

**Academic Affairs Master Calendar
2011-2012 Academic Year**

- Action Items
 ■ Governance deadlines
 ■ Tenure/Promotion information
 ■ Student Deadlines
■ Visiting Lecturer Contract Information/Deadlines

DATE	DATA
2/1/11	Deadline to file for March or April comprehensive examinations
2/1/11	Graduate Admissions fall application deadline for Counselor Education and Certificate of Advanced Graduate Studies - Mental Health
8/1/11	Recommended Student Deadline - Undergraduate degree applications for January graduation due in Registrar's Office
8/16/2011-8/19/2011	Visiting Lecturer contracts mailed out for fall 2011 semester
8/29/11	Registrar's Office sends Spring 2012 course sections to chairs and Deans, Continuing/Distance Education, Center for International Exchange, College of Graduate Studies and Off-Campus for review
9/1/11	Non-renewal notification deadlines for candidates for reappointment during third, fourth and fifth year
9/5/11	Labor Day - no classes
9/7/11	Fall Classes Begin
9/7/11	Drop/add period begins for full semester and 1st quarter courses
9/9/11	Last day to drop/add 1st quarter courses
9/12/11	First day to withdraw (W) from 1st quarter courses
9/14/11	Last day to drop/add full semester courses, internships, directed studies, and practica
9/15/11	First day to withdraw (W) from full semester courses
9/15/11	Second, third and fourth and fifth year candidates for reappointment submit evaluation materials to department chair or Library Director
9/15/11	Candidates for tenure and/or promotion submit materials to the Chairperson/Library Director
9/15/11	Part-time faculty submit materials to dept. chair-Fall Semester 2011 (Academic Affairs will submit list of faculty that need to be evaluated)
9/16/11	Registrar's Office sends fall Census I reports to faculty
9/16/11	ACC/GEC chairs submit all approved new course proposals, effective 2012 to Academic Affairs for approval by the President
9/20/11	Contracts due back from instructors for fall 2011 semester
9/21/2011	New Student Convocation 1:30 pm Campus Center Auditorium
9/26/11	Faculty return fall Census I reports to Registrar's Office
9/26/11	<u>FINAL DEADLINE</u> - Chairs send Spring 2012 course section changes to deans - No changes will be considered after this date until spring classroom scheduling is completed

9/30/11	ACC/GEC chairs submit all outstanding moderate course change proposals effective spring 2012 approved by ACC/UCC/GEC chairs and Registrar to the Registrar's Office
9/30/11	Registrar's Office sends January undergraduate graduation applications to department chairpersons for review
9/30/11	Governance deadline for President's approval of course changes and new courses effective Spring 2012
9/30/11	Candidates for post-tenure review submit materials to Vice President
9/30/11	Candidates for 2nd or 4th year reappointment, department chair evaluation, or promotion select third Peer Evaluation Committee member
10/1/11	Graduate Admissions spring application deadline for most programs
10/1/11	Application deadline to file for January Graduate graduation
10/1/11	Deadline to file for November comprehensive examination
10/1/11	Application Deadline for Counselor Education and Certificate of Advanced Graduate Studies-Mental Health
10/1/11	Candidates for sabbatical leave submit proposals to department Chairperson/Library Director
10/3/11	Registrar's Office sends Summer/Fall 2012 course schedule production calendar to Chairs, Deans, Continuing/Distance Education, Center for International Engagement, Off-Campus
10/3/11	Peer Evaluation Committee classroom visitations for second year reappointment candidates
10/3/11	Evaluation by department Chair/Library Director for candidates for tenure (Candidates have 10 calendar days from receipt to respond)
10/10/11	Columbus Day - no classes
10/11/11	Evaluation by Peer Evaluation Committee for 2nd year reappointment candidates (Candidates have 10 calendar days from receipt to respond)
10/11/11	Sabbatical leave recommendation by Chairperson or Library Director submitted to Vice President
10/13/11	Last day to withdraw (W) from 1st quarter courses
10/14/11	List of department courses not offered at BSU for 3 years for possible removal from catalog from Registrar's Office
10/14/11	Classroom observations by PEC for 4th year reappointment candidates
10/14/11	Department Chair/Library Director transmits tenure materials to next step (Peer Evaluation Committee or Vice President)
10/20/11	All Faculty/Librarian Meeting 3:30-4:30 pm
10/21/11	Peer Evaluation Committee transmits 2nd year reappointment materials
10/21/11	Classroom visitations by Peer Evaluation Committee for promotion candidates
10/22/11	Family Day/Homecoming (President's Breakfast a.m.)
10/25/11	End of 1st quarter
10/26/11	Drop/add period begins for 2nd quarter courses
10/26/11	Second Quarter Begins
10/28/11	Last day to drop/add 2nd quarter courses

