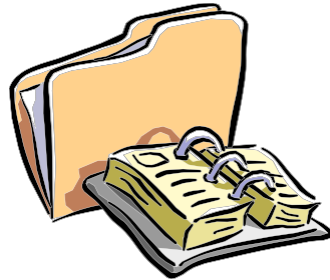




UNIVERSITY OF WISCONSIN OSHKOSH

**ADMINISTRATIVE CALENDAR
2016 - 2017**



- 2016-2017 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 2016 - 2017 ACADEMIC YEAR CALENDAR

FALL SEMESTER 2016

Tuesday	September 6	Academic Advisement/Registration
Wednesday	September 7	Classes begin first 7-week and 14-week term
Tuesday	October 25	End of first 7-week term
Wednesday	October 26	Classes begin second 7-week term
Wednesday	November 23-27	Thanksgiving Recess begins <i>after evening classes on Tuesday, November 22</i>
Monday	November 28	Classes resume
Friday	December 16	End of second 7-week and 14-week terms
Saturday	December 17	COMMENCEMENT
Tuesday	January 3	Classes begin 3-week Interim*
Monday	January 16	Legal Holiday, Martin Luther King Jr. Day – no classes
Friday	January 20	End of 3-week interim; end of semester – <u>Official Graduation Date</u>

* During fall interim, classes will meet on January 3, 4, 5, 6, 7 [SATURDAY]; 9, 10, 11, 12, 13; 17, 18, 19 20.

SPRING SEMESTER 2017

Friday	January 27	Academic Advisement/Registration
Monday	January 30	Begin first 7-week and 14-week terms
Friday	March 17	End of first 7-week term
Sun-Sun	March 19-26	Spring Break
Monday	March 27	Classes begin second 7-week term
Friday	May 12	End of second 7-week and 14-week terms
Saturday	May 13	COMMENCEMENT
Monday	May 15	Classes begin 3-week Interim**
Monday	May 29	Legal Holiday , Memorial Day – no classes
Friday	June 2	End of 3-week interim; end of semester – <u>Official Graduation Date</u>

** During **spring interim**, classes will meet on May 15, 16, 17, 18, 19; 22, 23, 24, 25, 26; May 30, 31, June 1, 2.

SUMMER SEMESTER 2017

Monday	June 12	Begin first 4-week term; 8-week term
Tuesday	July 4	Legal Holiday, Independence Day-no classes
Friday	July 7	End of first 4-week term
Monday	July 10	Begin second 4-week term
Friday	August 4	End second 4-week term; 8-week term – <u>Official Graduation Date</u>

FACULTY RENEWAL/NON-RENEWAL DATES FOR 2016-2017

FIRST-YEAR FACULTY MEMBERS – SPRING CYCLE (March)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	N/A	N/A	N/A	N/A
Faculty send information to Initial Level of Review	N/A	11/28	11/28	N/A
Initial Level of Review Recommendations to College Committees	N/A	12/28	12/28	N/A
College Committee Recommendations to Dean	N/A	1/6	1/6	N/A
Dean Recommendations to Provost and Vice Chancellor	N/A	1/23	1/23	N/A
Provost and Vice Chancellor Recommendations to Chancellor	N/A	2/8	2/8	N/A
Chancellor Notifies Faculty	N/A	2/22	2/22	N/A

SECOND-YEAR FACULTY MEMBERS – FALL CYCLE (December)

ACTION TAKEN	Due Date			
	COB	CON	COEHS	COLS
Notification from department to faculty member	9/2	9/9	9/2	9/2
Faculty send information to Initial Level of Review	9/30	9/30	9/30	9/30
Initial Level of Review Recommendations to College Committees	10/14	N/A	10/14	10/14
College Committee Recommendations to Dean	10/28	10/28	10/28	10/28
Dean Recommendations to Provost and Vice Chancellor	11/11	11/11	11/11	11/11
Provost and Vice Chancellor Recommendations to Chancellor	11/23	11/23	11/23	11/23
Chancellor Notifies Faculty	12/2	12/2	12/2	12/2

