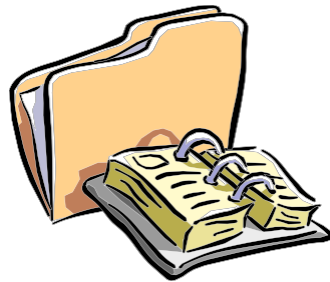


**ADMINISTRATIVE CALENDAR
2017 - 2018**



2017-2018 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 – University 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
Student Research & Creative Activity Deadlines
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 2017 - 2018 ACADEMIC YEAR CALENDAR

FALL SEMESTER 2017

Tuesday	September 5	Academic Advisement/Registration
Wednesday	September 6	Classes begin first 7-week and 14-week term
Tuesday	October 24	End of first 7-week term
Wednesday	October 25	Classes begin second 7-week term
Wednesday	November 22-26	Thanksgiving Recess begins <i>after evening classes on Tuesday, November 21</i>
Monday	November 27	Classes resume
Friday	December 15	End of second 7-week and 14-week terms
Saturday	December 16	COMMENCEMENT
Tuesday	January 2	Classes begin 3-week Interim*
Monday	January 15	Legal Holiday, Martin Luther King Jr. Day – no classes
Friday	January 19	End of 3-week interim; end of semester – <u>Official Graduation Date</u>

* During **fall interim**, classes will meet on January 2, 3, 4, 5, 6 [SATURDAY]; 8, 9, 10, 11, 12; 16, 17, 18, 19.

SPRING SEMESTER 2018

Friday	January 26	Academic Advisement/Registration
Monday	January 29	Begin first 7-week and 14-week terms
Friday	March 16	End of first 7-week term
Sun-Sun	March 18-25	Spring Break
Monday	March 26	Classes begin second 7-week term
Friday	May 11	End of second 7-week and 14-week terms
Saturday	May 12	COMMENCEMENT
Monday	May 14	Classes begin 3-week Interim**
Monday	May 28	Legal Holiday , Memorial Day – no classes
Friday	June 1	End of 3-week interim; end of semester – <u>Official Graduation Date</u>

** During **spring interim**, classes will meet on May 14, 15, 16, 17, 18; 21, 22, 23, 24, 25; May 29, 30, 31, June 1.

SUMMER SEMESTER 2018

Monday	June 11	Begin first 4-week term; 8-week term
Wednesday	July 4	Legal Holiday, Independence Day-no classes
Friday	July 6	End of first 4-week term
Monday	July 9	Begin second 4-week term
Friday	August 3	End second 4-week term; 8-week term – <u>Official Graduation Date</u>

FACULTY RENEWAL/NON-RENEWAL DATES FOR 2017-2018

FIRST-YEAR FACULTY MEMBERS – SPRING CYCLE (March)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	12/1	N/A	N/A	N/A
Faculty send information to Initial Level of Review	12/22	N/A	N/A	N/A
Initial Level of Review Recommendations to College Committees	1/5	N/A	N/A	N/A
College Committee Recommendations to Dean	1/19	N/A	N/A	N/A
Dean Recommendations to Provost and Vice Chancellor	2/2	N/A	N/A	N/A
Provost and Vice Chancellor Recommendations to Chancellor	2/16	N/A	N/A	N/A
Chancellor Notifies Faculty	2/26	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	9/1	9/1	9/1	9/1
Faculty send information to Initial Level of Review	9/29	9/29	9/29	9/29
Initial Level of Review Recommendations to College Committees	10/13	N/A	10/13	10/13
College Committee Recommendations to Dean	10/27	10/27	10/27	10/27
Dean Recommendations to Provost and Vice Chancellor	11/10	11/10	11/10	11/10
Provost and Vice Chancellor Recommendations to Chancellor	11/24	11/24	11/24	11/24
Chancellor Notifies Faculty	12/8	12/8	12/8	12/8

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	12/15	12/15	12/15	12/15
Faculty send information to Initial Level of Review	1/12	1/12	1/12	1/12
Initial Level of Review Recommendations to College Committees	1/26	N/A	1/26	1/26
College Committee Recommendations to Dean	2/23	2/23	2/23	2/23
Dean Recommendations to Provost and Vice Chancellor	3/9	3/9	3/9	3/9
Provost and Vice Chancellor Recommendations to Chancellor	4/20	4/20	4/20	4/20
Chancellor Notifies Faculty	5/4	5/4	5/4	5/4

ACADEMIC STAFF RENEWAL/NON-RENEWAL DATES FOR 2017-2018

FIRST-YEAR ACADEMIC STAFF – SPRING CYCLE (March)

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	OCE
Academic Staff send information to Initial Level of Review	11/27	11/27	11/27	11/27	11/27	11/27
Initial Level of Review to College Committees or equivalent	12/29	N/A	12/8	12/27	N/A	N/A
College Committee Recommendations to Dean/Director/VC/AVC	1/5	1/5	1/5	1/5	1/5	1/5
AVC/Dean/Director Recommendations to P&VC OR VC/Director	2/9	2/9	2/9	2/9	2/9	2/9
Provost & VC Recommendations to Chancellor	2/23	2/23	2/23	2/23	2/23	2/23
Chancellor Notifies Academic Staff	3/1	3/1	3/1	3/1	3/1	3/1

SECOND-YEAR ACADEMIC STAFF – FALL CYCLE (December)

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	OCE
Academic Staff send information to Initial Level of Review	9/22	9/29	9/29	9/29	9/29	9/29
Initial Level of Review Recommendations to College Committees or equivalent	10/6	N/A	10/13	10/13	N/A	N/A
College Committee Recommendations To Deans/Directors/VC/AVC	10/20	10/27	10/27	10/27	10/27	10/27
AVC/Dean/Director Recommendations to P&VC OR VC/Director	11/10	11/10	11/10	11/10	11/10	11/10
Provost & VC Recommendations to Chancellor	11/24	11/24	11/24	11/24	11/24	11/24
Chancellor Notifies Academic Staff	12/1	12/1	12/1	12/1	12/1	12/1

