



CHAIRPERSONS' SCHEDULE OF DEADLINES 2021-2022

Date:	Item due:	To:
Aug. 6, 2021	Underenrolled undergrad courses report sent by Registrar's office	Dept. Chairs/
Aug. 6, 2021	Grad student final thesis/research project upload and grades deadline	Registrar (Traci)
Aug. 11, 2021	Request/rationale to keep underenrolled undergrad course	Provost/Registrar
Aug. 11, 2021	Underenrolled grad courses sent by Registrar's office	Grad School Dean
Aug. 13, 2021	Underenrolled undergrad courses processed as canceled by Registrar	
Aug. 18, 2021	Underenrolled grad courses keep/cancel deadline	Registrar (Traci)
Aug. 24, 2021	Applications for Faculty conference and travel funds	Faculty Development Committee
Aug. 30, 2021	Registrar to send out Spring 2022 Schedule Request	Dept. Chairs/Program Directors
Sep. 6, 2021	New/revised/deleted course proposals for Winter/Spring 2022 due	Curric. Committee/Grad Council
Sep. 9, 2021	Fall 2021 Syllabi due	Faculty Services
Sep. 10, 2021	Faculty initiate promotion requests	Provost/FPC
Sep. 17, 2021	Applications for 2021-2022 sabbaticals	Faculty Development Committee
Sep. 20, 2021	Winter and Spring 2022 Schedule Due	Registrar
Sep. 30, 2021	Written reports due from 2020 BOA/McCardell and SRI Grants	Provost
Oct. 4, 2021	Registrar sends draft Winter and Spring 2022 schedule for review and revision	Dept. Chairs/ Program Directors
Oct. 11, 2021	Revisions for Winter and Spring 2022 schedules	Registrar
Oct. 21-22, 2021	Fall Board of Trustees Meetings	
Oct. 25, 2021	Winter and Spring 2022 Schedule Live on Self-Service	
Nov. 1, 2021	List of winter contracts provided by the Provost's office	Dept. Chairs
Nov. 1, 2021	3 year course projections	Registrar
Nov. 8, 2021	Winter course contracts finalized	Provost Office (Julie)
Nov. 15, 2021	List of spring contracts provided by the Provost's office	Dept. Chairs
Nov. 19, 2021	Grad student final thesis/research project upload/grades deadline for January graduation	Registrar (Traci)
Nov. 29, 2021	Core Curriculum Assessment Data due in Chalk & Wire	
Nov. 30, 2021	Spring course contracts finalized	Provost Office (Julie)
Nov. 30, 2021	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Dec. 2, 2021	Dossiers and Chairpersons' recommendations on promotion/tenure	Provost
Dec. 11, 2021	Capital KAP requests due	Provost
Dec. 17, 2021	Final grades due by midnight	Registrar
Jan. 3, 2022	Report on underenrolled undergraduate courses sent by Registrar	Dept. chair/program directors
Jan. 7, 2022	Request/rationale to keep underenrolled undergrad course	Provost/Registrar
Jan. 10, 2022	Underenrolled courses processed as cancelled by Registrar	
Jan. 10, 2022	Underenrolled grad courses sent by Registrar's office	Registrar
Jan. 19, 2022	Underenrolled grad courses keep/cancel deadline	Registrar (Traci)
Jan. 29, 2022	Spring 2022 Syllabi due	Faculty Services
Jan. 31, 2022	Applications for 2021 Board of Associates/McCardell and SRI Grants	Faculty Development Committee
Feb. 1, 2022	Registrar to send out Summer & Fall 2022 Schedule Request	Dept. Chairs/Program Directors
Feb. 4, 2022	Labor and Operational KAP requests due	Provost
Feb. 8, 2022	New/revised/deleted course proposals (Summer/Fall 2022) due	Curric. Committee/Grad Council
Feb. 22, 2022	Summer & Fall 2022 Schedules Due	Registrar
Mar. 1, 2022	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
Mar. 3-4, 2022	Board of Trustees meetings	
Mar. 7, 2022	Registrar to send out draft of Summer & Fall 2022 Schedule	Dept. Chairs/Program Directors
Mar. 14, 2022	Revisions for Summer & Fall 2022 schedules	Registrar
Mar. 28, 2022	Summer & Fall 2022 Schedules Live on Self-Service	Students/Faculty/Staff
Mar. 28, 2022	Curricular Changes to Programs/Majors/Minors/Certificates etc for next academic year	Curric. Committee/Grad Council
Apr. 15, 2022	Grad student final thesis/research project upload and grades deadline for June graduation	Registrar (Traci)
Apr. 22, 2022	Catalog Edit Request sent by Registrar's office	Dept. Chairs/Program Directors
Apr. 17, 2022	List of summer contracts provided by the Provost's office	Dept. Chairs
Apr. 26, 2022	Applications for Faculty Conference and Travel Funds	Faculty Development Committee
May 3, 2022	Summer course contracts finalized	Provost Office (Julie)
May 20, 2022	All final grades due by midnight	Registrar
May 20, 2022	Core Curriculum Assessment Data due in Chalk & Wire	
May 30, 2022	Individual annual reports due	Provost
Jun. 1, 2022	Catalog Edits Due	Registrar
Jun. 8-9, 2022	Board of Trustees meetings	
Jun. 11, 2022	List of fall 2022 contracts provided by the Provost's office	Provost
Jun. 14, 2022	Graduate Program Directors – annual reports due	Dean of the Graduate School
Jun. 29, 2022	Fall 2022 course contracts finalized	Provost's Office (Julie)
Jun. 30, 2022	Departmental annual reports due	Provost