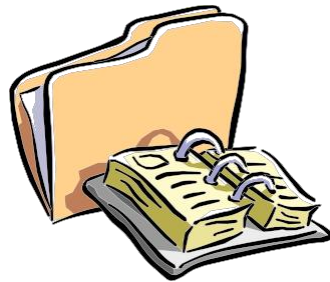




UNIVERSITY OF WISCONSIN OSHKOSH

**ADMINISTRATIVE CALENDAR
2015 - 2016**



2015-2016 Academic Year Calendar
Academic Staff Annual Evaluations Table
Academic Staff Regents Award for Excellence
Academic Staff Salary Equity/Title Changes
Assessment Committee Monthly Meeting Dates
Barbara G. Sniffen Faculty Governance Service Award
Classroom Assignment Changes
Classroom Visits
Drop Dates
Edward Penson Distinguished Teaching Awards
Endowed Professorships
Faculty Development: Teaching, Research
Faculty Senate and Academic Policy Committee (APC) Meeting Dates
Grade Deadlines
Graduate Council Meeting Dates
John McNaughton Rosebush Professorship
Office of Graduate Studies Deadlines
Outstanding Performance Award – Classified Staff
Outstanding Service Award – Academic Staff
Program/Course Approval Timeline for Graduate and Undergraduate Bulletins
Program Review and Program Authorization Dates
Provost's Teaching and Learning Summit
Renewal/Non-renewal/Tenure/Promotion/Professorial Productivity
Residence Hall Open/Close Dates
Sabbatical Leaves
Salary Recommendations and Annual Evaluations
Senate of Academic Staff Meeting Dates
Student Opinion Surveys
Summer Teaching
Textbook Orders
Timetable Dates
University Studies Program Committee Meeting Dates
UW System Report on Outside Activities
UW System Regents' Teaching Excellence Awards

UW OSHKOSH 2015 - 2016 ACADEMIC YEAR CALENDAR

FALL SEMESTER 2015

Tuesday	September 8	Academic Advisement/Registration
Wednesday	September 9	Classes begin first 7-week and 14-week sessions
Tuesday	October 27	End of first 7-week session
Wednesday	October 28	Classes begin second 7-week session
Wednesday	November 25-29	Thanksgiving Recess begins after evening classes on Tuesday, November 24
Monday	November 30	Classes resume
Friday	December 18	End of second 7-week and 14-week sessions
Saturday	December 19	COMMENCEMENT
Monday	January 4	Classes begin 3-week Interim*
Monday	January 18	Legal Holiday, Martin Luther King Jr. Day – no classes
Friday	January 22	End of 3-week Interim; end of semester – <u>Official Graduation Date</u>

* During Fall Interim, classes meet: January 4, 5, 6, 7, 8; 11, 12, 13, 14, 15; and 19, 20, 21, 22

SPRING SEMESTER 2016

Friday	January 29	Academic Advisement/Registration
Monday	February 1	Begin first 7-week and 14-week sessions
Friday	March 18	End of first 7-week session
Sun-Sun	March 20-27	Spring Break
Monday	March 28	Classes begin second 7-week session
Friday	May 13	End of second 7-week and 14-week sessions
Saturday	May 14	COMMENCEMENT
Monday	May 16	Classes begin 3-week Interim**
Monday	May 30	Legal Holiday , Memorial Day – no classes
Friday	June 3	End of 3-week Interim; end of semester – <u>Official Graduation Date</u>

** During **Spring Interim**, classes meet: May 16, 17, 18, 19, 20; 23, 24, 25, 26, 27; May 31, June 1, 2, 3

SUMMER SEMESTER 2016

Monday	June 13	Begin first 4-week term; 8-week sessions
Monday	July 4	Legal Holiday, Independence Day-no classes
Friday	July 8	End of first 4-week session
Monday	July 11	Begin second 4-week session
Friday	August 5	End second 4-week session; 8-week sessions – <u>Official Graduation Date</u>

FACULTY RENEWAL/NON-RENEWAL DATES FOR 2015-2016

FIRST-YEAR FACULTY MEMBERS – SPRING CYCLE (March)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	--	--	N/A
Faculty send information to Initial Level of Review	N/A	N/A	N/A	N/A
Initial Level of Review Recommendations to College Committees	N/A	N/A	N/A	N/A
College Committee Recommendations to Dean	N/A	N/A	N/A	N/A
Dean Recommendations to Provost and Vice Chancellor	N/A	N/A	N/A	N/A
Provost and Vice Chancellor Recommendations to Chancellor	N/A	N/A	N/A	N/A
Chancellor Notifies Faculty	N/A	N/A	N/A	N/A

SECOND-YEAR FACULTY MEMBERS – FALL CYCLE (December)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	9/4	9/4	9/4
Faculty send information to Initial Level of Review	10/2	9/25	9/25	9/25
Initial Level of Review Recommendations to College Committees	10/16	N/A	10/9	10/9
College Committee Recommendations to Dean	10/30	10/16	10/30	10/26
Dean Recommendations to Provost and Vice Chancellor	11/16	11/2	11/16	11/16
Provost and Vice Chancellor Recommendations to Chancellor	11/25	11/25	11/25	11/25
Chancellor Notifies Faculty	12/4	12/4	12/4	12/4

RENEWAL/NON-RENEWAL/TENURE

SECOND-YEAR OR MORE FACULTY – SPRING CYCLE (May)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	--	--	12/18	12/14
Faculty send information to Initial Level of Review	1/15	1/8	1/19	1/8
Initial Level of Review Recommendations to College Committees	2/5	N/A	2/1	2/1
College Committee Recommendations to Dean	2/19	2/12	2/26	2/22
Dean Recommendations to Provost and Vice Chancellor	3/4	3/4	3/14	3/14
Provost and Vice Chancellor Recommendations to Chancellor	4/15	4/15	4/15	4/15
Chancellor Notifies Faculty	5/19	5/9	5/19	5/9

ACADEMIC STAFF RENEWAL/NON-RENEWAL DATES FOR 2015-2016

FIRST-YEAR ACADEMIC STAFF – SPRING CYCLE (March)

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	LLCE
Academic Staff send information to Initial Level of Review	N/A	11/23	11/23	11/30	11/25	11/25
Initial Level of Review to College Committees or equivalent	N/A	N/A	12/11	12/30	N/A	N/A
College Committee Recommendations to Dean/Director/VC/AVC	N/A	1/8	1/11	1/8	1/15	1/15
AVC/Dean/Director Recommendations to P&VC OR VC/Director Recommendations to Chancellor	N/A	1/25	1/25	1/25	1/22	1/22
Provost & VC Recommendations to Chancellor	N/A	2/8	2/8	2/8	2/8	2/8
Chancellor Notifies Academic Staff	N/A	2/22	2/22	2/22	2/22	2/22