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

ACTION TAKEN	Due Date					
	COB	CON	COEHS	COLS	ADM	OCE
Academic Staff send information to Initial Level of Review	1/12	1/12	1/16	1/12	1/12	1/12
Initial Level of Review to College Committees or equivalent	1/26	N/A	1/29	1/31	N/A	N/A
College Committee Recommendations to Deans/Directors/VC/AVC	2/16	2/23	2/19	2/23	2/23	2/23
AVC/Dean/Director Recommendations to P/VC OR VC/Director	3/9	3/9	3/9	3/9	3/9	3/9
Provost/VC Recommendations to Chancellor	4/20	4/20	4/20	4/20	4/20	4/20
Chancellor Notifies Academic Staff	5/4	5/4	5/4	5/4	5/4	5/4

FACULTY PROFESSORIAL PRODUCTIVITY INCREASE DATES FOR 2017- 2018

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty submit information, via department chair to the College Promotions committee (initial level of review).	10/30/17
College Committee Recommendations to Deans	12/8/17
Deans' Recommendations to Provost and Vice Chancellor	1/5/18
Provost and Vice Chancellor Recommendations to Chancellor	2/2/18
Chancellor notifies Faculty	2/26/18

FACULTY PROMOTION DATES FOR 2017-2018

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty send information to Initial Level of Review	10/2/17
Initial Level of Review Recommendations to College Committees	10/30/17
College Committee Recommendations to Deans	12/8/17
Deans' Recommendations to Provost and Vice Chancellor	1/5/18
Provost and Vice Chancellor Recommendations to Chancellor	2/2/18
Chancellor notifies Faculty	2/26/18

**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.	11/13/17
Academic staff member sends summary of activities and accomplishments to supervisor/department chair or equivalent.	1/5/18
Supervisors/department chairs or equivalent schedule face-to-face conference with academic staff member.	1/12/18
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.	1/26/18
Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor forward completed annual evaluation documents to Human Resources Office.	2/9/18

AUGUST & SEPTEMBER 2017

DATE	DUE FROM	ITEM	DUE TO
Sun, Aug 27	All New Faculty and Academic Staff	I-9 Employment Verification Completed	Human Resources Office
Tues, Aug 29	New Faculty/Instructional Staff (.50 and higher FTE) Orientation in Reeve Union Ballroom 227A from 8:30 a.m. – 3:45 p.m. Reception at Chancellor Andrew & Karen Leavitt's Residence from 4:30-6:00 p.m.		
Wed, Aug 30	Spring 2018 schedule goes live on Titan Web.		
Fri, Sept 1	Departments or equivalent units (COB, COEHS, COLS & CON)	Notification for Renewal/Non-Renewal for 2nd year faculty for December Cycle (December)	Faculty Members (COB, COEHS, COLS & CON)
Sun, Sept 3	Residence Halls move in is from 8 a.m. – 3:30 p.m. for first year and transfer students only; Odyssey – New Freshmen Orientation, 4-11 p.m. For more information, please see http://www.uwosh.edu/orientationFlipbooks/2017/UWOshkosh%20Guide.html		
Mon, Sept 4	LABOR DAY; Residence Halls move in from 8:00 a.m. – 3:30 p.m. for returning students		
Mon, Sept 4	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, Sept 4	Transfer Orientation is the orientation program for new transfer, non-traditional and Division of Online and Continuing Education – Reeve Memorial Union, Room 306 & 307. The orientation includes: an information fair for the first, half hour (3:30-4:00 p.m., on Monday and a more formal program beginning at 4:00 p.m. on Monday. (http://www.uwosh.edu/orientation/fall-orientation-program-schedule/home-page)		
Tue, Sept 5	Academic Advisement/Registration		
Tue, Sept 5	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 5	Departments or equivalent units	Begin building Summer 2018 classes	Registrar's Office
Tue, Sept 5	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tue, Sept 5	Opening Day Assembly <ul style="list-style-type: none"> • 8:00-8:45 a.m. Continental Breakfast (Alumni Welcome & Conference Center) • 8:45-10:30 a.m. Awards Ceremony & Convocation (Alumni Welcome & Conference Center) • 10:45 a.m. Opening Day College Meetings (See http://specialevents.uwosh.edu/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/Stroll (One-, Two-, and Three-Miles) (Meet at Student Recreation & Wellness Center) 		
Wed, Sept 6	Classes Begin for 14-Week and First 7-Week Terms		
Fri, Sept 8	Individual Faculty	Proposals for Sabbaticals	VC/AVC/Deans
Mon, Sept 11	Departments or equivalent units	Begin building Fall 2018classes	Registrar's Office
Tue, Sept 12	Students	Last Day to Add 14, 17, or 1 st 7-week class without instructors signature	Registrar's Office
Tue, Sept 12	Faculty Senate Meeting - Reeve Union 306; 3:10-5:00 p.m.		

Tues, Sept 12	VC/AVC/Deans	Proposals for 2018-2019 Sabbaticals (<i>awards announced after Board of Regents meeting in December</i>)	Office of Sponsored Programs and Faculty Development
Wed, Sept 13	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Sept 14	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Sept 14	Graduate Council Meeting - Sage 2210; 1:20 to 2:50 p.m.		
Thurs, Sept 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 deadline for program authorization at the December Board of Regents meeting.)		
Thurs, Sept 14	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 15	Graduate Faculty	Nominations for Graduate Distinguished Research Awards Deadline	Office of Graduate Studies
Fri, Sept 15	Departments or equivalent units	January Interim 2018 Textbook Orders	Bookstore
Mon, Sept 18	Faculty Senate’s Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Sept 19	15 th Annual Honors Convocation – Keynote Speaker Dr. John Koker, Interim Provost and Vice Chancellor for Academic Affairs – Reeve Union Ballroom 227AB		
Tue, Sept 19	Students	Last day for full refund of tuition	Student Accounts
Tue, Sept 19	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Sept 21	Senate Academic Staff Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 22	Academic Staff (COB)	Renewal/Non-renewal forms/ evidence for 2nd year academic staff to 2017-2018 (December Cycle)	Initial Level of Review
Tue, Sept 26	Faculty Senate Committee Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Sept 27	University Staff Senate Executive Committee Meeting – 1:00-2:30 p.m., Sage 2210		
Thurs, Sept 28	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Sept 28	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Sept 28	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 29	Faculty (COB, COLS, CON, COEHS)	Renewal/Non-renewal forms/ evidence for 2nd year faculty staff to 2017-2018 (December Cycle)	Initial Level of Review
Fri, Sept 29	Academic Staff (CON, COLS, COEHS, ADM, & OCE)	Renewal/Non-renewal forms/ evidence for 2nd year academic staff to 2017-2018 (December Cycle)	Initial Level of Review