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	12/16	12/16	12/16	12/16
Faculty send information to Initial Level of Review	1/13	1/13	1/17	1/13
Initial Level of Review Recommendations to College Committees	1/27	N/A	1/30	1/30
College Committee Recommendations to Dean	2/17	2/10	2/20	2/24
Dean Recommendations to Provost and Vice Chancellor	3/3	3/3	3/13	3/13
Provost and Vice Chancellor Recommendations to Chancellor	4/19	4/19	4/19	4/19
Chancellor Notifies Faculty	5/9	5/9	5/9	5/9

ACADEMIC STAFF RENEWAL/NON-RENEWAL DATES FOR 2016-2017

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	11/28	11/23	11/21	11/28	11/28	11/28
Initial Level of Review to College Committees or equivalent	12/28	N/A	12/9	12/28	N/A	N/A
College Committee Recommendations to Dean/Director/VC/AVC	1/6	1/13	1/9	1/6	1/6	1/6
AVC/Dean/Director Recommendations to P&VC OR VC/Director Recommendations to Chancellor	1/23	1/25	1/23	1/23	1/23	1/23
Provost & VC Recommendations to Chancellor	2/8	2/8	2/8	2/8	2/8	2/8
Chancellor Notifies Academic Staff	2/22	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	9/23	9/30	9/30	9/30	9/30	9/30
Initial Level of Review Recommendations to College Committees or equivalent	10/7	N/A	10/14	10/14	N/A	N/A
College Committee Recommendations to Deans/Directors/VC/AVC	10/21	10/28	10/28	10/28	10/28	10/28
AVC/Dean/Director Recommendations to P&VC OR VC/Director Recommendations to Chancellor	11/11	11/16	11/11	11/11	11/16	11/16
Provost & VC Recommendations to Chancellor	11/23	11/23	11/23	11/23	11/23	11/23
Chancellor Notifies Academic Staff	12/2	12/2	12/2	12/2	12/2	12/2

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	1/13	1/13	1/17	1/13	1/17	1/17
Initial Level of Review to College Committees or equivalent	1/27	N/A	1/30	1/30	N/A	N/A
College Committee Recommendations to Deans/Directors/VC/AVC	2/17	2/10	2/20	2/24	2/24	2/24
AVC/Dean/Director Recommendations to P/VC OR VC/Director Recommendations to Chancellor	3/10	3/7	3/13	3/13	3/13	3/13
Provost/VC Recommendations to Chancellor	4/19	4/19	4/19	4/19	4/19	4/19
Chancellor Notifies Academic Staff	5/12	5/12	5/12	5/12	5/9	5/9

FACULTY PROFESSORIAL PRODUCTIVITY INCREASE DATES FOR 2016- 2017

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty submit information, via department chair to the College Promotions committee (initial level of review).	10/31/16
College Committee Recommendations to Deans	12/9/16
Deans' Recommendations to Provost and Vice Chancellor	1/6/17
Provost and Vice Chancellor Recommendations to Chancellor	2/3/17
Chancellor notifies Faculty	2/27/17

FACULTY PROMOTION DATES FOR 2016-2017

ACTION TAKEN	DUE DATE ALL COLLEGES/UNITS
Faculty send information to Initial Level of Review	10/3/16
Initial Level of Review Recommendations to College Committees	10/31/16
College Committee Recommendations to Deans	12/9/16
Deans' Recommendations to Provost and Vice Chancellor	1/6/17
Provost and Vice Chancellor Recommendations to Chancellor	2/3/17
Chancellor notifies Faculty	2/28/17

**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.	11/14/16
Academic staff member sends summary of activities and accomplishments to supervisor/department chair or equivalent.	1/4/17
Supervisors/department chairs or equivalent schedule face-to-face conference with academic staff member.	1/6/17
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.	1/27/17
Deans/Directors/Associate and Assistant Vice Chancellors/Vice Chancellors/Provost and Vice Chancellor/Chancellor forward completed annual evaluation documents to Human Resources Office.	2/10/17

