



## CHAIRPERSONS' SCHEDULE OF DEADLINES 2020-2021

<b>Date:</b>	<b>Item due:</b>	<b>To:</b>
Aug. 2, 2020	Underenrolled courses report sent by Registrar's office	Dept. Chairs/
Aug. 5, 2020	Request/rationale to keep underenrolled course	Provost/Registrar
Aug. 7, 2020	Grad student final thesis/research project upload and grades deadline	Registrar (Traci)
Aug. 7, 2020	Underenrolled courses processed as canceled by Registrar	
Aug. 10, 2020	Underenrolled grad courses sent by Registrar's office	Grad School Dean
Aug. 15, 2020	Underenrolled grad courses keep/cancel deadline	Registrar (Traci)
Aug. 24, 2020	Registrar to send out Spring 2021 Schedule Request	Dept. Chairs/Program Directors
Aug. 24, 2020	Applications for Faculty conference and travel funds	Faculty Development Committee
Sep. 9, 2020	Fall 2020 Syllabi due	Faculty Services
Sep. 10, 2020	Faculty initiate promotion requests	Provost/FPC
Sep. 15, 2020	New/revised/deleted course proposals (spring 2021) for consideration	Curric. Committee/Grad Council
Sep. 18, 2020	Applications for 2021-2022 sabbaticals	Faculty Development Committee
Sep. 24, 2020	Spring 2021 Schedule Due	Registrar
Sep. 30, 2020	Written reports due from 2020 BOA/McCardell and SRI Grants	Provost
Oct. 5, 2020	Registrar sends out draft Spring 2021 schedule for review and revision	Dept. Chairs/ Program Directors
Oct. 12, 2020	Revisions for spring 2021 schedules	Registrar
Oct. 15-16, 2020	Fall Board of Trustees Meetings	
Oct. 19, 2020	Spring 2021 Schedule Live on Self-Service	
Nov. 2, 2020	3 year course projections: extend projections	Registrar
Nov. 11, 2020	Grad student final thesis/research project upload and grades deadline for January graduation	Registrar (Traci)
Nov. 15, 2020	List of spring contracts provided by the Provost's office	Dept. Chairs
Nov. 29, 2020	Core Curriculum Assessment Data due in Chalk & Wire	
Nov. 29, 2020	Final grades due by 3:00 p.m.	Registrar
Nov. 30, 2020	Spring course contracts finalized	Provost Office (Julie)
Nov. 30, 2020	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Dec. 1, 2020	New/revised/deleted course proposals (summer/fall 2021) for consid.	Curric. Committee/Grad Council
Dec. 2, 2020	Report on underenrolled undergraduate courses sent by Registrar	Dept. chair/program directors
Dec. 3, 2020	Dossiers and Chairpersons' recommendations on promotion/tenure	Provost
Dec. 11, 2020	Capital KAP requests due	Provost
Dec. 14, 2020	Request/rationale to keep underenrolled course	Provost/Registrar
Dec. 21, 2020	Underenrolled courses processed as cancelled by Registrar	
Jan. 8, 2021	Underenrolled grad courses sent by Registrar's office	Registrar
Jan. 14, 2021	Underenrolled grad courses keep/cancel deadline	Registrar (Traci)
Jan. 26, 2021	Registrar to send out Summer & Fall 2021 Schedule Request	Dept. Chairs/Program Directors
Jan. 29, 2021	Spring 2020 Syllabi due	Faculty Services
Jan. 31, 2021	Applications for 2021 Board of Associates/McCardell and SRI Grants	Faculty Development Committee
Feb. 5, 2021	Labor and Operational KAP requests due	Provost
Feb. 26, 2021	Summer & Fall 2021 Schedules Due	Registrar
Mar. 1, 2021	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Mar. 4-5, 2021	Board of Trustees meetings	
Mar. 8, 2021	Registrar to send out draft of Summer & Fall 2021 Schedule	Dept. Chairs/Program Directors
Mar. 15, 2021	Revisions for Summer & Fall 2021 schedules	Registrar
Mar. 22, 2021	Summer & Fall 2021 Schedules Live on Self-Service	Students/Faculty/Staff
Mar. 29, 2021	Curricular Changes to Programs/Majors/Minors/Certificates etc for next academic year	Curric. Committee/Grad Council
Apr. 15, 2021	Catalog Edit Request sent by Registrar's office	Dept. Chairs/Program Directors
Apr. 16, 2021	Grad student final thesis/research project upload and grades deadline for May graduation	Registrar (Traci)
Apr. 17, 2021	List of summer contracts provided by the Provost's office	Dept. Chairs
Apr. 26, 2021	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
May 3, 2021	Summer course contracts finalized	Provost Office (Julie)
May 17, 2021	Final grades for graduating senior and master's due by 9:00 a.m.	Registrar
May 24, 2021	All other grades due by 9:00 a.m.	Registrar
May 20, 2020	Core Curriculum Assessment Data due in Chalk & Wire	
May 30, 2021	Individual annual reports due	Provost
Jun. 1, 2021	Catalog Edits Due	Registrar
Jun. 9-10, 2021	Board of Trustees meetings	
Jun. 11, 2021	List of fall 2021 contracts provided by the Provost's office	Provost
Jun. 14, 2021	Graduate Program Directors – annual reports due	Dean of the Graduate School
Jun. 29, 2021	Fall 2021 course contracts finalized	Provost's Office (Julie)
Jun. 30, 2021	Departmental annual reports due	Provost