OCTOBER 2017

DATE	DUE FROM	ITEM	DUE TO
Mon, Oct 2	Concerned Faculty	Promotion Documents	Initial Level of Review
Mon, Oct 2	Academic Deans & OCE AVC	Update of Graduate Faculty Listing	Office of Graduate Studies
Mon, Oct 2	Provost and Vice Chancellor	Notify department chairs of May 30 th deadline regarding Post-Tenure Review Evaluations for tenured faculty	Deans
Tue, Oct 3	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tue, Oct 3	Students	Last day to add 14- week and 17 week classes with instructor's signature	Registrar's Office
Wed, Oct 4	Early Alert Grading Starts at 8:00 a.m.		
Thurs, Oct 5	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Oct 5	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Oct 5	Student/Faculty Collaborators	Undergraduate Small Grants proposals due for Fall 2017 cycle	Office of Student Research & Creative Activity
Fri, Oct 6	Departments or equivalent units	Input completed for 2018 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 6	Graduate Students	Applications for Fall 2017 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Fri, Oct 6	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2017-2018 (December Cycle)	College Committee or equivalent units (COB)
Sat, Oct 7	Homecoming 2017 (https://www.uwosh.edu/homecoming)		
Mon, Oct 9	Registrar's Office	First Draft of 2018 <u>Summer</u> Timetable for review	Departments or equivalent units
Tue, Oct 10	Early Alert Grading ends at 4:00 p.m.		
Tue, Oct 10	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.)		
Wed, Oct 11	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Oct 12	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 12	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Oct 12	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Oct 13	Initial Level of Review (COEHS & COLS)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2017-2018 (December Cycle)	College Committee or equivalent units (COEHS & COLS)
Fri, Oct 13	Initial Level of Review (COB, COLS, & COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2017-2018 (December Cycle)	College Committee (COB, COLS, & COEHS)
Mon, Oct 16	Provost and Vice Chancellor	FINAL deadline for Program and Course Approvals for Graduate programs (Blue Sheets) to meet 2018-2020 Graduate Bulletin publication deadline	Registrar's Office
Tue, Oct 17	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tues-Thurs, Oct 17-19	Provost's Summit on Teaching and Learning		

Wed, Oct 18	Individual Faculty	Faculty Development Teaching/Research Proposals pre-read requests due	Office of Sponsored Programs and Faculty Development
Thurs, Oct 19	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Oct 20	Students	Last day to drop 14- and 17-week classes without late drop appeal; last day to withdraw without appeal.	Registrar's Office
Fri, Oct 20	College Committees (COB)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2017-2018 (December Cycle)	Dean/Directors/VC/AVC (COB)
Fri, Oct 20	Departments or equivalent units	Input completed for 2018 <u>Fall</u> Timetable	Registrar's Office
Mon, Oct 23	Registrar's Office	First draft of 2018 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Oct 23	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Oct 24	<i>End of First 7-Week Term</i>		
Tue, Oct 24	Faculty Senate Meeting - Reeve Union 306; 3:10 p.m.		
Tue, Oct 24	Graduate Students	Thesis/Clinical Paper/Field Project <u>Proposals</u> for Spring 2018	Office of Graduate Studies
Wed, Oct 25	University Staff Senate Executive Committee Meeting –1:00-2:30 p.m. Sage 2210		
Wed, Oct 25	Registrar's Office	Proof of 2018-2020 Graduate Bulletin	Non-Instructional Departments
Wed, Oct 25	<i>Classes Begin for Second 7-Week and 10-Week Terms</i>		
Thurs, Oct 26	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Thurs, Oct 26	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 26	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Fri, Oct 27	Departments or equivalent units	Spring 2018 Textbook Orders	Bookstore
Fri, Oct 27	College Committee (CON, COLS, COEHS, ADM, & OCE)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2017-2018 (December Cycle)	Dean (CON, COLS, COEHS, ADM, & OCE)
Fri, Oct 27	College Committees (COB, CON, COEHS, & COLS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2017-2018 (December Cycle)	Dean (COB, CON, COEHS, & COLS)
Fri, Oct 27	Departments or equivalent units	First draft changes completed for 2018 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 27	Departments or equivalent units	Spring 2018 Textbook Orders (7- and 14-Week sessions)	Bookstore
Sun, Oct 29	Faculty & Instructional Staff	Student Grades (First 7-Week term)	Registrar's Office
Mon, Oct 30	Registrar's Office	Second draft 2018 <u>Summer</u> Timetable for review	Departments or equivalent units
Mon, Oct 30	Non-Instructional Departments	Proof of 2018-2020 Graduate Bulletin	Registrar's Office
Mon, Oct 30	Academic Departments	Proof of 2018-2020 Graduate Bulletin	Registrar's Office
Mon, Oct 30	Initial Level of Review	Professorial Productivity Increase Recommendations	College Promotions Committee
Mon, Oct 30	Initial Level of Review	Faculty promotion	College Promotions Committee
Tues, Oct 31	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		