SEPTEMBER 2016

DATE	DUE FROM	ITEM	DUE TO
Sun, Aug 28	All New Faculty and Academic Staff	I-9 Employment Verification Completed	Human Resources Office
Wed, Aug 31	Spring 2017 schedule goes live on Titan Web.		
Thurs, Sept 1	New Faculty/Instructional Staff (.50 and higher FTE) Orientation in Reeve Union Ballroom 227A from 7:30 a.m. – 3:30 p.m. Reception at Chancellor Andrew & Karen Leavitt's Residence from 4:00-5:30 p.m.		
Fri, Sept 2	Departments or equivalent units (COB, COEHS, & COLS)	Notification for Renewal/Non-Renewal for 2nd year faculty for December Cycle (December)	Faculty Members (COB, COEHS, & COLS)
Sun, Sept 4	Residence Halls move in is from 8 a.m. – 3:30 p.m. for freshman and transfer students only; Odyssey – New Freshmen Orientation, 4-11 p.m. For more information, please see http://www.uwosh.edu/orientation/documents/OrientationBooklet2016_Web.pdf		
Mon, Sept 5	LABOR DAY; Residence Halls move in from 8:00 a.m. – 3:30 p.m. for returning students		
Mon, Sept 5	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.		
Tue or Wed, Sept 6 & 7	Orientation for Transfer, Non-Traditional, and Center for New Learning Students – Reeve Union, Room 306 & Room 307. Information Fair on 9/6 from 3:30 p.m. – 4:00 p.m. or 5:30 p.m. – 6:00 p.m. on 9/7. Formal program beginning at 4:00 p.m. 9/6 or 6:00 p.m. 9/7		
Tue, Sept 6	Academic Advisement/Registration		
Tue, Sept 6	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 6	Departments or equivalent units	Begin building Summer 2017 classes	Registrar's Office
Tue, Sept 6	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tues, Sept 6	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 7	Classes Begin for 14-Week and First 7-Week Terms		
Wed, Sept 7	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Fri, Sept 9	Departments or equivalent units (CON)	Notification for Renewal/Non-Renewal for 2nd year faculty for December Cycle (December)	Faculty Members (CON)
Fri, Sept 9	Individual Faculty	Proposals for Sabbaticals	VC/AVC/Deans
Mon, Sept 12	Associate Vice Chancellor of Faculty and Academic Staff Affairs	Send letter indicating eligibility for internal salary equity review	Eligible Faculty
Mon, Sept 12	Departments or equivalent units	Begin building Fall 2017 classes	Registrar's Office
Tue, Sept 13	Students	Last Day to Add 14, 17, or 1 st 7-week class without instructors signature	Registrar's Office
Tue, Sept 13	Faculty Senate Meeting - Reeve Union 306; 3:10-5:00 p.m.		

Wed, Sept 14	VC/AVC/Deans	Proposals for 2017-2018 Sabbaticals (<i>awards announced after Board of Regents meeting in December</i>)	Office of Grants and Faculty Development
Thurs, Sept 15	Graduate Faculty	Nominations for Graduate Distinguished Research Awards Deadline	Office of Graduate Studies
Thurs, Sept 15	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Sept 15	Graduate Council Meeting - Sage 2210; 1:20 to 2:50 p.m.		
Thurs, Sept 15	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 15	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 16	Departments or equivalent units	January Interim 2017 Textbook Orders	Bookstore
Fri, Sept 16-19	Higher Learning Commission (HLC) Visit		
Mon, Sept 19	Faculty Senate’s Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Sept 20	Students	Last day for full refund of tuition	Student Accounts
Tue, Sept 20	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Sept 21	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Sept 22	Senate Academic Staff Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 23	Honors & Awards Ceremony 3:30-5:00 p.m. – Alumni Welcome & Conference Center		
Fri, Sept 23	Academic Staff (COB)	Renewal/Non-renewal forms/ evidence for 2nd year academic staff to 2016-2017 (December Cycle)	Initial Level of Review
Fri, Sept 23	Professional Administrative Academic Staff		
Tue, Sept 27	Faculty Senate Committee Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Sept 29	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Sept 29	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Sept 29	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Sept 30	Faculty (COB, COLS, CON, COEHS)	Renewal/Non-renewal forms/ evidence for 2nd year faculty staff to 2016-2017 (December Cycle)	Initial Level of Review
Fri, Sept 30	Academic Staff (CON, COLS, COEHS, ADM, & LLCE)	Renewal/Non-renewal forms/ evidence for 2nd year academic staff to 2016-2017 (December Cycle)	Initial Level of Review

