

ANDREWS ANNUAL CALENDAR FOR FACULTY

Month	Week One	Week Two	Week Three	Week Four
August	Summer Semester ends Graduation Summer semester grades due Post fall syllabi to IVue Acalog opens for Bulletin editing Rank & Tenure: Draft portfolio to Chairs FAR Awards announced Check that your books are in the Bookstore	Department meetings Submit Annual Assessment Report Continue tour planning for next year New faculty orientation Faculty Institute	Department meetings Turn in detailed tour application to Dean's Office for Spring tours; Continue tour planning for next fiscal year Departments approve substantive program changes for coming year	Freshmen orientation & registration First Stop Student financial clearance required or classes dropped Act on course/program adjustments Week Five Fall semester begins Late registration fee begins UG Research Scholarship applications due
September	Student drop/Add deadline for Fall Rank & Tenure: Draft portfolio to Deans	School committees approve substantive program changes & Submit to PDRC Submit Textbook Adoptions to bookstore for Spring "How's it going?" survey given to fall online classes Faculty annual reviews finish	SciFEST/ArtsFest Dec. & May graduation application deadline (UG) Dec. graduation application (GR) & advancement to candidacy deadlines PDRC reviews substantive program changes	Submit fiscal planning sheet for next year's tours to Dean's Office
October	Graduate/Undergraduate councils review substantive program changes	Lake Union Senior Preview Day Rank & Tenure: Final portfolio to Chairs	October Preview Tour approval by Financial Administration; Begin advertising for next year's tours	Celebration of Research Board approves program changes
November	Spring Academic Records counter registration opens Department budget review	Junior Preview Graduate, Health Professions & Transfer Preview Rank & Tenure: Final portfolio to Deans Department budget review	For online courses: meet with your assigned Instructional Facilitator to prepare Spring courses Department budget review Check your textbook adoptions are in	Student financial clearance opens for Spring Department budget review
December	Deadline for all bulletin changes in Acalog/Curriculum Turn in detailed tour application to Dean's Office for Summer tours	Final exams; End of fall semester DG/Incomplete/Missing grades deadline (December candidates) Incomplete deadline from previous semester classes for non-graduates Post spring syllabi to IVue Rank & Tenure: Final portfolio to Provost	Submit Fall semester grades Aggregate fall assessment data & enter in Assessment Report Bulletin final proof deadline. Acalog closes	

Key: Semester; New/potential students; Subst. changes, bulletin, course schedules; Textbooks; Assessment; Research/Pro. Dev.; Online learning; Tours; Budgeting

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January	Spring semester begins Online Bulletin published Undergraduate Research Scholarship applications due	Student drop/Add deadline for Spring	May graduation application (GR) & advancement to candidacy deadlines "How's it going?" survey given to spring online classes Departments submit course schedules to Dean for coming year	Faculty research grant pre-application due Academic Calendar due
February	Adjunct Faculty submission for new year Summer online registration opens the first Monday in February	Adjunct Faculty submission for new year Cardinal Classic	Academic Calendar published Submit course schedules to Academic Records February 15 for Fall, Spring and Summer for the following academic year	Faculty research grant applications due
March	Music Festival Submit Textbook Adoptions to bookstore for Summer Curriculog opens for course & program proposals Honors Scholars & Undergraduate Research Poster Symposium	March Preview Course schedule published for new year Departments submit course schedule corrections for new year	Begin department strategic planning	Fall/Spring registration opens Faculty research grants announced Graduate Grants in Aid of Research due PDF Bulletin published
April	Turn in detailed tour application to Dean's Office for Fall tours April Preview	DG/Incomplete/Missing grades deadline (Spring candidates) For online courses: meet with your assigned Instructional Facilitator to prepare Summer courses	Final exams Post summer syllabi to IVue (or earlier) Submit Textbook Adoptions to bookstore for Fall	Incomplete deadline from previous semester classes for non-graduates Spring semester ends
May	Graduation Submit spring semester grades Summer Semester begins Faculty annual reviews begin	Summer term 1 Dept. assessment mtg.: Aggregate data, Analyze learning, Plan course & program adjustments, Strategic planning, Record in Assessment Report Begin planning next year's tours Undergraduate Research Scholarship applications due	Summer term 1 Aug. graduation application (UG & GR) & advancement to candidacy deadlines	Summer term 1 Faculty Activity Reports due
June	Summer term 1 ends	Summer term 2 begins "How's it going?" survey given to summer online classes	Summer term 2	Summer term 2 Research Faculty Status application due
July	Summer term 2 ends Student financial clearance opens for Fall	Summer term 3 begins DG/Incomplete/Missing grades deadline (Summer candidates)	Summer term 3 For online courses: meet with your assigned Instructional Facilitator to prepare Fall courses	Summer term 3 Incomplete deadline from previous semester classes for non-graduates

Key: Semester; New/potential students; Substantive changes, bulletin, course schedules; Textbooks; Assessment; Research/Professional Dev.; Online learning; Tours