



## CHAIRPERSONS' SCHEDULE OF DEADLINES 2019-2020

Chairperson's/Program Director's action items are shown in **RED**

<b>Date:</b>	<b>Item due:</b>	<b>To:</b>
Aug. 1, 2019	Underenrolled courses report sent by Registrar's office	Dept. Chairs/Program Directors
Aug. 2, 2019	Grad student final thesis/research project upload and grades deadline	Registrar (Traci)
<b>Aug. 9, 2019</b>	<b>Request/rationale to keep underenrolled course</b>	<b>Provost/Registrar</b>
Aug. 13, 2019	Underenrolled courses processed as canceled by Registrar	
Aug. 15, 2019	Report Fall underenrolled graduate courses	Registrar
Aug. 23, 2019	Registrar to send out Spring 2020 Schedule Request	Dept. Chairs/Program Directors
Aug. 26, 2019	Applications for Faculty conference and travel funds	Faculty Development Committee
<b>Sep. 3, 2019</b>	<b>New/revised/deleted course proposals (spring 2020) for consideration</b>	<b>Curric. Committee/Grad Council</b>
<b>Sep. 6, 2019</b>	<b>Fall 2019 Syllabi due</b>	<b>Faculty Services</b>
Sep. 10, 2019	Faculty initiate promotion requests	Provost/FPC
Sep. 18, 2019	Applications for 2020-2021 sabbaticals	Faculty Development Committee
Sep. 20, 2019	<b>Spring 2020 Schedule Due</b>	<b>Registrar</b>
Sep. 30, 2019	Written reports due from 2019 BOA/McCardell and SRI Grants	Provost
Oct. 1, 2019	Registrar sends out draft Spring 2020 schedule for review and revision	Dept. Chairs/ Program Directors
<b>Oct. 8, 2019</b>	<b>Revisions for spring 2020 schedules</b>	<b>Registrar</b>
Oct. 17-18, 2019	Fall Board of Trustees Meetings	
Oct. 20, 2019	Spring 2020 Schedule Live on Self-Service	
<b>Oct. 29, 2019</b>	<b>New/revised/deleted course proposals (summer/fall 2020) for consid.</b>	<b>Curric. Committee/Grad Council</b>
<b>Nov. 1, 2019</b>	<b>3 year course projections: extend projections</b>	<b>Registrar</b>
Nov. 15, 2019	List of spring contracts provided by the Provost's office	Dept. Chairs
<b>Nov. 30, 2019</b>	<b>Spring course contracts finalized</b>	<b>Provost Office (Julie)</b>
Dec. 2, 2019	Report on underenrolled undergraduate courses sent by Registrar	Dept. chair/program directors
Dec. 2, 2019	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
<b>Dec. 4, 2019</b>	<b>Dossiers and Chairpersons' recommendations on promotion/tenure</b>	<b>Provost</b>
Dec. 6, 2019	Grad student final thesis/research project upload and grades deadline	Registrar (Traci)
<b>Dec. 9, 2019</b>	<b>Request/rationale to keep underenrolled course</b>	<b>Provost/Registrar</b>
Dec. 10, 2019	Registrar to send out Summer & Fall 2020 Schedule Request	Dept. Chairs/Program Directors
Dec. 13, 2019	Underenrolled courses processed as cancelled by Registrar	
<b>Dec. 13, 2019</b>	<b>Capital KAP requests due</b>	<b>Provost</b>
<b>Dec. 21, 2019</b>	<b>Final grades due by 3:00 p.m.</b>	<b>Registrar</b>
<b>Dec. 23, 2019</b>	<b>Core Curriculum Assessment Data due in Chalk &amp; Wire</b>	
Jan. 4, 2020	Report on spring underenrolled graduate courses	Registrar
<b>Jan. 24, 2020</b>	<b>Summer &amp; Fall 2020 Schedules Due</b>	<b>Registrar</b>
<b>Jan. 29, 2020</b>	<b>Spring 2020 Syllabi due</b>	<b>Faculty Services</b>
Jan. 31, 2020	Applications for 2020 Board of Associates/McCardell and SRI Grants	Faculty Development Committee
<b>Feb. 5, 2020</b>	<b>Labor and Operational KAP requests due</b>	<b>Provost</b>
Feb. 14, 2020	Registrar to send out draft of Summer & Fall 2020 Schedule	Dept. Chairs/Program Directors
<b>Feb. 21, 2020</b>	<b>Revisions for Summer &amp; Fall 2020 schedules</b>	<b>Registrar</b>
<b>Mar. 1, 2020</b>	<b>Curricular Changes to Majors/Minors/Certificates etc.</b>	<b>Curric. Committee/Grad Council</b>
Mar. 2, 2020	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Mar. 5-6, 2020	Board of Trustees meetings	
Mar. 16, 2020	Summer & Fall 2020 Schedules Live on Self-Service	Students/Faculty/Staff
Apr. 1, 2020	Catalog Edit Request sent by Registrar's office	Dept. Chairs/Program Directors
Apr. 17, 2020	List of summer contracts provided by the Provost's office	Dept. Chairs
Apr. 12, 2020	Grad student final thesis/research project upload and grades deadline	Registrar (Traci)
Apr. 29, 2020	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
<b>May 1, 2020</b>	<b>Summer course contracts finalized</b>	<b>Provost Office (Julie)</b>
<b>May 11, 2020</b>	<b>Final grades for graduating senior and master's due by 9:00 a.m.</b>	<b>Registrar</b>
<b>May 18, 2020</b>	<b>All other grades due by 9:00 a.m.</b>	<b>Registrar</b>
<b>May 20, 2020</b>	<b>Core Curriculum Assessment Data due in Chalk &amp; Wire</b>	
May 30, 2020	Individual annual reports due	Provost
<b>Jun. 1, 2020</b>	<b>Catalog Edits Due</b>	<b>Registrar</b>
Jun. 3-4, 2020	Board of Trustees meetings	
Jun. 12, 2020	List of fall 2020 contracts provided by the Provost's office	Provost
Jun. 14, 2020	Graduate Program Directors – annual reports due	Dean of the Graduate School
<b>Jun. 29, 2020</b>	<b>Fall 2020 course contracts finalized</b>	<b>Provost's Office (Julie)</b>
<b>Jun. 30, 2020</b>	<b>Departmental annual reports due</b>	<b>Provost</b>