10/28/11	DEADLINE - ALL FACULTY - First Quarter and Early Fall Odd Date Final Grades due 4 PM via the web
10/28/11	Department chairs review and return January undergraduate graduation applications to Registrar's Office
10/28/11	Evaluation by Peer Evaluation Committee for 4th year reappointment candidates
10/28/11	Peer Evaluation Committee evaluates candidates for 2nd year reappointment (Candidates have 10 calendar days from receipt to respond)
10/28/11	Peer Evaluation Committee evaluates promotion candidates (Candidates have 10 calendar days from receipt to respond)
10/28/11	Classroom observations by PEC for tenure candidates (if candidate requested PEC evaluation)
10/31/11	First day to withdraw (W) from 2nd quarter courses
10/31/11	Registrar's Office sends final fall Census reports to faculty
10/31/11	Spring 2012 undergraduate advising begins
11/1/11	Vice President recommends candidates for sabbatical leave to President
11/3/11	Undergraduate fall mid-term warning deadline via the web by 4 PM
11/4/11	Peer Evaluation Committee evaluates tenure candidates (if requested by candidate) (transmit to candidate who has 7 calendar days from receipt to respond)
11/7/11	Peer Evaluation Committee transmits fourth year candidate evaluations to department Chair/Library Director
11/7/11	Chair transmits second year reappointment candidate recommendations to Vice President
11/9/11	Friday Class Schedule (Wednesday classes will not meet on 11/9)
11/10/11	Peer Evaluation Committee transmits candidates for promotion to department Chair/Library Director
11/11/11	Veteran's Day - no classes
11/14/11	Spring 2012 pre-registration begins
11/14/11	President recommends sabbatical leave requests to Trustees
11/14/11	Peer Evaluation Committee receives comments from dept. members for dept. chair evaluation
11/14/11	Peer Evaluation Committee submits tenure materials to VP
11/18/11	Last day to withdraw (W) from full semester courses
11/18/11	Dept. chair evaluation of part-time faculty for the Fall Semester 2011 (Candidates have 10 calendar days from receipt to respond)
11/21/11	Undergraduate students begin to apply for May graduation in Registrar's Office after they have registered for final courses
11/23/11	Thanksgiving recess begins at the close of day classes on Wed. Evening classes will not meet.
11/23/11	Dept. Chair evaluates third, fourth and fifth year candidates for reappointment (Candidate have 10 calendar days from receipt to respond)
11/23/11	Vice President evaluates second year candidates for reappointment (Candidates have 7 calendar days from receipt to respond)

11/28/11	Chairs send Summer/Fall 2012 course sections via Excel to deans
11/28/11	Classes resume
11/28/11	Evaluation of promotion candidates by Department Chairperson/Library Director (Candidates have 10 calendar days from receipt to respond)
11/30/2011-12/2/2011	Contracts mailed out for winter intersession courses
12/2/11	Dept. chair transmits evaluation of part-time faculty for fall 2011 to Vice President
12/5/11	Last day to withdraw (W) from 2nd quarter courses
12/5/11	Deans send approved Summer Schedule to Registrar's Office
12/5/11	Peer Evaluation Committee evaluation of dept. chair (Candidates have 10 calendar days from receipt to respond)
12/5/11	Vice President transmits second year candidate recommendations to President
12/5/11	Dept. Chair and Library Director transmits third, fourth and fifth year candidate recommendations to Vice President
12/9/11	Chair/Library Director transmits promotion materials to VP
12/13/11	Tuesday evening class final exams
12/14/11	Last day for students to complete spring and summer 2011 incomplete (IN) work
12/14/11	Fall semester day classes end
12/14/11	Candidates for first year reappointment receive classroom visitations by dept. chair
12/15/11	Reading Day - Day Classes only
12/15/11	Thursday evening class final exams
12/15/11	Reading Day - Day Classes only
12/16/11	2012-2013 Catalog text changes and "saved" 3-year inactive courses to deans
12/16/11	Fall semester day exams begin
12/16/11	Peer Evaluation Committee transmits dept. chair evaluations to Vice President
12/19/11	Deans send approved Fall Schedule to Registrar's Office
12/19/11	Monday evening class final exams
12/19/2011-12/23/2011	Visiting lecturer contracts mailed out for spring 2012 semester
12/20/11	Winter Intersession contracts due back from instructors
12/20/11	Recommended Student Deadline - Undergraduate degree applications for May graduation due in Registrar's Office
12/21/11	Wednesday evening class final exams
12/22/11	Fall semester day final exams end
12/28/11	DEADLINE - ALL FACULTY - Fall 2011 final grades due 4PM via the web
1/6/12	Vice President evaluates third, fourth and fifth year reappointment candidates
1/10/12	Transfer Transitions
1/10/12	Registrar's Office sends Summer 2012 course section data to Chairs, Deans, Continuing/Distance Education, Center for International Engagement, Off-Campus for review
1/10/12	Contracts due back from instructors for spring 2012 semester