SECOND-YEAR ACADEMIC STAFF – FALL CYCLE (December)

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	LLCE
Academic Staff send information to Initial Level of Review	9/25	9/25	9/25	9/25	9/25	9/25
Initial Level of Review Recommendations to College Committees or equivalent	10/9	N/A	10/9	10/9	N/A	N/A
College Committee Recommendations to Deans/Directors/VC/AVC	10/23	10/16	10/23	10/26	10/23	10/23
AVC/Dean/Director Recommendations to P&VC OR VC/Director Recommendations to Chancellor	11/16	11/16	11/9	11/16	11/16	11/16
Provost & VC Recommendations to Chancellor	11/20	11/20	11/20	11/20	11/20	11/20
Chancellor Notifies Academic Staff	11/30	11/30	11/30	11/30	11/30	11/30

SECOND-YEAR OR MORE ACADEMIC STAFF – SPRING CYCLE (May)

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	LLCE
Academic Staff send information to Initial Level of Review	1/15	1/8	1/19	1/8	1/8	1/8
Initial Level of Review to College Committees or equivalent	2/5	N/A	2/1	1/29	N/A	N/A
College Committee Recommendations to Deans/Directors/VC/AVC	2/19	2/12	2/26	2/22	2/12	2/12
AVC/Dean/Director Recommendations to P/VC OR VC/Director Recommendations to Chancellor	3/14	3/7	3/14	3/7	3/7	3/7
Provost/VC Recommendations to Chancellor	4/18	4/18	4/18	4/18	4/18	4/18
Chancellor Notifies Academic Staff	5/9	5/9	5/9	5/9	5/9	5/9

FACULTY PROFESSORIAL PRODUCTIVITY INCREASE DATES FOR 2015- 2016

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty submit information, via department chair to the College Promotions committee (initial level of review).	10/30/15
College Committee Recommendations to Deans	12/11/15
Deans' Recommendations to Provost and Vice Chancellor	1/8/16
Provost and Vice Chancellor Recommendations to Chancellor	2/5/16
Chancellor notifies Faculty	2/29/16

FACULTY PROMOTION DATES FOR 2015-2016

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty send information to Initial Level of Review	10/2/15
Initial Level of Review Recommendations to College Committees	10/30/15
College Committee Recommendations to Deans	12/11/15
Deans' Recommendations to Provost and Vice Chancellor	1/8/16
Provost and Vice Chancellor Recommendations to Chancellor	2/5/16
Chancellor notifies Faculty	2/29/16

**Annual Performance Evaluations for
All Professional Administrative Academic Staff**

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Supervisors/Department Chairs or equivalent request in writing that academic staff members submit information summarizing relevant activities and accomplishments during preceding calendar year.	11/16/15
Academic staff member sends summary of activities and accomplishments to supervisor/department chair or equivalent.	1/4/16
Supervisors/department chairs or equivalent schedule face-to-face conference with academic staff member.	1/8/16
Supervisors/department chairs or equivalent complete conference with academic staff member and forward signed evaluation documents to Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor.	1/29/16
Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor forward completed annual evaluation documents to Human Resources Office.	2/12/16

SEPTEMBER 2015

DATE	DUE FROM	ITEM	DUE TO
Sun, Aug 30	All New Faculty and Academic Staff	I-9 Employment Verification Completed	Human Resources Office
Fri, Sept 4	Departments or equivalent units (CON, COEHS, & COLS)	Notification for Renewal/Non-Renewal for 2nd year faculty for December Cycle (December)	Faculty Members (CON, COEHS, & COLS)
Sun, Sept 6	Residence Halls move in is from 8 a.m. - 4 p.m. for freshman and transfer students only; Odyssey – New Freshmen Orientation, 4-8 p.m.		
Mon, Sept 7	LABOR DAY; Residence Halls Open at 8:00 a.m. for returning students		
Mon, Sept 7	Odyssey – New Freshmen Orientation, 8:00 a.m. – 1:30 p.m.; Orientation for Transfer, Non-Traditional, and Center for New Learning Student, 3:30 – 4:00 p.m.		
Mon or Tue, Sept 7 & 8	Orientation for Transfer, Non-Traditional, and Center for New Learning Students – Reeve Union, Room 306 & Room 307. Information Fair on 9/7 from 3:30 p.m. – 4:00 p.m. or 5:30 p.m. – 6:00 p.m. on 9/8. Formal program beginning at 4:00 p.m. 9/7 or 6:00 p.m. 9/8		
Tue, Sept 8	Academic Advisement/Registration		
Tue, Sept 8	Odyssey – New Freshmen Orientation, 8:30 a.m. – 11 a.m.; Student Employment Fair, 11 a.m.-1 p.m.; Taste of Oshkosh, 11 a.m. – 2 p.m.		
Tue, Sept 8	Opening Day Assembly <ul style="list-style-type: none"> • 8:00 a.m. Continental Breakfast (Alumni Welcome & Conference Center) • 8:45 a.m. Convocation (Alumni Welcome & Conference Center) • 10:30 a.m. Opening Day College Meetings (See http://www.uwosh.edu/chancellor/opening-day for times and room locations) • 11 a.m. – 2:00 p.m. Taste of UW Oshkosh (On the Mall -- Polk Library); Student Employment Fair (Reeve Memorial Union Concourse) • 2 p.m. Chancellor's Run/Walk (One-, Two-, and Three-Miles) (Meet at Student Recreation & Wellness Center) 		
Tue, Sept 8	Departments or equivalent units	Begin building Summer 2016 classes	Registrar's Office
Tue, Sept 8	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Sept 9	Classes Begin for 14-Week and First 7-Week Terms		
Wed, Sept 9	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Sept 10	Senate of Academic Staff Meeting – Room 212 Dempsey; 3:00 p.m.		
Fri, Sept 11	Individual Faculty	Proposals for Sabbaticals	VC/AVC/Deans
Fri, Sept 11	Associate Vice Chancellor of Faculty and Academic Staff Affairs	Send letter indicating eligibility for internal salary equity review	Eligible Faculty
Mon, Sept 14	Departments or equivalent units	Begin building Fall 2016 classes	Registrar's Office
Tue, Sept 15	Students	Last Day to Add 14, 17, or 1 st 7-week class without instructors signature	Registrar's Office
Tue, Sept 15	VC/AVC/Deans	Proposals for 2016-2017 Sabbaticals (<i>awards announced after Board of Regents meeting in December</i>)	Office of Grants and Faculty Development
Tue, Sept 15	Graduate Faculty	Nominations for Graduate Distinguished Research Awards Deadline	Office of Graduate Studies
Tue, Sept 15	Students	Last day for full refund of tuition	Student Accounts
Tue, Sept 15	Faculty Senate Meeting - Reeve Union 306; 3:10 p.m.		
Thurs, Sept 17	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Sept 17	Graduate Council Meeting - Sage 2210; 1:20 to 2:50 p.m.		
Thurs, Sept 17	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadline for program authorization at the December Board of Regents meeting.)		

