



CHAIRPERSONS' SCHEDULE OF DEADLINES FOR 2018 - 2019

Chairperson's action items are shown in **bold**

Date:	Item due:	To:
August 1, 2018	Report on fall underenrolled undergraduate courses	Registrar
August 3, 2018	Signed graduate theses and fieldwork project reports	Dean of the Graduate School
August 27, 2018	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
September 3, 2018	New/revised deleted course proposals (for spring 2019) for Curriculum consideration	Curriculum Committee Chair
September 10, 2018	Faculty initiate promotion requests	Provost and Faculty Personnel Committee
September 18, 2018	Applications for 2019-2020 sabbaticals	Faculty Development Committee
September 24, 2018	Revisions of spring 2019 schedules	Registrar
September 30, 2018	Written reports due from recipients of 2018 BOA/McCardell and SRI Grants	Provost
October 18-19, 2018	Fall Board of Trustees Meetings	FYI, faculty reps. will receive notification
Oct. 27, Oct. 30, 2018	Graduate Comprehensive Exam	Program Directors
October 29, 2018	New/revised deleted course proposals (for summer 2019 and fall 2019) for Curriculum consideration	Curriculum Committee Chair
November 1, 2018	3 year course projections: extend projections	Registrar
November 16, 2018	Undergraduate/Graduate course contract requests for spring 2019	Provost
November 19, 2018	Report on spring underenrolled undergraduate courses	Registrar
November 26, 2018	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
November 30, 2018	Signed graduate theses and fieldwork projects	Dean of the Graduate School
December 5, 2018	Dossiers and Chairpersons' recommendations on promotion and tenure	Provost
December 11, 2018	Capital KAP requests due	Provost
December 28, 2017	Final grades due by 9:00 a.m.	Registrar
January 4, 2019	Report on spring underenrolled graduate courses	Registrar
January 30, 2019	Applications for 2019 Board of Associates/McCardell and SRI Grants	Faculty Development Committee
February 5, 2019	Labor and Operational KAP requests due	Provost
February 14, 2019	Submit revisions for fall 2019 class schedules	Registrar
February 15, 2019	Summer school courses for 2019	Registrar
March 4, 2019	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
March 7-8, 2019	Board of Trustees meetings	FYI, faculty reps. will receive notification
March 30 & April 2, 2019	Graduate comprehensive exams for spring 2018	Dean of the Graduate School
April 12, 2019	Summer undergraduate/graduate course contract requests	Provost
April 12, 2019	Signed graduate theses and fieldwork project reports with grad of S or U	Dean of the Graduate School
April 29, 2019	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
May 13, 2019	Final grades for graduating senior and graduating master's due by 9:00 a.m.	Registrar
May 24, 2019	Undergraduate/Graduate course contract requests for fall 2018	Provost
May 20, 2019	All other grades due by 9:00 a.m.	Registrar
May 30, 2019	Individual annual reports due	Provost
June 5-6, 2019	Board of Trustees meetings	FYI, faculty reps. will receive notification
June 14, 2019	Graduate Program Directors – annual reports due	Dean of the Graduate School
June 30, 2019	Departmental annual reports due	Provost