

## Administrative Planning Calendar

Item	Request Date	Due Date
Reminder that all current scholarship forms for upcoming school year due.	Early July	ASAP
Calendar needs of all departmental start-up meetings	July (mid)	July (late)
Accreditation funding requirements from provost's office (every two years)	July (late)	August (mid)
Key Cards for new faculty and graduate students (reminder)	July (mid)	August (early)
Provide list of faculty reps. for University and School committees for upcoming AY	August (early)	August (late)
Current list of faculty and staff for directory info.	August (mid)	August (late)
Confirm w/Dean's Office that dossiers of P&T candidates received	September (mid)	September (mid)
Provide list/copy of summer course offerings	October (mid)	November (mid)
Provide nominees for Banner Bearer at Dec. Graduation	October (mid)	November (mid)
Double check faculty attendance at Dec. Graduation	November (early)	November (mid)
Key Cards for new faculty and graduate students (reminder)	January (early)	January (mid)
Provide budget planning for following year	January (early)	February (early)
Provide copy of spring course schedule and times of classes	January (early)	January (late)
Double check department info. to go in course catalogue	January (early)	January (late)
Provide list of advisors for summer and fall SOAR programs	February (mid)	March (mid)
Provide list of volunteers for convocation (depending on ambassadors)	February (late)	March (late)
Provide name of banner bearer for spring graduation	February (late)	March (late)
Graduate Assistantship allocations and waivers due	March (early)	May (mid)
Distribution of institutional research survey to non-email-responders (reminder)	March (early)	March (early)
Merit Requests for Faculty	March (mid)	June (early)
Evaluation forms for Dean, Associate Dean, Department Heads	March (mid)	May (early)
Faculty Annual Report/Department Annual Reports	March (mid)	May (early)
Confirm names in graduation bulletin	March (mid)	March (late)
Department Outreach Activity Report (copy to Dean's Office provided by Heads)	March (late)	April (late)
Promotion and Tenure/Reappointment information out to faculty	April (early)	April (mid)
Conflict of Interest Report completed by departments	April (mid)	June (early)
Faculty complete graduation information (reminder)	April (mid)	May (early)
Confirm Promotion and Tenure Reappointment Information with Dean's office	May (early)	May (mid)
PMP's on all Staff given to Dean's office	May (mid)	June (early)
External Activities for Pay forms due to Dean's office	May (mid)	May (late)
Post-Tenure review for next AY & names of review committee names to Dean	June (early)	June (late)
Confirm new faculty for upcoming year	June (early)	June (mid)