Fri, Sept 18	The Installation of Andrew J. Leavitt as the 11th Chancellor of the University of Wisconsin Oshkosh. Please see http://www.uwosh.edu/installation/ for the schedule of events and locations.		
Fri, Sept 18	Departments or equivalent units	Fall III (2015-2016) January Interim Textbook Orders	Bookstore
Sat, Sept 19	<i>Oshkosh Community Dragon Boat Races and Festival</i>		
Mon, Sept 21	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Sept 22	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Sept 23	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Sept 24	Senate Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Sept 25	Academic Staff (CON, COLS, COEHS, COB, ADM, & LLCE)	Renewal/Non-renewal forms/ evidence for 2nd year academic staff to 2015-2016 (December Cycle)	Initial Level of Review
Fri, Sept 25	Faculty (COEHS, CON, COLS)	Renewal/Non-renewal forms/ evidence for 2nd year faculty staff to 2015-2016 (December Cycle)	Initial Level of Review
Fri, Sept 25	Professional Administrative Academic Staff		
Tue, Sept 29	Faculty Senate Committee Meeting – Reeve Union 306; 3:10 p.m.		

OCTOBER 2015

DATE	DUE FROM	ITEM	DUE TO
Thurs, Oct 1	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Oct 1	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Oct 1	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Fri, Oct 2	Faculty (COB)	Renewal/Non-renewal forms/evidence for 2nd year faculty to 2015-2016 (December Cycle)	Initial Level of Review (COB)
Fri, Oct 2	Graduate Students	Applications for Fall 2015 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Fri, Oct 2	Concerned Faculty	Promotion Documents	Initial Level of Review
Mon, Oct 5	Provost and Vice Chancellor	Notify department chairs of May 30 th deadline regarding Post-Tenure Review Evaluations for tenured faculty	Deans
Tue, Oct 6	Students	Last day to add 14- week and 17 week classes with instructor's signature	Registrar's Office
Tue, Oct 6	Academic Deans & LLCE AVC	Update of Graduate Faculty Listing	Office of Graduate Studies
Tue, Oct 6	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Oct 7	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Oct 7	Undergraduate Small Grants proposals due for Fall 2015 cycle (online submission)		
Thurs, Oct 8	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Oct 9	Early Alert Grading Starts at 8:00 a.m.		
Fri, Oct 9	Departments or equivalent units	Input completed for 2016 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 9	Initial Level of Review (COB, COEHS, & COLS)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2015-2016 (December Cycle)	College Committee or equivalent units (COB, COEHS, & COLS)
Fri, Oct 9	Initial Level of Review (COLS, COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	College Committee (COLS, COEHS)
Mon, Oct 12	Registrar's Office	First Draft of 2016 <u>Summer</u> Timetable for review	Departments or equivalent units
Tue, Oct 13	Early Alert Grading ends at 4:00 p.m.		
Tue, Oct 13	Faculty Senate Meeting at 3:10 p.m., Reeve Union 306 (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the December Board of Regents meeting.)		
Thurs, Oct 15	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 15	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Fri, Oct 16	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	College Committee (COB)
Fri, Oct 16	College Committee (CON)	Renewal/Non-renewal recommendations for 2nd year faculty and academic staff to 2015-2016 (December Cycle)	Dean (CON)
Sat, Oct 17	Homecoming – 1:30 p.m. UW Oshkosh vs. UW River Falls, J. J. Keller Field at Oshkosh Sports Complex		
Mon, Oct 19	Provost and Vice Chancellor	FINAL deadline for Program and Course Approvals for Graduate programs (Blue Sheets) to meet 2016-2018 Graduate Bulletin publication deadline	Registrar's Office
Tue, Oct 20	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Oct 21	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		

Thurs, Oct 22	University Scholarship Recognition Luncheon		
Thurs, Oct 22	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Oct 23	Departments or equivalent units	Input completed for 2016 <u>Fall</u> Timetable	Registrar's Office
Fri, Oct 23	College Committees (COB, COEHS, LLCE, ADM)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2015-2016 (December Cycle)	Dean/Directors/VC/AVC (COB, COEHS, LLCE, ADM)
Fri, Oct 23	Students	Last day to drop 14- and 17-week classes without late drop appeal; last day to withdraw without appeal.	Registrar's Office
Week of Oct 26	Provost's Summit on Teaching and Learning		
Mon, Oct 26	Registrar's Office	First draft of 2016 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Oct 26	College Committee (COLS)	Renewal/Non-renewal recommendations for 2nd year faculty and academic staff to 2015-2016 (December Cycle)	Dean (COLS)
Mon, Oct 26	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Oct 27	<i>End of First 7-Week Session</i>		
Tue, Oct 27	Faculty Senate Meeting - Reeve Union 306; 3:10 p.m.		
Tue, Oct 27	Registrar's Office	Final Proof of 2016-2018 Graduate Bulletin	Non-Instructional Departments
Tues, Oct 27	Graduate Students	Thesis/Clinical Paper/Field Project <u>Proposals</u> for Spring 2016	Office of Graduate Studies
Wed, Oct 28	<i>Classes Begin for Second 7-Week and 10-Week Sessions</i>		
Thurs, Oct 29	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 29	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Fri, Oct 30	College Committees (COB & COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	Dean (COB & COEHS)
Fri, Oct 30	Faculty	First draft changes completed for 2016 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 30	Departments or equivalent units	Spring 2016 Textbook Orders (7- and 14-Week sessions)	Bookstore
Fri, Oct 30	Initial Level of Review	Professorial Productivity Increase Recommendations	College Promotions Committee