NOVEMBER 2017

DATE	DUE FROM	ITEM	DUE TO
Wed, Nov 1	Eligible Faculty	Nominations for Regents Teaching Excellence Award	Provost and Vice Chancellor
Thurs, Nov 2	College Committees	Nominations for Endowed Professorships	Deans (COB, COEHS, COLS, CON)
Thurs, Nov 2	Students	Last day to <u>add</u> a 2 nd 7 week class without instructor's signature	Registrar's Office
Thurs, Nov 2	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Nov 2	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Fri, Nov 3	Departments or equivalent units	First draft changes completed for 2018 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 6	Registrar's Office	Second draft 2018 <u>Fall</u> Timetable for review	Departments or equivalent units
Tue, Nov 7	Last day to add second 7-week & 10-week class with instructor signature		
Tue, Nov 7	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Nov 8	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Nov 9	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Nov 9	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.)		
Thurs, Nov 9	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Nov 10	AVC/Dean/Director (COB, CON, COLS, COEHS, ADM, & OCE)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2017-2018 (December Cycle)	Provost and Vice Chancellor
Fri, Nov 10	Dean (COB, COLS, CON, COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2017-2018 (December Cycle)	Provost and Vice Chancellor
Fri, Nov 10	Departments or equivalent units	Second draft changes completed for 2018 <u>Summer</u> Timetable	Registrar's Office
Fri, Nov 10	Departments or equivalent units	Computer Lab Requests for 2018 <u>Summer</u> Timetable	Registrar's Office
Mon, Nov 13	Registrar's Office	Rooms assigned for 2018 <u>Summer</u> Timetable (completed Fri, Nov 17)	Departments or equivalent units
Mon, Nov 13	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, Nov 13	Supervisors, Department Chairs or Equivalent Units	Request in writing a summary of activities and accomplishments for 2017 for annual evaluations	Professional Administrative Academic Staff
Tue, Nov 14	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 15	Departments or equivalent units	Biennial Program Assessment Reports	Faculty Senate Committee on Assessment of Student Learning (FSCASL)/Provost & VC
Thurs, Nov 16	Senate of Academic Staff Meeting - Dempsey 212; 3:00 p.m.		
Fri, Nov 17	Departments or equivalent units	Special requests for 2018 <u>Fall</u> Timetable	Registrar's Office
Fri, Nov 17	Departments or equivalent units	Second draft changes completed for 2018 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 20	Registrar's Office	Final draft 2018 <u>Summer</u> Timetable (with room assignments) for review	Departments or equivalent units
Mon, Nov 20	Registrar's Office	Rooms assigned for 2018 <u>Fall</u> Timetable (completed Fri, Jan 12)	Departments of equivalent units
Tue, Nov 21	Academic Departments	Proof of 2018-2020 Graduate Bulletin	Registrar's Office
Tue, Nov 21	Students	Last day to drop second 7-week classes	Registrar's Office

Tues, Nov 21	Residence halls begin limited services at 7:00 p.m.		
Tue, Nov 21	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.)		
Wed, Nov 22	University Staff Senate Executive Committee Meeting – 1:00-2:30 p.m. Sage 2210		
Wed, Nov 22	Thanksgiving Recess Begins after Evening Classes on Tuesday, November 21		
Fri, Nov 24	Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, & OCE)	Renewal/Non-renewal for 2nd year academic staff to 2017-2018 (December Cycle)	Chancellor
Fri, Nov 24	Provost and Vice Chancellor (COB, CON, COEHS, & COLS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2017-2018 (December Cycle)	Chancellor
Fri, Nov 24	Students	Last day to drop 10-week classes	Registrar's Office
Sun, Nov 26	Residence halls return to normal services.		
Mon, Nov 27	Classes Resume		
Mon, Nov 27	Graduate Students	Submission for thesis/clinical paper/field project approval for Fall 2017 graduation	Office of Graduate Studies
Mon, Nov 27	Academic Staff (COB, COLS, CON, ADM, & OCE)	Renewal/Non-renewal notifications for 1st year academic staff to 2017-2018 (March Cycle)	Initial Level of Review (COB, COLS, CON, ADM, & OCE)
Tue, Nov 28	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Nov 30	Faculty, Acad. Staff, University Staff, Students	Barbara G. Sniffen Faculty Governance Service Award Nominations	Faculty Senate Office
Thurs, Nov 30	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, Nov 30	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Thurs, Nov 30	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		

DECEMBER 2017

DATE	DUE FROM	ITEM	DUE TO
Fri, Dec 1	Individual Faculty	Faculty Development Teaching/Research Proposals (2017-18 Cycle)	VC/AVC/Deans
Fri, Dec 1	Department (COB)	Renewal/Non-renewal notifications for 1st year faculty (March Cycle)	Faculty Member (COB)
Fri, Dec 1	Departments or equivalent units	Final Deadline for Changes to 2018 Summer Timetable	Registrar's Office
Fri, Dec 1	Students, Staff, Faculty (no self-nominations)	Call for Nominations for John McNaughton Rosebush Professorship	Provost and Vice Chancellor
Fri, Dec 1	Deans (COB, COEHS, COLS, CON)	Nominations for Endowed Professorships	Provost and Vice Chancellor
Fri, Dec 1	Chancellor (COB, CON, COEHS, COLS, ADM & OCE)	Renewal/Non-renewal notifications for 2nd year academic staff to 2017-2018 (December Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & OCE)
Mon, Dec 4	Registrar's Office	Summer 2018 classes viewable on Titan Web	Departments or equivalent units
Mon, Dec 4	Academic Departments	Proof of 2018-2020 Graduate Bulletin	Registrar's Office
Tues, Dec 5	VC/AVC/Deans	Faculty Development Teaching/Research/Proposals	Office of Sponsored Programs and Faculty Development
Tue, Dec 5	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 7	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Dec 7	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Fri, Dec 8	Chancellor (COB, CON, COLS, & COEHS)	Renewal/Non-renewal notifications for 2nd year faculty (December Cycle)	Concerned Faculty (COB, CON, COLS, & COEHS)
Fri, Dec 8	College Committees	Professorial Productivity Increase recommendations	Deans
Fri, Dec 8	College Committees	Faculty promotion	Deans
Fri, Dec 8	Program Review Committee Chairs	Send Progress Report on Academic Program Review & Response to Consultant's Report	Assoc. Vice Chancellor Curricular Affairs
Fri, Dec 8	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2017-2018 (March Cycle)	College Committee or equivalent units (COEHS)
Wed, Dec 13	Honors Graduation Ceremony – Alumni Welcome & Conference Center; 5:30 p.m.		
Wed, Dec 13	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Dec 14	University Studies Program Committee Meeting – Dempsey 212; 12:40-1:40 p.m.		
Thurs, Dec 14	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Dec 14	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Fri, Dec 15	Departments or equivalent units (COB, COLS, CON & COEHS)	Notification for Renewal/Non-renewal/Tenure for faculty completing 2nd year or more (May Cycle)	Faculty Members(COB, COLS, COEHS & CONS)
Fri, Dec 15	Graduate Students	Thesis/Clinical Paper/Field Project final signed copies due for Fall 2017 Graduation	Office of Graduate Studies
Fri, Dec 15	Residence halls begin limited services at 7:00 p.m.; residence halls close at 7:00 p.m., for departing students – except those involved in Saturday Commencement.		
Fri, Dec 15	End of 14-Week and Second 7-Week Terms. Residence Halls Close at 8 p.m., except for students involved in graduation (Saturday, December 16)		

