

**Academic Affairs Master Calendar  
2009-2010 Academic Year**



Action Items



Governance deadlines



Tenure/Promotion information



Student Deadlines

DATE	DATA
<b>AUGUST 2009</b>	
<b>SEPTEMBER 2009</b>	
9/1 of final year	Non-renewal notification deadlines for candidates for reappointment during third and fourth year
9/2	Fall Classes Begin
9/2	Drop/add period begins for full semester and 1st quarter courses
9/4	Last day to drop/add 1st quarter courses
9/7	Labor Day - no classes
9/8	First day to withdraw (W) from 1st quarter courses
9/10	Last day to drop/add full semester courses, internships, directed studies, and practica
9/11	First day to withdraw (W) from full semester courses
9/14	Registrar's Office sends Spring 2010 course section data to prood
9/15	Second, third and fourth year candidates for reappointment submit evaluation materials to department chair
9/15	Candidates for tenure and post-tenure review submit materials to Vice President
9/15	Part-time faculty submit materials to dept. chair-Fall Semester 2009 (Academic Affairs will submit list of faculty that need to be evaluated)
9/16	Senior convocation (12:20 pm classes only are cancelled)
9/18	Chairs' Workshop (12-4 pm, Council Chambers RCC 201)
9/18	ACC/GEC chairs submit all outstanding moderate course change proposals effective spring 2010 approved by ACC/UCC/GEC chairs and Registrar to the Registrar's Office
9/18	Registrar's Office sends Census I reports to faculty
9/28	Registrar's Office sends January undergraduate graduation applications to departments
9/28	Faculty return Census I reports to Registrar's Office
9/30	Candidates for post-tenure review submit materials to Vice President
9/30	Governance deadline for President's approval of course changes and new courses effective Spring 2010
9/30	Governance deadline for ACC/GEC-approved minor course changes effective Spring 2010 to Registrar's Office
<b>OCTOBER 2009</b>	
10/1	Candidates for sabbatical leave submit proposals to det. chair
10/1	Graduate Admissions application deadline
10/1	January graduation and comp exams deadline
10/2	Peer Evaluation Committee classroom visitations for second year reappointment candidates
10/2	Evaluation by dept. chair for candidates for tenure (Candidates have 10 calendar days from receipt to respond)

10/5	Spring 2010 course section changes to Registrar's Office and deans - <b>final deadline prior to advising</b>
10/7	Registrar's Office sends Fall/Summer 2010 course schedule production calendar
10/8	Last day to withdraw (W) from 1st quarter courses
10/9	List of department courses not offered at BSC for 3 years for possible removal from catalog from Registrar's Office
10/9	Peer Evaluation Committee evaluates candidates for second year reappointment (Candidates have 10 calendar days from receipt to respond)
10/9	Dept. chair recommendations for sabbatical leave submitted to Vice President
10/12	Columbus Day - no classes
10/13	Monday schedule of classes (Tuesday day and evening classes will not meet on 10/13)
10/15	Dept. chair transmits tenure materials to Peer Evaluation Committee if requested by candidate
10/16	Candidates for reappointment during third and fourth year receive classroom visitations by Peer Evaluation Committee
10/16	Chair's Workshop
10/20	End of 1st quarter
10/20	All Faculty/Librarian Meeting (3:30-4:30 pm, Heritage Room)
10/21	Second Quarter Begins
10/21	Drop/add period begins for 2nd quarter courses
10/23	Peer Evaluation Committee transmits second year reappointment evaluations to dept. chair
10/23	Classroom visitations by Peer Evaluation Committee for promotion candidates
10/23	Last day to drop/add 2nd quarter courses
10/26	DEADLINE - ALL FACULTY - First Quarter and Odd Date Final Grades due 9 AM
10/26	First day to withdraw (W) from 2nd quarter courses
10/26	January Graduation applications reviewed and returned to Registrar's Office
10/29	Undergraduate mid-term warning deadline
10/30	Registrar's Office sends Census II reports to faculty
10/30	Peer Evaluation Committee evaluates candidates for third and fourth year reappointment (Candidates have 10 calendar days from receipt to respond)
10/30	Dept. chair evaluates second year reappointment candidates (Candidates have 10 calendar days from receipt to respond)
10/30	Peer Evaluation Committee evaluates promotion candidates (Candidates have 10 calendar days from receipt to respond)
10/30	Vice President recommends candidates for sabbatical leave to President
<b>NOVEMBER 2009</b>	
11/2	2009-2010 Catalog text changes and "saved" 3-year inactive courses to deans (deans' deadline to Registrar's Office 11/17/08)
11/2	Spring 2010 undergraduate advising begins
11/6	Peer Evaluation Committee evaluates tenure candidates (only if requested, transmit to candidate who has 7 calendar days from receipt to respond)