NOVEMBER 2015

DATE	DUE FROM	ITEM	DUE TO
Sun, Nov 1	Graduate Studies	Applications for Graduate Studies Travel Fund, Full Awards Deadline	Office of Graduate Studies
Sun, Nov 1	Faculty & Instructional Staff	Student Grades (First 7-Week session)	Registrar's Office
Mon, Nov 2	Registrar's Office	Second draft 2016 <u>Summer</u> Timetable for review	Departments or equivalent units
Mon, Nov 2	Non-Instructional Departments	Final proof of 2016-2018 Graduate Bulletin	Registrar's Office
Mon, Nov 2	Academic Departments	Final proof of 2016-2018 Graduate Bulletin	Registrar's Office
Mon, Nov 2	Dean (CON)	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	Provost and Vice Chancellor
Mon, Nov 2	College Committee	Nominations for Endowed Professorships	Deans (COB, COEHS, COLS, CON)
Tue, Nov 3	Students	Last day to <u>add</u> a 2 nd 7 week class without instructor's signature	Registrar's Office
Tue, Nov 3	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 4	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Nov 5	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Nov 5	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Fri, Nov 6	Departments or equivalent units	First draft changes completed for 2016 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 9	Registrar's Office	Second draft 2016 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Nov 9	Dean (COEHS)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2015-2016 (December Cycle)	Provost and Vice Chancellor
Tue, Nov 10	Last day to add second 7-week & 10-week class with instructor signature		
Tue, Nov 10	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Nov 11	Instructional Faculty & Academic Staff	Scheduling deadline for Student Opinion Surveys (SOS)	SOS Office
Thurs, Nov 12	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Nov 12	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. (Note: This is the last APC approval date that meets UW System deadline for program authorization at the February Board of Regents meeting.)		
Fri, Nov 13	Departments or equivalent units	Second draft changes completed for 2016 <u>Summer</u> Timetable	Registrar's Office
Fri, Nov 13	Departments or equivalent units	Computer Lab Requests for 2016 <u>Summer</u> Timetable	Registrar's Office
Mon, Nov 16	Dean (COLS, COB, COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	Provost and Vice Chancellor
Mon, Nov 16	Departments	Biennial Program Assessment Reports	Provost and Vice Chancellor
Mon, Nov 16	Dean/AVC/VC/Director (COB, CON, COLS, ADM, LLCE)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2015-2016 (December Cycle)	Provost and Vice Chancellor
Mon, Nov 16	Registrar's Office (11/16 – 11/20, 2016)	Rooms assigned for 2016 <u>Summer</u> Timetable (completed Fri, Nov 21)	Departments or equivalent units
Mon, Nov 16	Supervisors, Department Chairs or Equivalent Units	Request in writing a summary of activities and accomplishments for 2015 for annual evaluations	Professional Administrative Academic Staff
Mon, Nov 16	Faculty Senate's Assessment Committee Meeting – Dempsey 319; 3:10-4:10 p.m.		
Tue, Nov 17	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 18	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		

Thurs, Nov 19	Senate of Academic Staff Meeting - Dempsey 212; 3:00 p.m.		
Fri, Nov 20	Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal for 2nd year academic staff to 2015-2016 (December Cycle)	Chancellor
Fri, Nov 20	Departments or equivalent units	Special requests for 2016 <u>Fall</u> Timetable	Registrar's Office
Fri, Nov 20	Departments or equivalent units	Second draft changes completed for 2016 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 23	Registrar's Office	Final draft 2016 <u>Summer</u> Timetable (with room assignments) for review	Departments or equivalent units
Mon, Nov 23	Registrar's Office	Rooms assigned for 2016 <u>Fall</u> Timetable (completed Fri, Jan 15)	Departments of equivalent units
Mon, Nov 23	Academic Staff (CON & COEHS) if applicable	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2015-2016 (March Cycle)	Initial Level of Review (CON & COEHS)
Tue, Nov 23	Academic Departments	Final proof of 2016-2018 Graduate Bulletin	Registrar's Office
Tue, Nov 24	Students	Last day to drop second 7-week classes	Registrar's Office
Tue, Nov 24	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m. in (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the February Board of Regents meeting.)		
Fri, Nov 25	Professional Administrative Academic Staff and COLS Academic Staff (if applicable)	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2015-2016 (March Cycle)	Initial Level of Review (ADM & COLS)
Wed, Nov 25	<i>Thanksgiving Recess Begins after Evening Classes on Tuesday, November 24</i>		
Wed, Nov 25	Provost and Vice Chancellor	Renewal/Non-renewal recommendations for 2nd year faculty to 2015-2016 (December Cycle)	Chancellor
Wed, Nov 25	Academic Staff (ADM & LLCE)	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2015-2016 (March Cycle)	Initial Level of Review (ADM & LLCE)
Thurs, Nov 26	Faculty, Acad. Staff, Classified Staff, Students	Barbara G. Sniffen Faculty Governance Service Award Nominations	Faculty Senate Office
Fri, Nov 27	Students	Last day to drop 10-week classes	Registrar's Office
Mon, Nov 30	<i>Classes Resume</i>		
Mon, Nov 30	Graduate Students	Submission for thesis/clinical paper/field project approval for Fall 2015 graduation	Office of Graduate Studies
Mon, Nov 30	Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal notifications for 2nd year academic staff to 2015-2016 (December Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & LLCE)
Mon, Nov 30	Academic Staff (COLS)	Renewal/Non-renewal notifications for 1st year academic staff to 2015-2016 (December Cycle)	Initial Level of Review (COLS)