1/11/12	Transfer and First Year Orientation
1/12/12	Snow Day for Transfer Transitions
1/15/12	Non-renewal notification deadlines send to second year reappointment candidates
1/16/12	Martin Luther King, Jr. Day - No classes
1/18/12	Drop/Add period begins for full semester and 3rd quarter courses
1/18/12	Spring 2012 semester begins
1/18/12	Vice President transmits third, fourth and fifth year reappointment recommendations to President
1/20/12	Last day to Drop/Add 3rd quarter courses
1/23/12	First day to withdraw (W) from 3rd quarter courses
1/25/12	Graduate Admissions fall application deadline for Master's in Social Work (part-time/full-time and advanced standing)
1/25/12	Last day to drop/add full semester courses, internships, directed studies, and practica
1/26/12	First day to withdraw (W) from full semester courses
1/27/12	Registrar's Office sends Spring Census I reports to faculty
1/27/12	Undergraduate Winter Commencement
1/27/12	Committee on Promotions sends initial recommendations to VP
1/27/12	Committee on Tenure makes recommendation for tenure candidates. (Candidates have 7 calendar days from receipt to respond)
1/27/12	Part-time faculty submit materials to department chair - Spring Semester 2012 (Academic Affairs will submit list of faculty that need to be evaluated)
1/30/12	FINAL DEADLINE - Chairs send Summer 2012 Course Section Changes to Registrar's Office and deans (No changes will be considered after this date until summer classroom scheduling is completed)
2/1/12	Application deadline to file for May Graduate commencement
2/1/12	Graduate Admissions summer session application deadline
2/2/12	Registrar's Office sends Fall 2012 course section data to Chairs, Deans, Continuing/Distance Education, Center for International Engagement, Off-Campus for review
2/6/12	Registrar's Office sends May undergraduate graduation applications to department chairpersons for review
2/6/12	Faculty return Spring Census I reports to Registrar's Office
2/6/12	Committee on Tenure transmits recommendations to VP
2/8/12	New Student Dean's List Ceremony
2/10/12	Deans send approved Summer final schedule to Registrar's office
2/10/12	Committee on Promotions transmits final recommendation to VP
2/15/12	Vice President transmits first year reappointment recommendations to President
2/17/12	FINAL DEADLINE - Chairs send Fall 2012 course section changes to Deans (No changes will be considered after this date until Fall classroom scheduling is completed)
2/20/12	President's Day - No classes

2/21/12	VP transmits tenure recommendations to candidates (Candidate have 7 calendar days from receipt to respond)
2/22/12	ACC/GEC chairs submit all approved new courses and substantial change proposal effective fall 2012 to Academic Affairs for approval
2/22/12	Monday schedule of classes (Wednesday classes will not meet on 2/23)
2/24/12	VP promotion recommendations to candidates (Candidates have 7 calendar days from receipt to respond)
2/28/12	ACC/GEC chairs submit all approved moderate change proposals effective fall 2012 approved by ACC/UCC/GEC chairs and registrar to the Registrar's Office - Final Deadline
3/2/12	Deans send approved Fall final schedule to Registrar's Office
3/2/12	Vice President transmits tenure recommendations to President
3/5/12	Spring Break Begins
3/9/12	Spring Break Ends
3/9/12	Vice President transmits promotion recommendation to President
3/12/12	Department chairs review and return May undergraduate graduation applications to Registrar's Office
3/12/12	* Registrar's Office sends Spring 2013 course schedule production calendar to Chairs and Deans
3/13/12	End of 3rd quarter
3/14/12	4th quarter begins
3/15/12	Non-renewal notification deadlines send to first year reappointment candidates
3/16/12	3rd Quarter Grades due via the web by 4 pm
3/16/12	President recommends tenure candidates to Trustees
3/19/12	Registrar's Office send Final Spring Census reports to faculty
3/19/12	Undergraduate Mid-Term Warnings deadline via the web by 4 pm
3/23/12	President recommends promotion candidates to Trustees
3/27/12	Faculty return Final Spring Census reports to Registrar's Office
4/1/12	2012-2013 Candidates for reappointment, promotion, tenure or post-tenure review to notify chairperson
4/1/12	Vice President's assessment to post-tenure review candidates, with copy to Chapter President
4/2/12	Summer registration begins
4/2/12	Fall 2012 undergraduate advising begins
4/5/12	Last day to withdraw (W) from full semester courses
4/6/12	Dept. chair evaluation of part-time faculty for the spring Semester 2012 (Candidates have 10 calendar days from receipt to respond)
4/9/12	Undergraduate students begin to apply for August graduation in Registrar's Office after they have registered for final courses