11/9	Faculty return Census II reports to Registrar's Office
11/11	Veteran's Day - no classes
11/12	Peer Evaluation Committee transmits fourth year candidates to dept. chair for candidates
11/12	Chair transmits second year reappointment candidate recommendations to Vice President
11/12	Peer Evaluation Committee transmits candidates for promotion to dept. chair
11/13	President recommends sabbatical leave requests to Trustees
11/13	Peer Evaluation Committee receives comments from dept. members for dept. chair evaluation.
11/13	Candidates for first year reappointment receive classroom visitations by dept. chair
11/16	Peer Evaluation Committee submits tenure materials to VP
11/16	Last day to withdraw (W) from full semester courses
11/16	Spring 2010 pre-registration begins
11/20	Chairs' Workshop
11/20	Dept. chair evaluation of part-time faculty for the Fall Semester 2009 (Candidates have 10 calendar days from receipt to respond)
11/21	Instructor workload verification schedules sent out by Academic Affairs (Intersession 2010)
11/21	Instructor workload verification schedules sent out by Academic Affairs (Spring 2010)
11/23	Fall/Summer 2010 course sections via Excel to Registrar's Office and deans
11/23	Dept. Chair evaluates third and fourth year candidates for reappointment (Candidate have 10 calendar days from receipt to respond)
11/24	Vice President evaluates second year candidates for reappointment (Candidates have 7 calendar days from receipt to respond)
11/23	Summer/Fall 2010 course sections via Excel to Registrar's Office and deans
11/23	Fall/Summer 2010 overbooked and non-standard time period data for correction sent from Registrar's Office, if applicable
11/25	Thanksgiving recess begins at the close of day classes. Evening classes will not be held
11/30	Dept. Chair evaluates promotion candidates (Candidates have 10 calendar days from receipt to respond)
11/30	Last day to withdraw (W) from 2nd quarter courses
11/30	Classes resume
<b>DECEMBER 2009</b>	
12/1	Classroom visits for post-tenure review candidates by dep. chair
	Student Deadline - Undergraduate degree applications due for May graduation due to Registrar's Office
12/1	Peer Evaluation Committee evaluation of dept. chair (Candidates have 10 calendar days from receipt to respond)
12/3	Vice President transmits second year candidate recommendations to President
12/4	Dept. chair transmits third and fourth year candidate recommendations to Vice President
12/4	Dept. chair transmits evaluation of part-time faculty for fall 2009 to Vice President
N/A	Deadline for faculty to report schedule corrections to chair/coordinator (Intersession 2010)
12/5	Deadline for chairs/coordinators to submit <b>ALL</b> instructor changes to Academic Affairs (Intersession 2010)