DECEMBER 2015

DATE	DUE FROM	ITEM	DUE TO
Tue, Dec 1	Individual Faculty	Faculty Development Teaching/Research Proposals (2015-16 Cycle)	VC/AVC/Deans
Tue, Dec 1	Deans (COB, COEHS, COLS, CON)	Nominations for Endowed Professorships	Provost and Vice Chancellor
Tue, Dec 1	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Dec 2	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Dec 3	VC/AVC/Deans	Faculty Development Teaching/Research/Proposals	Office of Grants and Faculty Development
Thurs, Dec 3	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadlines for program authorization at the April Board of Regents meetings.)		
Thurs, Dec 3	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Dec 3	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Fri, Dec 4	Departments or equivalent units	Final Deadline for Changes to 2016 Summer Timetable	Registrar's Office
Fri, Dec 4	Chancellor (COB, CON, COLS, & COEHS)	Renewal/Non-renewal notifications for 2nd year faculty (December Cycle)	Concerned Faculty (COB, CON, COLS, & COEHS)
Mon, Dec 7	Registrar's Office	Summer 2016 classes viewable on Titan Web	Departments or equivalent units
Mon, Dec 7	Academic Departments	Final Proof of 2016-2018 Graduate Bulletin	Registrar's Office
Tue, Dec 8	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306 (Note: This is the last Faculty Senate approval date that meets UW System deadlines for program authorization at the March or April Board of Regents meetings.)		
Thurs, Dec 10	University Studies Program Committee Meeting – Dempsey 212; 12:40-1:40 p.m.		
Thurs, Dec 10	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Dec 11	Program Review Committee Chairs	Send Progress Report on Academic Program Assessment & Response to Consultant's Report	Assoc. Vice Chancellor Curricular Affairs
Fri, Dec 11	College Committees	Professorial Productivity Increase recommendations	Deans
Fri, Dec 11	College Committees	Promotion	Deans
Fri, Dec 11	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	College Committee or equivalent units (COEHS)
Mon, Dec 14	Departments or equivalent units (COLS)	Notification for Renewal/Non-renewal/Tenure for faculty completing 2nd year or more (May Cycle)	Faculty Members (COLS)
Wed, Dec 16	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Dec 17	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Dec 17	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Fri, Dec 18	Graduate Students	Thesis/Clinical Paper/Field Project final signed copies due for Fall 2015 Graduation	Office of Graduate Studies
Fri, Dec 18	Departments or equivalent units (COEHS)	Notification for Renewal/Non-renewal/Tenure for faculty completing 2nd year or more (May Cycle)	Faculty Members (COEHS)
Fri, Dec 18	End of 14-Week and Second 7-Week Sessions. Residence Halls Close at 8 p.m., except for students involved in graduation (Saturday, December 19)		
Sat, Dec 19	Commencement Ceremony—9:30 a.m.—Kolf Sports Center—All Undergraduate and Graduate Degrees		
Wed, Dec 23	Faculty & Instructional Staff	Student Grades (14 Week and Second 7-Week Sessions)	Registrar's Office
Mon, Dec 30	Initial Level of Review (COLS)	Renewal/Non-renewal notifications for 1st year academic staff to 2015-2016 (March Cycle)	College Committee or equivalent units (COLS)

JANUARY 2016

DATE	DUE FROM	ITEM	DUE TO
Mon, Jan 4	Classes Begin for 3-Week Interim --- Fall Interim Classes will meet on January 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, and 22		
Mon, Jan 4	Professional Administrative Academic Staff	Summary of relevant activities & accomplishments for 2015 for annual evaluations	Supervisors/Dept. Chair or equivalent units
Tue, Jan 5	Students	Last day to add interim class without instructor's signature	Registrar's Office
Tue, Jan 5	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Jan 6	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Jan 7	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Jan 8	Supervisors of Professional Administrative Academic Staff	Schedule Conferences for Annual Evaluations	Professional Administrative Academic Staff
Fri, Jan 8	College Committee (COLS & CON)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Dean (COLS & CON)
Fri, Jan 8	Student	Last day to add interim class with instructor's signature	Registrar's Office
Fri, Jan 8	Faculty (COLS & CON)	Renewal/Non-renewal/Tenure forms/evidence for 2015-2016 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review (COLS & CON)
Fri, Jan 8	Academic Staff (CON, COLS, ADM, & LLCE)	Renewal/Non-renewal recommendations for 2nd year or more academic staff to 2015-2016 (March Cycle)	Initial Level of Review (CON, COLS, ADM, & LLCE)
Fri, Jan 8	Deans	Professorial Productivity Increase Recommendations	Provost and Vice Chancellor
Fri, Jan 8	Students	Faculty Promotion	Provost and Vice Chancellor
Mon, Jan 11	College Committee (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Dean (COEHS)
Tue, Jan 12	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Jan 14	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Jan 14	Academic Policies Committee (APC) Meeting at 3:10 p.m. in Dempsey 212 (Note: This is the last APC approval date that meets UW System deadlines for program authorization at the April Board of Regents meetings.)		
Fri, Jan 15	Initial Level of Review (ADM & LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Directors/VC/AVC (ADM & LLC)
Fri, Jan 15	Academic Staff (COB)	Renewal/Non-renewal recommendations for 2nd year or more academic staff to 2015-2016 (March Cycle)	Initial Level of Review (COB)
Fri, Jan 15	Students	Last day to drop Interim classes	Registrar's Office
Fri, Jan 15	Faculty (COB)	Renewal/Non-renewal/Tenure forms/evidence for 2015-2016 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review (COB)
Fri, Jan 15	Academic Staff Regents Award Nominees	Materials for Academic Staff Regents Award	Acad. Staff Regents Award Committee
Mon, Jan 18	Legal Holiday (Martin Luther King, Jr. Day) – No Classes – Buildings Closed		
Tue, Jan 19	Academic Staff (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Initial Level of Review
Tue, Jan 19	Faculty (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2015-2016 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review

Tue, Jan 19	Faculty (COEHS)	Renewal/Non-renewal/Tenure forms/evidence recommendations for 2nd year or more academic staff to 2015-2016 (March Cycle)	Initial Level of Review (COEHS)
Tue, Jan 19	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Jan 20	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Jan 20	Registrar's Office	Final Draft 2015 <u>Fall</u> Timetable (with room assignments) for review	Departments or equivalent units
Thurs, Jan 21	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Jan 22	COLS Department Chairs	Biannual Chair Merit Info	COLS Dean
Fri, Jan 22	<i>End of 3-Week Interim – End of Semester – Official Graduation Date</i>		
Fri, Jan 22	Undergraduate Students	Deadline to apply for June/August 2016 graduation	Graduation Examiner
Fri, Jan 22	VC/AVC/Directors (ADM & LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Chancellor OR Provost and Vice Chancellor (ADM & LLCE)
Mon, Jan 25	VC/AVC/Directors (COL, CON, & COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Chancellor OR Provost and Vice Chancellor (COL, CON, & COEHS)
Tue, Jan 26	Department or equivalent units (COB, COEHS, CON, ADM)	Salary recommendations (points) for 2015-2016 and evaluations of faculty and academic staff (Note: Merit pay is currently suspended.)	VC/AVC/Deans (COB, COEHS, CON, ADM)
Tue, Jan 26	Outstanding Service Award Committee	Call for Outstanding Service Award Nominations (Academic Staff)	Faculty/Academic Staff/Students
Wed, Jan 27	Faculty & Instructional Staff College Committees	Student Grades (3-Week Interim) (10-Week and 17-Week Sessions)	Registrar's Office
Fri, Jan 29	<i>Academic Advisement/Registration</i>		
Fri, Jan 29	All New Faculty & Academic Staff	I-9 Employment Verification completed	Human Resources Office
Fri, Jan 29	Departments or equivalent units	Final deadline for changes to 2016 Fall Timetable	Registrar's Office
Fri, Jan 29	Initial Level of Review (COLS)	Renewal/Non-renewal recommendations 2015-2016 for academic staff completing 2nd year or more (May Cycle)	College Committees (COLS) or equivalent units
Fri, Jan 29	Supervisors of Pro/Admin Academic Staff	Complete evaluation conferences and signed evaluation documents	Deans/Directors/VC/AVC/Provost/Chancellor