Fri, Dec 15	Students, Staff, Faculty	Call for Nominations for Edward Penson Distinguished Teaching Award	Provost and Vice Chancellor
Sat, Dec 16	Commencement Ceremony—9:30 a.m.—Kolf Sports Center—All Undergraduate and Graduate Degrees		
Wed, Dec 20	Faculty & Instructional Staff	Student Grades (14-week and second 7-week terms)	Registrar's Office
Fri, Dec 22	Faculty (COB)	Renewal/Non-renewal notifications for 1st year faculty (March Cycle)	Initial Level of Review (COB)
Wed, Dec 27	University Staff Senate – Executive Committee Meeting – 3:10-4:30 p.m., Sage 2210		
Wed, Dec 27	Initial Level of Review (COLS)	Renewal/Non-renewal notifications for 1st year academic staff to 2017-2018 (March Cycle)	College Committee or equivalent units (COLS)
Fri, Dec 29	Initial Level of Review (COB)	Renewal/Non-renewal notifications for 1st year academic staff to 2017-2018 (March Cycle)	College Committee or equivalent units (COB)
Sun, Dec 31	Residence halls return to normal services.		

JANUARY 2018

DATE	DUE FROM	ITEM	DUE TO
Tues, Jan 2	Classes Begin for 3-Week Interim --- Fall Interim Classes will meet on January 2, 3, 4, 5, 6 [SATURDAY]; 8, 9, 10, 11, 12; 16, 17, 18, 19		
Tues, Jan 2	Spectrum student creative activities web outlet submissions due (online submission) Check with the Office of Student Research & Creative Activity		
Wed, Jan 3	Students	Last day to add interim class without instructor's signature	Registrar's Office
Fri, Jan 5	Professional Administrative Academic Staff	Summary of relevant activities & accomplishments for 2017 for annual evaluations	Supervisors/Dept. Chair or equivalent units
Fri, Jan 5	Deans	Professorial Productivity Increase Recommendations	Provost and Vice Chancellor
Fri, Jan 5	Deans	Faculty Promotion	Provost and Vice Chancellor
Fri, Jan 5	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for 1st year faculty to 2017-2018 (March Cycle)	College Committees (COB)
Fri, Jan 5	College Committee (COB, CON, COEHS, COLS, ADM, & OCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2017-2018 (March Cycle)	Dean/Director/VC/AVC (COB, CON, COEHS, COLS, ADM, & OCE)
Mon, Jan 8	Student	Last day to add interim class with instructor's signature	Registrar's Office
Tue, Jan 9	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Jan 11	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Jan 11	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, Jan 11	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Jan 12	Supervisors of Professional Administrative Academic Staff	Schedule Conferences for Annual Evaluations	Professional Administrative Academic Staff
Fri, Jan 12	Academic Staff (COB, COLS, CON, ADM, & OCE)	Renewal/Non-renewal recommendations for 2nd year or more academic staff to 2017-2018 (May Cycle)	Initial Level of Review (COB, COLS, & CON)
Fri, Jan 12	Faculty (COB, COLS, COEHS, & CON)	Renewal/Non-renewal/Tenure forms/evidence for 2017-2018 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review (COB, COLS, COEHS & CON)
Fri, Jan 12	Supervisors of Professional Administrative Academic Staff	Face-to-face conference to discuss annual evaluation.	Professional Administrative Academic Staff
Fri, Jan 12	Students	Last day to drop Interim classes	Registrar's Office
Mon, Jan 15	Legal Holiday (Martin Luther King, Jr. Day) – No Classes – Buildings Closed		
Tues, Jan 16	Registrar's Office	Final Draft 2018 <u>Fall</u> Timetable (with room assignments) for review	Departments or equivalent units
Tue, Jan 16	Academic Staff (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Initial Level of Review
Wed, Jan 17	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Jan 18	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Jan 18	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Jan 18	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		

Fri, Jan 19	Students	June/August 2019 Graduation deadline to apply.	Registrar's Office
Fri, Jan 19	College Committee (COB)	Renewal/Non-renewal/Tenure forms/evidence for 2017-2018 for faculty completing 1st year or more (March Cycle)	COB Dean
Fri, Jan 19	Residence halls begin limited services at 7:00 p.m.		
Fri, Jan 19	<i>End of 3-Week Interim – End of Semester – Official Graduation Date</i>		
Fri, Jan 19	COLS Department Chairs	Biannual chair merit information	COLS Dean
Fri, Jan 19	Undergraduate Students	Deadline to apply for June/August 2018 graduation	Graduation Examiner
Fri, Jan 19	Provost and Vice Chancellor	Nomination materials for Regents Teaching Excellence Award	UW System
Tue, Jan 23	Outstanding Service Award Committee	Call for Outstanding Service Award Nominations (Academic Staff)	Faculty/Academic Staff/Students
Wed, Jan 24	Faculty & Instructional Staff College Committees	Student Grades (3-Week Interim) (10-Week and 17-Week Terms)	Registrar's Office
Fri, Jan 26	Departments or equivalent units	Final deadline for changes to 2018 Fall Timetable	Registrar's Office
Fri, Jan 26	<i>Academic Advisement/Registration</i>		
Fri, Jan 26	Initial Level of Review (COB)	Renewal/Non-renewal recommendations 2017-2018 for academic staff completing 2nd year or more (May Cycle)	College Committees (COB) or equivalent units
Fri, Jan 26	All New Faculty & Academic Staff	I-9 Employment Verification completed	Human Resources Office
Fri, Jan 26	Initial Level of Review Recommendations (COB, COEHS, & COLS)	Renewal/Non-renewal/Tenure forms/evidence for 2017-2018 for faculty completing 2nd year or more (May Cycle)	College Committees (COB, COEHS, & COLS)
Fri, Jan 26	Supervisors of Pro/Admin Academic Staff	Complete evaluation conferences and signed evaluation documents	Deans/Directors/VC/AVC/Provost/Chancellor
Sun, Jan 28	Residence halls return to normal services; Residence Hall Move-In for new spring semester residents		
Mon, Jan 29	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations 2017-2018 for academic staff completing 2nd year or more (May Cycle)	College Committees (COEHS)
Mon, Jan 29	<i>Classes Begin for 14-Week and First 7-Week Terms</i>		
Tue, Jan 30	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Jan 31	Initial Level of Review (COLS)	Renewal/Non-renewal recommendations 2017-2018 for academic staff completing 2nd year or more (May Cycle)	College Committees (COLS)
Wed, Jan 31	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		