N/A	Deadline for faculty to report schedule corrections to chair/coordinator (Spring 2010)
TBA	Reminder for return of "late-submitted" January graduation applications sent from Registrar's Office
12/10	Fall semester day classes end
12/10	Last day for students to complete spring and summer 2009 incomplete (IN) grades
12/10	Thursday evening class final exams
12/11	Reading Day (Day classes only)
12/11	Chair transmits promotion materials to VP 2009
12/11	Reading Day (Day classes only)
12/12	Send contracts to instructors (Intersession 2009)
12/14	Peer Evaluation Committee transmits dept. chair evaluations to Vice President
12/14	Fall semester day exams begin
12/14	Monday evening class final exams
12/15	Tuesday evening class final exams
12/16	Wednesday evening class final exams
12/18	Fall semester day final exams end
12/18	ACC/GEC chairs submit all approved new courses and substantial change proposal effective fall 2010 to the President for approval
12/18	ACC/GEC chairs submit all approved moderate change proposals effective fall 2010 approved by ACC/UCC/GEC chairs and registrar to the Registrar's office
TBA	Fall/Summer 2010 changes to adjust overbooked time periods and correct non-standard times to Registrar's Office and deans
12/19	Deadline for chairs/coordinators to submit <b>ALL</b> instructor changes to Academic Affairs (Spring 2010)
12/23	<b>DEADLINE - ALL FACULTY - Fall 2009 final grades due 4PM</b>
12/26	Contracts due back from instructors (Intersession 2009)
<b>JANUARY 2010</b>	
1/2	Human Resources sends contracts to instructors (Spring 2010)
1/8	Vice President evaluates third and fourth year reappointment candidates (Candidates have 7 calendar days from receipt to respond)
1/13	Transfer Transitions
1/14	Transfer Transitions
1/15	Non-renewal notification deadlines send to second year reappointment candidates
1/16	Contracts due back from instructors (Spring 2009)
1/18	Martin Luther King, Jr. Day - No classes
1/19	Vice President transmits third and fourth year reappointment recommendations to President
1/20	Spring 2010 semester begins
1/20	Drop/Add period begins for full semester and 3rd quarter courses
1/22	Last day to Drop/Add 3rd quarter courses
1/25	First day to withdraw (W) from 3rd quarter courses
1/27	Last day to drop/add full semester courses, internships, directed studies, and practica

1/28	First day to withdraw (W) from full semester courses
1/29	Registrar's Office sends Fall/Summer 2010 course section data sent to proof
1/29	Committee on Promotions sends initial recommendations to VP
1/29	Committee on Tenure makes recommendation for tenure candidates. (Candidates have 7 calendar days from receipt to respond)
1/29	Part-time faculty submit materials to dept. chair-Spring Semester 2010 (Academic Affairs will submit list of faculty that need to be evaluated)
<b>FEBRUARY 2010</b>	
2/1	May Graduate graduation and comp exams deadline
2/1	MSW program admissions application deadlines for fall
2/8	Registrar's Office sends May undergraduate graduation applications to departments
2/8	Committee on Tenure transmits recommendations to VP
2/12	Committee on Promotions transmits final recommendation to VP
2/15	Summer Session Graduate admission application deadline
2/15	President's Day - No classes
2/16	Vice President transmits first year reappointment recommendations to President
2/17	Monday Day and Evening schedule of classes (Wednesday Day and Evening classes will not meet on 2/17)
2/18	All Faculty/Librarian Meeting (3:30-4:30 pm, Heritage Room)
2/19	Chairs' Workshop (12-4 pm, Heritage Room)
2/19	ACC/GEC chairs submit all approved new courses and substantial change proposal effective fall 2010 to the President for approval-Final Deadline
2/22	VP transmits tenure recommendations to candidates (Candidate have 7 calendar days from receipt to respond)
2/25	Summer 2010 Course Section Changes to Registrar's Office and deans
2/25	Last day to withdraw (W) from 3rd quarter courses
2/26	VP promotion recommendations to candidates (Candidates have 7 calendar days from receipt to respond)
<b>MARCH 2010</b>	
3/1	ACC/GEC charis submit all approved moderate change proposals effective fall 2010 approved by ACC/UCC/GEC charis and registrar to the Registrar's Office - Final Deadline
3/1	Counselor Education and Psychology program admissions application deadlines for fall
3/2	Vice President transmits tenure recommendations to President
3/4	Freshman Dean's List Ceremony
3/5	May undergraduate graduation applications reviewed and returned to Registrar's Office
3/8	Spring Break Begins
3/8	Vice President transmits promotion recommendation to President
3/12	Spring Break Ends