FEBRUARY 2016

DATE	DUE FROM	ITEM	DUE TO
Mon, Feb 1	Classes Begin for 14-Week and First 7-Week Sessions		
Mon, Feb 1	Initial Level of Review (COEHS & COLS)	Renewal/Non-renewal/Tenure recommendations 2015-2016 for faculty completing 2nd year or more (May Cycle)	College Committees (COEHS & COLS) or equivalent units
Mon, Feb 1	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations 2015-2016 for academic staff completing 2nd year or more (May Cycle)	College Committees (COEHS) or equivalent units
Mon, Feb 1	Provost and Vice Chancellor	Nominations for Endowed Professorships	Chancellor
Tue, Feb 2	Faculty Senate Meeting – Reeve 306; 3:10 p.m.		
Wed, Feb 3	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Feb 3	Deans, OSA and Alumni Affairs	Edward Penson Distinguished Teaching Awards Nominations	Provost and Vice Chancellor
Thurs, Feb 4	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 4	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Feb 4	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m. (Note: This is the last APC approval date that meets UW System deadline for program authorization at the June Board of Regents meeting.)		
Fri, Feb 5	Last day to add 14- and 1 st 7-week class without instructor's signature		
Fri, Feb 5	Provost and Vice Chancellor	Professorial Productivity Increase recommendations	Chancellor
Fri, Feb 5	Provost and Vice Chancellor	Faculty Promotion	Chancellor
Fri, Feb 5	Regents Award Committee	Regents Award recommendations	Chancellor
Fri, Feb 5	Initial Level of Review (COB)	Renewal/Non-renewal/Tenure recommendations 2015-2016 for faculty completing 2nd year or more (May Cycle)	College Committees (COB) or equivalent units
Fri, Feb 5	Initial Level of Review (COB)	Renewal/Non-renewal for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	College Committees (COB) or equivalent units
Mon, Feb 8	Provost and Vice Chancellor (CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2015-2016 (March Cycle)	Chancellor (CON, COEHS, COLS, ADM, & LLCE)
Mon, Feb 8	Registrar's Office	Fall 2016 classes viewable on Titan Web	Departments or equivalent units
Tue, Feb 9	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Feb 10	Student/Faculty	Student/Faculty Collaborative Research proposals due – check with The Oshkosh Student Scholarly & Creative Activities Program	Oshkosh Student Scholarly & Creative Activities Program (online submission)
Thurs, Feb 11	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 12	Students	Last day to add 1st 7-week classes with instructor's signature	Registrar's Office
Fri, Feb 12	Departments or equivalent units	Spring II (2015-2016) May Interim Textbook Orders	Bookstore
Fri, Feb 12	Initial Level of Review (ADM & LLCE)	Renewal/Non-renewal recommendations for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (ADM & LLCE)
Fri, Feb 12	College Committee (CON)	Renewal/Non-renewal recommendations for 2015-2016 for faculty and academic staff completing 2nd year or more (May Cycle)	Dean (CON)
Fri, Feb 12	Deans/Directors/VC/AVC/Provost and Vice Chancellor/Chancellor	Completed annual evaluation documents for Professional Administrative Academic Staff	Human Resources Office
Mon, Feb 15	VC/AVC/Deans	Merit Points/Salary recommendations for 2015-2016 for faculty and academic staff (Note: Merit pay is currently suspended)	Associate Vice Chancellor
Mon, Feb 15	Faculty Senate's Assessment Committee Meeting – Dempsey 319; 3:10-4:10 p.m.		

Tue, Feb 16	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Feb 17	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Feb 17	Chancellor	Academic Staff Regents Award for Excellence Nomination	UW System
Wed, Feb 18	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 18	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Feb 18	Supervisors of Academic Staff	Requests for Academic Staff Title Change/Salary Equity	Equity and Affirmative Action Office
Fri, Feb 19	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty and academic staff completing 2nd year or more (May Cycle)	Dean (COB)
Mon, Feb 22	Chancellor (COLS, CON, COEHS, ADM, & LLCE)	Renewal/Non-renewal notification for 1st year academic staff (March Cycle)	Concerned Academic Staff (COLS, CON, COEHS, ADM, & LLCE)
Mon, Feb 22	College Committees (COLS)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty and academic staff completing 2nd year or more (May Cycle)	Dean (COLS)
Tue, Feb 23	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Feb 25	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 26	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Dean (COEHS)
Fri, Feb 26	Students	Last day to <u>drop</u> first 7-week classes.	Registrar's Office
Fri, Feb 26	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty and academic staff completing 2nd year or more (May Cycle)	Dean (COEHS)
Fri, Feb 26	Last day to add 14-and 17-week class with instructor's signature		
Fri, Feb 26	Graduate Students	Applications for Spring 2016 graduation/completion of degree/GAP/certificate	Office of Graduate Studies
Mon, Feb 29	Chancellor	Faculty promotions	Faculty
Mon, Feb 29	Chancellor	Professorial Productivity Increase recommendations	Faculty