4/13/12	Fall pre-registration begins
4/15/12	Recommended Student Deadline - Undergraduate degree applications for August graduation due in Registrar's Office
4/16/12	Patriot's Day - No classes
4/19/12	Last day to withdraw (W) from 4th quarter courses
4/20/12	Dept. chair transmits evaluation of part-time faculty for Spring 2012 to Vice President
4/23/2012-4/24/2012	Contracts mailed for spring/summer intersession courses
4/23/12	Undergraduate students begin to apply for January graduation in Registrar's Office after they have registered for final courses
4/23/12	College of Science and Mathematics Honors Day Ceremony - 3:15 pm
4/23/12	College of Education and Allied Studies Honors Day Ceremony - 6 pm
4/25/12	Registrar's Office sends August undergraduate graduation applications to Department Chairs for review
4/25/12	College of Humanities and Social Sciences Honors Day Ceremony - 3:15 pm
4/25/12	College of Graduate Studies Honors Day Ceremony - 6 pm
4/26/12	Thursday evening class final exams
4/26/12	College of Business Honors Day Ceremony - 3:15 pm
4/27/12	Chairs send Spring 2013 course sections via Excel to Registrar's Office and deans
4/30/12	Spring day classes end
4/30/12	2012-2013 Catalog final draft sent from Registrar's Office
4/30/12	Last day for students to complete Fall 2011 incomplete (IN) work
5/1/12	Tuesday evening class final exams
5/1/12	Reading Day (Day classes only)
5/2/12	Wednesday evening class final exams
5/2/12	Day final exams begin
5/7/12	Monday evening class final exams
5/8/12	Day final exams end
5/7/2012-5/9/2012	Visiting Lecturer contracts mailed out for Summer Session I
5/9/12	Graduate Spring Commencement Ceremony
5/11/12	DEADLINE - ALL FACULTY - Final Grades Due by 4 PM
5/12/12	Undergraduate Spring Commencement
5/15/12	Spring 2012 intersession contracts due back from instructors
5/18/12	Department chairs review catalog draft and return to Registrar's Office and deans
5/22/12	Contracts due back from instructors (Summer Session I 2012)
5/28/12	Memorial Day (Observed) - No classes
5/29/12	Summer Session I begins
5/31/12	Department chairs review and return August undergraduate graduation applications to Registrar's Office
6/1/12	August graduate graduation application deadline
6/4/12	Transfer Transitions

6/5/12	Transfer Transitions
6/21/2012-6/22/2012	Visiting Lecturer contracts mailed out for summer session II
6/28/12	Transfer Transitions
7/2/12	Summer Session I ends
7/9/12	Summer Session II begins
7/10/12	Contracts due back from instructors for (summer session II 2012)
7/15/12	Application deadline for fall semester admission to accelerated post baccalaureate program
8/1/12	Recommended Student Deadline - Undergraduate degree applications for January graduation due in Registrar's Office
8/10/12	Summer Session II ends
12/1/12	Deadline for chairs/coordinators to submit <u>ALL</u> instructor changes to Academic Affairs (Spring 2012)
12/1/2011	Graduate Admissions spring application deadline for Accelerated Post Baccalaureate program
12/19/2011-12/23/2011	Visiting Lecturer contracts mailed out for spring 2012 semester
4/1/2012	Graduate Admissions fall application deadline for most graduate programs
4/1/2012	Graduate Admissions fall application deadline for Psychology (only accepts for fall admission)
4/1/2012	Graduate Admissions summer application deadline for the Accelerated Post Baccalaureate (APB) program
6/21/2012-6/22/2012	Visiting Lecturer contracts mailed out for summer session II