FEBRUARY 2018

DATE	DUE FROM	ITEM	DUE TO
Thurs, Feb 1	Provost and Vice Chancellor	Nominations for Endowed Professorships	Chancellor
Thurs, Feb 1	Dean/Nominating Individual or Unit (no self-nominations)	Recommendations for the John McNaughton Rosebush Professorship – STAGE 1	Provost and Vice Chancellor
Thurs, Feb 1	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 1	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Feb 1	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Thurs, Feb 1	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 2	Provost and Vice Chancellor	Professorial Productivity Increase recommendations	Chancellor
Fri, Feb 2	Provost and Vice Chancellor	Faculty Promotion	Chancellor
Fri, Feb 2	Last day to add 14- and 1 st 7-week class without instructor's signature		
Fri, Feb 2	Dean (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for Faculty completing 1st year or more (March Cycle)	Provost and Vice Chancellor (COB)
Tues, Feb 6	Registrar's Office	Fall 2018 classes viewable on Titan Web	Departments or equivalent units
Tue, Feb 6	Faculty Senate Meeting – Reeve 306; 3:10 p.m.		
Thurs, Feb 8	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 9	AVC/Dean/Directors (COB, COEHS, COLS, CON, ADM, OCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2017-2018 (March Cycle)	Chancellor OR Provost and Vice Chancellor (COB, COEHS, COLS, CON, ADM, OCE)
Fri, Feb 9	Departments or equivalent units	May Interim 2018 Textbook Orders	Bookstore
Fri, Feb 9	Student/Faculty Collaborators	Student/Faculty Collaborative Research proposals due	Office of Student Research & Creative Activity
Fri, Feb 9	Students	Last day to add 1st 7-week classes with instructor's signature	Registrar's Office
Fri, Feb 9	Deans/Directors/VC/AVC/Provost and Vice Chancellor/Chancellor	Completed annual evaluation documents for Professional Administrative Academic Staff	Human Resources Office
Tues, Feb 13	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Feb 13	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Feb 14	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Feb 15	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 15	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Feb 15	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Feb 16	Provost and Vice Chancellor (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for Faculty completing 1st year or more (March Cycle)	Chancellor (COB)
Fri, Feb 16	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COB)

Fri, Feb 16	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COB)
Mon, Feb 19	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COEHS)
Mon, Feb 19	Dean/Nominating Individual or Unit	Nominations and supporting materials for Edward Penson Distinguished Teaching Award	Provost and Vice Chancellor
Tue, Feb 20	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Feb 22	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 23	Chancellor (COB, COLS, CON, COEHS, ADM, & OCE)	Renewal/Non-renewal notification for 1st year academic staff (March Cycle)	Concerned Academic Staff (COB, COLS, CON, COEHS, ADM, & OCE)
Fri, Feb 23	College Committees (COLS, CON, ADM, & OCE)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COLS, CON, ADM, & OCE)
Fri, Feb 23	College Committees (COB, CON, COEHS, & COLS)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COB, CON, COEHS, & COLS)
Fri, Feb 23	Last day to add 14-and 17-week class with instructor's signature		
Fri, Feb 23	Graduate Students	Applications for Spring 2018 graduation/completion of degree/GAP/certificate	Office of Graduate Studies
Fri, Feb 23	Students	Last day to <u>drop</u> first 7-week classes.	Registrar's Office
Mon, Feb 26	Chancellor (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for Faculty completing 1st year or more (March Cycle)	Faculty (COB)
Mon, Feb 26	Early Alert grading starts at 8:00 a.m.		
Mon, Feb 26	Chancellor	Professorial Productivity Increase recommendations	Faculty
Mon, Feb 26	Chancellor (COB)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for Faculty completing 1st year or more (March Cycle)	Faculty (COB)
Mon, Feb 26	Chancellor	Faculty promotion	Concerned Faculty
Mon, Feb 26	Chancellor	Professorial Productivity Increase Decisions	Concerned Faculty
Tue, Feb 27	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Feb 28	University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. Sage 2210		