MARCH 2016

DATE	DUE FROM	ITEM	DUE TO
Tue, Mar 1	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m. (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the June Board of Regents meeting.)		
Wed, Mar 2	Chancellor	Professorial Productivity Increase Decisions	Concerned Faculty
Wed, Mar 2	Chancellor	Faculty Promotion Decisions	Concerned Faculty
Wed, Mar 2	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Mar 3	Early Alert grading starts at 8:00 a.m.		
Thurs, Mar 3	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 3	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Mar 3	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Mar 3	Early Alert Grading Starts at 8:00 a.m.		
Fri, Mar 4	Dean (COB and CON)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty and academic staff completing 2nd year or more (May Cycle)	Provost and Vice Chancellor (COB & CON)
Fri, Mar 4	Provost and Vice Chancellor	Edward Penson Distinguished Teaching Awards recommendations	Chancellor
Fri, Mar 4	Faculty/Academic Staff/Students	Outstanding Service Award Nominations (Academic Staff)	Outstanding Service Award Committee
Mon, Mar 7	VC/AVC/Directors/Dean (CON, COLS, LLCE & ADM)	Renewal/Non-renewal/ recommendations for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (CON, COLS, LLCE & ADM)
Mon, Mar 7	Early Alert grading ends at 4:00 p.m.		
Tue, Mar 8	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Mar 10	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Mar 11	Department or equivalent units	Summer 2016 Textbook Orders	Bookstore
Fri, Mar 11	Edward Penson Distinguished Teaching Awards Committee	Edward Penson Distinguished Teaching Awards recommendations	Provost and Vice Chancellor
Mon, Mar 14	Faculty, Staff, and Students	Nominations for the John McNaughton Rosebush Professorship – STAGE 1	Provost and Vice Chancellor
Mon, Mar 14	Dean (COLS & COEHS)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty completing 2nd year or more (May Cycle)	Provost and Vice Chancellor (COLS & COEHS)
Mon, Mar 14	VC/AVC/Directors/Dean (COB & COEHS)	Renewal/Non-renewal/ recommendations for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (COB & COEHS)
Tue, Mar 15	Graduate Students	FAFSA applications due to be considered for a 2016-2017 Advanced Opportunity Program Awards and Pyle Awards (contingent on funding)	Office of Graduate Studies
Tue, Mar 15	Graduate Students	Applications for Graduate Studies Travel Fund, Spring Awards Deadline	Office of Graduate Studies
Tue, Mar 15	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Mar 16	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Mar 16	Students	Last day to drop 14- and 17-week classes	Registrar's Office
Thurs, Mar 17	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 17	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Fri, Mar 18	End of First 7-Week Session. Residence Halls Close at 8 p.m.		
Fri, Mar 18	Graduate Students	Thesis/Clinical Paper/Field Project Proposals for Summer 2016 Graduation	Office of Graduate Studies
Fri, Mar 18	Provost and Vice Chancellor	Academic Program Changes for Graduate Programs	Academic Policies Committee (APC)

Sun, Mar 20	Spring Recess Begins		
Week of Mar 21	Provost and Vice Chancellor	Faculty Development Research/Teaching Decisions Sent Out (2015-16)	Applicants
Wed, Mar 23	Faculty & Instructional Staff	Student Grades (First 7-Week Session)	Registrar's Office
Mon, Mar 28	Classes Begin for Second 7-Week Term and resume for 14-and 17-week sessions		
Mon, Mar 28	Chancellor	Decision on Endowed Professorship Awards	
Mon, Mar 28	Provost and Vice Chancellor	Notification of Assessment Report Cycle	Departments
Mon, Mar 28	Provost & Vice Chancellor	Identification of academic programs to be reviewed in 2015-2016	Dept. Chairs/Team Leaders of academic programs to be reviewed
Mon, Mar 28	Faculty Senate's Assessment Committee Meeting – Dempsey 319; 3:10-4:10 p.m.		
Tue, Mar 29	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Mar 31	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		

APRIL 2016

DATE	DUE FROM	ITEM	DUE TO
Fri, Apr 1	Last day to add 2nd 7 week and 10 week class without the instructor's signature		
Fri, Apr 1	Department or equivalent units	Fall 2016 Textbook Orders (7- and 14-week sessions)	Bookstore
Mon, Apr 4	Departments or equivalent units	Begin building Spring 2017 classes	Registrar's Office
Tue, Apr 5	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Tue, Apr 5	Departments or equivalent units	CAS Summer Session recommendations; assignments as part of load for Summer Session and other changes in times taught (7-7-3)	VC/AVC/Deans
Wed, Apr 6	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Apr 7	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 7	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Apr 7	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Fri, Apr 8	Rosebush Professorship Committee	Recommendations for the John McNaughton Rosebush Professorship – STAGE 2	Provost & Vice Chancellor
Fri, Apr 8	Students	Last day to add 2 nd 7- and 10-week classes with instructor's signature	Registrar's Office
Fri, Apr 8	Instructional Faculty & Academic Staff	Scheduling deadline for Student Opinion Surveys (SOS)	SOS Office
Fri, Apr 8	VC/AVC/Deans	CAS Summer Session recommendations; assignments as part of load for Summer Session and other changes in times taught (7-7-3)	Associate Vice Chancellor
Sun, Apr 10	<i>Spectrum</i> student creative activities web outlet submissions due (online submission)		
Mon, Apr 11	Faculty & Professional Staff	UWS 8 Report on Outside Activities and Interests	Department Chair or equivalent units
Tue, Apr 12	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Apr 14	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Apr 15	Provost and Vice Chancellor (CON, COB, COEHS, COLS)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for faculty completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS)
Fri, Apr 15	Nominated Academic Staff	Documentation for the Outstanding Service Award (Academic Staff)	Outstanding Service Award Committee
Mon, Apr 18	Provost and Vice Chancellor (CON, COB, COEHS, COLS, ADM, LLCE)	Renewal/Non-renewal/Tenure recommendations for 2015-2016 for academic staff completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS, ADM, LLCE)
Mon, Apr 18	Faculty Senate's Assessment Committee Meeting – Dempsey 319; 3:10-4:10 p.m.		
Tue, Apr 19	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Mon, Apr 20	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Apr 21	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 21	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Fri, Apr 22	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Spring 2016 Graduation	Office of Graduate Studies
Fri, Apr 22	Students	Last day to drop second 7-week classes	Registrar's Office
Tue, Apr 26	Celebration of Scholarship; Reeve Union; 8:30 a.m.-5:00 p.m.		
Tue, Apr 26	Students	Last day to drop 10-week classes	Registrar's Office
Tue, Apr 26	FSCASL	Assessment Feedback	Programs
Wed, Apr 27	Faculty/Staff/Students	Outstanding Performance Award Nominations (Classified Staff)	Outstanding Performance Award
Thurs, Apr 28	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Wed, Apr 27	Department Chairs or equivalent units	Report on Outside Activities and Interests	College Deans or equivalent units
Fri, April 29	Honors & Awards Ceremony 3:30 p.m. – Alumni Welcome & Conference Center		