3/15	Spring 2011 course schedule production calendar sent from Registrar's Office
3/15	Non-renewal notification deadlines send to first year reappointment candidates
3/16	President recommends tenure candidates to Trustees
3/16	End of 3rd quarter
3/17	4th quarter begins
3/17	Drop/Add period begins for 4th quarter courses
3/19	Last day to Drop/Add 4th quarter courses
3/22	President recommends promotion candidates to Trustees
3/25	Undergraduate Mid-Term Warnings deadline
3/26	Chairs' Workshop (12-4 pm, Heritage Room)
<b>APRIL 2010</b>	
4/5	Dept. chair evaluation of part-time faculty for the spring Semester 2009 (Candidates have 10 calendar days from receipt to respond)
4/5	Fall 2010 undergraduate advising begins
4/5	Summer 2010 registration begins
4/8	Last day to withdraw (W) from full semester courses
TBA	Student Deadline - Undergraduate degree applications for August graduation due to Registrar's Office
TBA	Reminder for return of "late-submitted" May graduation applications sent from Registrar's Office
4/16	Chairs workshop
4/20	Dept. chair transmits evaluation of part-time faculty for Spring 2010 to Vice President
4/19	Patriot's Day - No classes
4/20	Fall pre-registration begins
4/22	Last day to withdraw (W) from 4th quarter courses
4/26	Spring 2011 course sections via Excel to Registrar's Office and deans
4/27	School of Education and Allied Studies Honors Day Ceremony - 5 pm
4/29	School of Arts and Sciences Honors Day Ceremony - 3:15 pm
TBA	Spring 2011 overbooked and non-standard time period data for correction sent from Registrar's Office, if applicable
4/29	Thursday evening class final exams
4/30	August graduation applications sent from RO
4/30	School of Business Honors Day Ceremony - 3:15 pm
<b>MAY 2010</b>	
5/1	Vice President transmits post-tenure review to candidate with copy to Chapter President
TBA	2009-2010 Catalog final draft sent from Registrar's Office
5/3	Last day for students to complete spring and Fall 2009 incomplete (IN) grades
5/3	Spring day classes end
5/4	Reading Day (Day classes only)
5/4	Tuesday evening class final exams
5/5	Wednesday evening class final exams

5/5	Day final exams begin
5/10	Monday evening class final exams
5/11	Day final exams end
5/12	Graduate Spring Commencement
<b>5/14</b>	<b>DEADLINE - ALL FACULTY - Final Grades</b>
5/15	All other graduate program admissions application deadlines for fall
5/15	Undergraduate Spring Commencement
5/18	Transfer Transitions
5/19	Transfer Transitions
5/21	Catalog final draft reviewed and returned to Registrar's Office and deans
5/24	Summer Session I begins
TBA	Spring 2011 changes to adjust overbooked time periods and correct non-standard times to Registrar's Office and deans
5/27	Transfer Transitions
5/28	Transfer Transitions
5/31	Memorial Day (Observed) - No classes
TBA	August undergraduate graduation applications reviewed and returned to Registrar's Office
<b>JUNE 2010</b>	
TBA	August graduate graduation application deadline
6/1	Freshmen Orientation
6/2	Freshmen Orientation
6/4	Freshmen Orientation
6/5	Freshmen Orientation
6/11	Freshmen Orientation
6/12	Freshmen Orientation
6/15	Freshmen Orientation
6/16	Freshmen Orientation
6/18	Freshmen Orientation
6/19	Freshmen Orientation
6/22	Transfer Transitions
6/28	Summer Session I ends
TBA	Summer 2010 final faculty changes and TBA faculty names to deans, Academic Affairs and Registrar's Office
<b>JULY 2010</b>	
7/7	Summer Session II begins
<b>AUGUST 2010</b>	
tba	Student Deadline - Undergraduate degree applications for January graduation due to Registrar's Office
8/10	Summer Session II ends

8/26	Transfer Transitions
8/27	Transfer Transitions and new Student Program & International