MARCH 2018

DATE	DUE FROM	ITEM	DUE TO
Thurs, Mar 1	Students/Faculty Mentors	Celebration of Scholarship and Creative Activity Applications	Office of Student Research & Creative Activity
Thurs, Mar 1	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 1	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Mar 1	Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m.		
Thurs, Mar 1	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Thurs, Mar 1	Chancellor (COB, CON, COEHS, COLS, ADM, OCE)	Renewal/Non-renewal notification for 1st year academic staff (March Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, OCE)
Fri, Mar 2	Faculty/Academic Staff/Students	Outstanding Service Award Nominations (Academic Staff)	Outstanding Service Award Committee
Fri, Mar 2	Early Alert grading ends at 4:00 p.m.		
Fri, Mar 2	Provost and Vice Chancellor	Academic Staff Regents Award for Excellence Nomination	UW System
Tue, Mar 6	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.)		
Thurs, Mar 8	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Mar 9	AVC/Directors/Dean (COB, CON, COEHS, COLS, ADM, OCE)	Renewal/Non-renewal/ recommendations for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, OCE)
Fri, Mar 9	Departments or equivalent units	Summer 2018 Textbook Orders	Bookstore
Fri, Mar 9	Dean (COB, CON, COEHS, & COLS)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for faculty completing 2nd year or more (May Cycle)	Provost and Vice Chancellor (COB, CON, COEHS, & COLS)
Mon, Mar 12	Edward Penson Distinguished Teaching Awards Committee	Recommendations for Edward Penson Distinguished Teaching Awards	Provost and Vice Chancellor
Tue, Mar 13	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Mar 14	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Mar 14	Students	Last day to drop 14- and 17-week classes	Registrar's Office
Thurs, Mar 15	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 15	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Mar 15	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Mar 16	End of First 7-Week Term. Residence Halls Close at 8 p.m.		
Fri, Mar 16	Residence halls begin limited services at 7:00 p.m.		
Fri, Mar 16	Graduate Students	Thesis/Clinical Paper/Field Project Proposals for Summer 2018 Graduation	Office of Graduate Studies
Fri, Mar 16	Provost and Vice Chancellor	Academic Program Changes for Graduate Programs	Academic Policies Committee (APC)
Fri, Mar 16	Edward Penson Distinguished Teaching Awards Committee	Recommendations for Edward Penson Distinguished Teaching Awards	Provost and Vice Chancellor
Sun, Mar 18	Spring Break Begins		
Wed, Mar 21	Faculty & Instructional Staff	Student Grades (First 7-Week Term)	Registrar's Office
Fri, Mar 23	Advancing nominees	Additional materials from advancing candidates for John McNaughton Rosebush Professorship – STAGE 2	John McNaughton Rosebush Professorship Committee
Sun, Mar 25	Residence halls return to normal services.		
Mon, Mar 26	Classes Begin for Second 7-Week Term and resume for 14-and 17-week Terms		

Mon, Mar 26	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, Mar 26	Provost and Vice Chancellor	Notification of Assessment Report Cycle	Departments
Mon, Mar 26	Provost & Vice Chancellor	Identification of academic programs to be reviewed in 2017-2018	Dept. Chairs/Team Leaders of academic programs to be reviewed
Tue, Mar 27	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Mar 29	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Wed, Mar 28	University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. Sage 2210		
Fri, Mar 30	Depart. or equivalent units	Fall 2018Textbook Orders	Bookstore
Fri, Mar 30	Provost and Vice Chancellor	Recommendations for Edward Penson Distinguished Teaching Awards	Chancellor
Fri, Mar 30	Chancellor	Decision on Endowed Professorship Awards	Award Winners
Fri, Mar 30	Last day to add 2nd 7 week and 10 week class without the instructor's signature		

APRIL 2018

DATE	DUE FROM	ITEM	DUE TO
Mon, Apr 2	Departments or equivalent units	Begin building Spring 2019 classes	Registrar's Office
Mon, Apr 2	Faculty and Academic Staff	UWS 8 Report on Outside Activities and Interests	Department Chair or equivalent
Tue, Apr 3	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tue, Apr 3	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
Thurs, Apr 5	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 5	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Apr 5	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Apr 5	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Apr 6	Students	Last day to add 2 nd 7- and 10-week classes with instructor's signature	Registrar's Office
Fri, Apr 6	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
Mon, Apr 9	Student/Faculty Collaborators	Undergraduate Small Grants Proposals due for Spring 2018 Cycle	Office of Student Research & Creative Activity
Mon, Apr 9	Faculty & Professional Staff	UWS 8 Report on Outside Activities and Interests	Department Chair or equivalent units
Tue, Apr 10	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Apr 11	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Apr 12	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Apr 13	Nominated Academic Staff	Documentation for the Outstanding Service Award (Academic Staff)	Outstanding Service Award Committee
Mon, Apr 16	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Apr 17	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Apr 19	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 19	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Apr 19	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Apr 20	John McNaughton Rosebush Committee	Recommendations for John McNaughton Rosebush Professorship	Provost and Vice Chancellor
Fri, Apr 20	Provost and Vice Chancellor (CON, COB, COEHS, COLS, ADM, OCE)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for academic staff completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS, ADM, OCE)
Fri, Apr 20	Provost and Vice Chancellor (CON, COB, COEHS, COLS)	Renewal/Non-renewal/Tenure recommendations for 2017-2018 for faculty completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS)
Fri, Apr 20	Students	Last day to drop second 7-week classes	Registrar's Office
Tue, Apr 24	Students	Last day to drop 10-week classes	Registrar's Office
Tue, Apr 24	FSCASL	Assessment Feedback	Programs
Tue, Apr 24	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, April 25	University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. Sage 2210		
Thurs, Apr 26	Celebration of Scholarship and Creative Activity; Reeve Union; 8:30 a.m.-5:00 p.m.		
Thurs, Apr 26	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Apr 27	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Spring 2018 Graduation	Office of Graduate Studies
Fri, Apr 27	Chancellor	Decision on Edward Penson Distinguished Teaching Award	Award Winners
Fri, Apr 27	Department Chairs or equivalent units	Report on Outside Activities and Interests	College Deans or equivalent units