MAY 2016

DATE	DUE FROM	ITEM	DUE TO
Tue, May 3	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, May 4	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, May 5	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, May 5	Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m.		
Thurs, May 5	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, May 5	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Fri, May 6	Associate Vice Chancellor	CAS Summer Session appointment letters to faculty and academic staff: See HR	Faculty & Academic Staff
Tue, May 10	Faculty Senate Meeting at 3:10 p.m. in Reeve Union 306. (Note: This is the last Faculty Senate approval date that meets UW System deadline for program authorization at the July Board of Regents meeting.)		
Mon, May 9	Chancellor (CON, COB, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal notifications for academic staff completing 2nd year or more (May Cycle)	Concerned Academic Staff (CON, COB, COEHS, COLS, ADM, & LLCE)
Mon, May 9	Chancellor (CON & COLS)	Renewal/Non-renewal/Tenure notifications for faculty completing 2nd year or more (May Cycle)	Concerned Faculty Staff (CON & COLS)
Mon, May 9	College Deans or equivalent units	UWS 8 Report on Outside Activities and Interests	Provost and Vice Chancellor
Thurs, May 12	University Studies Program Committee Meeting – Dempsey 212; 12:40-1:40 p.m.		
Thurs, May 12	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, May 13	Departments or equivalent units	Classes inputted for 2017 <u>Spring</u> Timetable	Registrar's Office
Fri, May 13	Graduate Students	Thesis/Clinical Paper/Field Project final <u>signed copies</u> due for Spring 2016 Graduation	Office of Graduate Studies
Fri, May 13	End of 14-Week and Second 7-Week Sessions		
Sat, May 14	Commencement Ceremonies—Kolf Sports Center 9 a.m.-COLS, BLS, Associate, Bachelor, and Graduate Degrees 2 p.m.-COB, COEHS, CON, Bachelor and Graduate Degrees		
Mon, May 16	Classes Begin for 3-Week Interim - Spring Interim classes will meet on May 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 31; June 1, 2, 3		
Mon, May 16	Outstanding Service Award Committee	Outstanding Service Award recommendations (Academic Staff)	Chancellor
Mon, May 16	Registrar's Office	First draft of 2016 <u>Spring</u> Timetable for review	Departments of equivalent units
Mon, May 16	Faculty Senate's Assessment Committee Meeting – Dempsey 319; 3:10-4:10 p.m.		
Tue, May 17	Students	Last day to add 3-week class without instructor's signature	Registrar's Office
Wed, May 18	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, May 18	Faculty & Instructional Staff	Student Grades (14-Week and Second 7-Week Sessions)	Registrar's Office
Mon, May 19	Chancellor (COB & COEHS)	Renewal/Non-renewal/Tenure notifications for faculty completing 2nd year or more (May Cycle)	Concerned Faculty Staff (COB & COEHS)
Fri, May 20	Students	Last day to add 3-week class with instructor's signature	Registrar's Office
Fri, May 27	Students	Last day to drop 3-week interim classes	Registrar's Office
Fri, May 27	Deans	Post-Tenure Review Evaluations for Tenured Faculty	Provost and Vice Chancellor
Fri, May 27	All University Committee Chairs	Committee Annual Report	Provost and Vice Chancellor & Governance Groups
Fri, May 27	Departments or equivalent units	First draft changes completed for 2016 <u>Spring</u> Timetable	Registrar's Office
Mon, May 30	Legal Holiday (Memorial Day)--No Classes		

JUNE 2016

DATE	DUE FROM	ITEM	DUE TO
Wed, June 1	Faculty Student Collaborators	<i>Oshkosh Scholar</i> submission deadline for 2016 issue due	Oshkosh Student Scholarly & Creative Activities Program
Wed, June 1	Registrar's Office	Second draft 2017 <u>Spring</u> Timetable for review	Departments or equivalent units
Wed, June 1	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Fri, June 3	Undergraduate Students	Deadline to apply for January 2017 graduation	Graduation Examiner
Fri, June 3	<i>End of 3-Week Interim – End of Semester – <u>Official Graduation Date</u></i>		
Fri, June 3	<i>Residence Halls Closes at 8:00pm</i>		
Wed, June 8	Faculty & Instructional Staff	Student Grades (3-Week Interim) (10-Week and 17-Week Sessions)	Registrar's Office
Fri, June 10	Departments or equivalent units	Second draft changes completed for 2017 <u>Spring</u> Timetable	Registrar's Office
Fri, June 10	Departments or equivalent units	Special requests for 2017 <u>Spring</u> Timetable	Registrar's Office
Fri, June 10	Nominated Classified Staff	Documentation for the Outstanding Performance Award (Classified Staff)	Outstanding Performance Award Committee
Mon, June 13	<i>Summer Semester Classes Begin, First 4-Week and 8-Week Sessions</i>		
Mon, June 13	Registrar's Office	Rooms assigned for 2017 <u>Spring</u> Timetable	Departments or equivalent units
Tues, June 14	Length of Service Recognition Luncheon from 11:30 a.m. – 1:00 p.m., Alumni Welcome & Conference Center		
Wed, June 15	University Staff Council Meeting – Sage 2210; 1:00-2:30 p.m.		
Fri, June 17	Graduate Students	Applications for Summer 2016 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Mon, June 27	Supervisors of Classified Staff	Classified Staff Annual Performance Reviews – Human Resources	Human Resources Office

JULY 2016

DATE	DUE FROM	ITEM	DUE TO
Fri, July 8	<i>End of First 4-Week Session</i>		
Fri, July 8	Outstanding Performance Award Committee (Classified Staff)	Outstanding Performance Award Recommendations	Chancellor
Fri, July 8	Graduate Students	Thesis/Clinical Paper/Field Project <u>proposals</u> for Fall 2016 Graduation	Office of Graduate Studies
Mon, July 11	<i>Classes Begin Second 4-Week Session</i>		
Wed, July 13	Faculty & Instructional Staff	Student Grades (First 4-Week Session)	Registrar's Office
Fri, July 15	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Summer 2016 graduates	Office of Graduate Studies

AUGUST 2016

DATE	DUE FROM	ITEM	DUE TO
Fri, Aug 5	<i>8-Week and Second 4-Week Sessions End – Semester Ends – <u>Official Graduation Date</u></i>		
Fri, Aug 5	Graduate Students	Thesis/Clinical Paper/Field Project in <u>final form</u> due for Summer 2016 graduates	Office of Graduate Studies
Mon, Aug 8	Office of Institutional Research	Quantitative data for specific academic programs under review (contact OIR if data is required earlier)	Program Faculty
Mon, Aug 8	Registrar's Office	Final Draft 2016 <u>Spring</u> Timetable (with room assignments) for review	Departments or equivalent units
Wed, Aug 10	Faculty and Instructional Staff	Student Grades (8-Week and Second 4-Week Sessions)	Registrar's Office
Fri, Aug 19	Departments or equivalent units	Final deadline for changes to 2017 <u>Spring</u> Timetable	Registrar's Office