLINES 2023-2024

Date:	Item due:	To:
Aug. 2, 2023	Underenrolled undergrad fall courses report sent by Registrar's office	Dept. Chairs
Aug. 4, 2023	Grad student final thesis/research project upload and grades deadline for Sept graduation	Registrar (Traci)
Aug. 9, 2023	Request/rationale to keep underenrolled undergrad fall courses	Provost/Registrar
Aug. 7, 2023	Underenrolled grad fall courses sent by Registrar's office	Grad School Dean
Aug. 11, 2023	Underenrolled undergrad fall courses processed as canceled by Registrar	
Aug. 16, 2023	Underenrolled grad fall courses keep/cancel deadline	Registrar (Traci)
Aug. 21, 2023	Applications for Faculty conference and travel funds	Faculty Development Committee
Aug. 28, 2023	Registrar to send out Winter and Spring 2024 Schedule Request	Dept. Chairs/Program Directors
Sep. 8, 2023	Fall 2023 Syllabi due	Faculty Services
Sep. 10, 2023	Faculty initiate promotion requests	Provost/FPC
Sep. 11, 2023	Winter and Spring 2024 Schedules Due	Registrar
Sep. 15, 2023	Applications for 2024-2025 sabbaticals	Faculty Development Committee
Sep. 16, 2023	New/revised/deleted course proposals for Winter/Spring 2024 due	Curric. Committee/Grad Council
Sep. 30, 2023	Written reports due from 2023 BOA/McCardell and SRI Grants	Provost
Oct. 2, 2023	Registrar sends draft Winter and Spring 2024 schedule for review and revision	Dept. Chairs/ Program Directors
Oct. 9, 2023	Revisions for Winter and Spring 2024 schedules	Registrar
Oct. 19-20, 2023	Fall Board of Trustees Meetings	
Oct. 23, 2023	Winter and Spring 2024 Schedule Live on Self-Service	
Oct. 31, 2023	List of winter contracts provided by the Provost's office	Dept. Chairs
Nov. 10, 2023	Winter course contracts finalized	Provost Office (Julie)
Nov. 13, 2023	List of spring contracts provided by the Provost's office	Dept. Chairs
Nov. 17, 2023	Grad student final thesis/research project upload/grades deadline for Jan. graduation	Registrar (Traci)
Nov. 27, 2023	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Dec. 1, 2023	Spring course contracts finalized	Provost Office (Julie)
Dec. 5, 2023	Dossiers and Chairpersons' recommendations on promotion/tenure	Provost
Dec. 6, 2023	Underenrolled undergrad winter courses report sent by Registrar's office	Dept. Chairs
Dec. 8, 2023	Capital KAP requests due	Provost
Dec. 11, 2023	Underenrolled grad winter course report sent by Registrar's office	Grad School Dean
Dec. 13, 2023	Underenrolled undergrad winter courses keep/cancel deadline	Registrar
Dec. 15, 2023	Core Curriculum Assessment Data due in Chalk & Wire	
Dec. 15, 2023	Underenrolled undergrad winter courses processed as canceled by Registrar	
Dec. 15, 2023	Fall final grades due by Noon	Registrar
Dec. 19, 2023	Underenrolled grad winter courses keep/cancel deadline	Registrar (Traci)
Jan. 2, 2024	Report on underenrolled undergraduate spring courses sent by Registrar	Dept. Chairs/Program Directors
Jan. 9, 2024	Request/rationale to keep underenrolled undergrad spring courses	Provost/Registrar
Jan. 8, 2024	Underenrolled grad spring courses sent by Registrar's office	Registrar (Traci)
Jan. 11, 2024	Underenrolled undergrad spring courses processed as cancelled by Registrar	
Jan. 17, 2024	Underenrolled grad spring courses keep/cancel deadline	Registrar (Traci)
Jan. 31, 2024	Applications for 2024 Board of Associates/McCardell and SRI Grants	Faculty Development Committee
Jan. 30, 2024	Registrar to send out Summer & Fall 2024 Schedule Request	Dept. Chairs/Program Directors
Feb. 2, 2024	Labor and Operational KAP requests due	Provost
Feb. 9, 2024	Spring 2024 Syllabi due	Faculty Services
Feb. 13, 2024	Summer & Fall 2024 Schedules Due	Registrar
Feb. 14, 2024	New/revised/deleted course proposals (Summer/Fall 2024) due	Curric. Committee/Grad Council
Feb. 26, 2024	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Feb. 27, 2024	Registrar to send out call for 3 year course projections	Dept. Chairs/Program Directors
Mar. 4, 2024	Registrar to send out draft of Summer & Fall 2024 Schedule	Dept. Chairs/Program Directors
Mar. 7-8, 2024	Board of Trustees meetings	
Mar. 11, 2024	Revisions for Summer & Fall 2024 schedules	Registrar
Mar. 25, 2024	Summer & Fall 2024 Schedules Live on Self-Service	Students/Faculty/Staff
Mar. 25, 2024	Curricular Changes to Programs/Majors/Minors/Certificates etc for next academic year	Curric. Committee/Grad Council
Apr. 15, 2024	List of summer contracts provided by the Provost's office	Dept. Chairs
Apr. 22, 2024	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Apr. 29, 2024	Catalog Edit Request sent by Registrar's office	Dept. Chairs/Program Directors
Apr. 29, 2024	Summer course contracts finalized	Provost Office (Julie)
Apr. 30, 2024	Grad student final thesis/research project upload and grades deadline for June grad	Registrar (Traci)
May 17, 2024	Spring final grades due by Noon	Registrar
May 17, 2024	Core Curriculum Assessment Data due in Chalk & Wire	
May 30, 2024	Individual annual reports due	Provost
Jun. 1, 2024	Catalog Edits Due	Registrar
Jun. 9-10, 2024	Board of Trustees meetings	
June 15, 2024	Local reviews of Faculty	Provost
Jun. 17, 2024	List of fall 2024 contracts provided by the Provost's office	Provost
Jun. 14, 2024	Graduate Program Directors – annual reports due	Dean of the Graduate School
Jun. 30, 2024	Departmental annual reports due	Provost
Jul. 5, 2024	Fall 2024 course contracts finalized	Provost's Office (Julie)