MAY 2018

DATE	DUE FROM	ITEM	DUE TO
Tues, May 1	Faculty/Staff/Students	Outstanding Performance Award Nominations Due (University Staff)	Award Nominators
Thurs, May 3	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, May 3	Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m.		
Thurs, May 3	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Thurs, May 3	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, May 4	Associate Vice Chancellor	CAS Summer Session appointment letters to faculty and academic staff: See HR	Faculty & Academic Staff
Fri, May 4	Provost and Vice Chancellor	Recommendations for John McNaughton Rosebush Professorship Award	Chancellor
Fri, May 4	Chancellor (COB, CON, COEHS, & COLS)	Renewal/Non-renewal/Tenure notifications for faculty completing 2nd year or more (May Cycle)	Concerned Faculty Staff (COB, CON, COEHS, & COLS)
Fri, May 4	Chancellor (COB, CON, COEHS, COLS, ADM, & OCE)	Renewal/Non-renewal notifications for academic staff completing 2nd year or more (May Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & OCE)
Tue, May 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 deadline for program authorization at the July Board of Regents meeting.)		
Wed, May 9	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, May 10	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, May 11	End of 14-Week and Second 7-Week Terms		
Fri, May 11	College Deans or equivalent units	UWS 8 Report on Outside Activities and Interests	Provost and Vice Chancellor
Fri, May 11	Departments or equivalent units	Classes inputted for 2019 <u>Spring</u> Timetable	Registrar's Office
Sat, May 13	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 14	Classes Begin for 3-Week Interim - Spring Interim classes will meet on May 14, 15, 16, 17, 18; 21, 22, 23, 24, 25; May 29, 30, 31, June 1.		
Mon, May 14	Registrar's Office	First draft of 2019 <u>Spring</u> Timetable for review	Departments or equivalent units
Mon, May 14	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, May 14	Outstanding Service Award Committee	Outstanding Service Award recommendations (Academic Staff)	Chancellor
Tue, May 15	Students	Last day to add 3-week class without instructor's signature	Registrar's Office
Wed, May 16	Faculty & Instructional Staff	Student Grades (14-Week and Second 7-Week Terms)	Registrar's Office
Fri, May 18	Students	Last day to add 3-week class with instructor's signature	Registrar's Office
Fri, May 18	Graduate Students	Thesis/Clinical Paper/Field Project final <u>signed copies</u> due for Spring 2018 Graduation	Office of Graduate Studies
Mon, May 21	Chancellor	Decision on John McNaughton Rosebush Professorship Award	Award Winners
Tue, May 22	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, May 23	University Staff Senate – Executive Committee Meeting – 1:00-2:30 p.m. (LOCATION?)		
Fri, May 25	Students	Last day to drop 3-week interim classes	Registrar's Office
Fri, May 25	Departments or equivalent units	First draft changes completed for 2019 <u>Spring</u> Timetable	Registrar's Office
Fri, May 25	All University Committee Chairs	Committee Annual Report	Provost and Vice Chancellor & Governance Groups
Mon, May 28	Legal Holiday (Memorial Day)--No Classes		
Tue, May 29	Registrar's Office	Second draft 2019 <u>Spring</u> Timetable for review	Departments or equivalent units
Wed, May 30	Deans	Post-Tenure Review Evaluations for Tenured Faculty	Provost and Vice Chancellor
Thurs, May 31	University Staff Professional Development Day		

JUNE 2018

DATE	DUE FROM	ITEM	DUE TO
Fri, June 1	<i>Spectrum</i> student creative activities web outlet submissions due (online submission) Check with the Office of Student Research and Creative Activity		
Fri, June 1	Undergraduate Students	Deadline to apply for January 2019 graduation	Graduation Examiner
Fri, June 1	<i>End of 3-Week Interim – End of Semester – Official Graduation Date</i>		
Fri, June 1	<i>Residence Halls Closes at 8:00pm</i>		
Fri, June 1	Students/Faculty Mentors	<i>Oshkosh Scholar</i> Submission Deadline for 2018 Issue Due	Office of Student Research and Creative Activity
Wed, June 6	Faculty & Instructional Staff	Student Grades (3-Week Interim) (10-Week and 17-Week Terms)	Registrar's Office
Fri, June 8	Departments or equivalent units	Second draft changes completed for 2019 <u>Spring</u> Timetable	Registrar's Office
Fri, June 8	Departments or equivalent units	Special requests for 2019 <u>Spring</u> Timetable	Registrar's Office
Fri, June 8	Nominated University Staff	Documentation for the Outstanding Performance Award (University Staff)	Outstanding Performance Award Committee
Mon, June 11	<i>Summer Semester Classes Begin, First 4-Week and 8-Week Terms</i>		
Mon, June 11	Registrar's Office	Rooms assigned for 2019 <u>Spring</u> Timetable (Completed Fri, Aug. 10)	Departments or equivalent units
Wed, June 13	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Fri, June 15	Graduate Students	Applications for Summer 2018 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Mon, June 25	Supervisors of University Staff	University Staff Annual Performance Reviews – Human Resources	Human Resources Office

JULY 2018

DATE	DUE FROM	ITEM	DUE TO
Wed, July 4	<i>Legal Holiday, Independence Day – No Classes</i>		
Fri, July 6	<i>End of First 4-Week Summer Term</i>		
Fri, July 6	Graduate Students	Thesis/Clinical Paper/Field Project <u>proposals</u> for Fall 2018 Graduation	Office of Graduate Studies
Mon, July 9	<i>Classes Begin Second 4-Week Term</i>		
Wed, July 11	Faculty & Instructional Staff	Student Grades (First 4-Week Term)	Registrar's Office
Fri, July 13	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Summer 2018 graduates	Office of Graduate Studies
Fri, July 13	Outstanding Performance Award Committee (University Staff)	Outstanding Performance Award Recommendations	Chancellor

AUGUST 2018

DATE	DUE FROM	ITEM	DUE TO
Fri, Aug 3	<i>8-Week and Second 4-Week Terms End – Semester Ends – <u>Official Graduation Date</u></i>		
Fri, Aug 3	Graduate Students	Thesis/Clinical Paper/Field Project in <u>final form</u> due for Summer 2018graduates	Office of Graduate Studies
Mon, Aug 6	Office of Institutional Research	Quantitative data for specific academic programs under review (contact OIR if data is required earlier)	Program Faculty
Wed, Aug 8	Faculty and Instructional Staff	Student Grades (8-Week and Second 4-Week Terms)	Registrar's Office
Mon, Aug 13	Registrar's Office	Final Draft 2019 <u>Spring</u> Timetable (with room assignments) for review	Departments or equivalent units
Fri, Aug 17	Departments or equivalent units	Final deadline for changes to 2019 <u>Spring</u> Timetable	Registrar's Office
Wed. Aug 29	Registrar's Office	Spring 2019 classes viewable on Titan Web	Departments