OCTOBER 2016

DATE	DUE FROM	ITEM	DUE TO
Mon, Oct 3	Concerned Faculty	Promotion Documents	Initial Level of Review
Mon, Oct 3	Academic Deans & LLCE AVC	Update of Graduate Faculty Listing	Office of Graduate Studies
Mon, Oct 3	Provost and Vice Chancellor	Notify department chairs of May 30 th deadline regarding Post-Tenure Review Evaluations for tenured faculty	Deans
Tue, Oct 4	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tue, Oct 4	Students	Last day to add 14- week and 17 week classes with instructor's signature	Registrar's Office
Wed, Oct 5	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Oct 6	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Oct 6	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Oct 7	Undergraduate Small Grants proposals due for Fall 2016 cycle		Office of Student Research & Creative Activity
Fri, Oct 7	Early Alert Grading Starts at 8:00 a.m.		
Fri, Oct 7	Departments or equivalent units	Input completed for 2017 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 7	Graduate Students	Applications for Fall 2016 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Fri, Oct 7	Initial Level of Review (COB)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	College Committee or equivalent units (COB & COLS)
Mon, Oct 10	Registrar's Office	First Draft of 2017 <u>Summer</u> Timetable for review	Departments or equivalent units
Tue, Oct 11	Early Alert Grading ends at 4:00 p.m.		
Tue, Oct 11	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.)		
Tues, Oct 11	Countdown to Commencement – Reeve Union Ballroom A&B		
Tues-Thurs, Oct 11-13	Provost's Summit on Teaching and Learning		
Thurs, Oct 13	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 13	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Oct 13	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Oct 14	Initial Level of Review (COEHS & COLS)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	College Committee or equivalent units (COEHS)
Fri, Oct 14	Initial Level of Review (COB, COLS, & COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2016-2017 (December Cycle)	College Committee (COB & COEHS)

Mon, Oct 17	Provost and Vice Chancellor	FINAL deadline for Program and Course Approvals for Undergraduate programs (Blue Sheets) to meet 2017-2019 undergraduate Bulletin publication deadline	Registrar's Office
Tue, Oct 18	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Oct 19	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Oct 19	Individual Faculty	Faculty Development Teaching/Research Proposals pre-read requests due	Office of Grants and Faculty Development
Thurs, Oct 20	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Oct 21	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 21	College Committees (COB)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	Dean/Directors/VC/AVC (COB & COLS)
Fri, Oct 21	Departments or equivalent units	Input completed for 2017 <u>Fall</u> Timetable	Registrar's Office
Sat, Oct 22	Homecoming – 1:30 p.m. UW Oshkosh vs. UW Platteville, J. J. Keller Field at Oshkosh Sports Complex		
Mon, Oct 24	Registrar's Office	First draft of 2017 <u>Fall</u> Timetable for review	Departments or equivalent units
Mon, Oct 24	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Oct 25	End of First 7-Week Term		
Tue, Oct 25	Faculty Senate Meeting - Reeve Union 306; 3:10 p.m.		
Tue, Oct 25	Registrar's Office	Proof of 2017-2019 Undergraduate Bulletin	Non-Instructional Departments
Tues, Oct 25	Graduate Students	Thesis/Clinical Paper/Field Project <u>Proposals</u> for Spring 2017	Office of Graduate Studies
Wed, Oct 26	Classes Begin for Second 7-Week and 10-Week Terms		
Thurs, Oct 27	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Oct 27	Academic Policies Committee (APC) Meeting - Dempsey 212; 3:10 p.m.		
Thurs, Oct 27	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Oct 28	College Committee (CON, COLS, COEHS, ADM, & LLCE)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	Dean (CON, COEHS, ADM, & LLCE)
Fri, Oct 28	College Committees (COB, CON, COEHS, & COLS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2016-2017 (December Cycle)	Dean (COB, CON, COEHS, & COLS)
Fri, Oct 28	Departments or equivalent units	First draft changes completed for 2017 <u>Summer</u> Timetable	Registrar's Office
Fri, Oct 28	Departments or equivalent units	Spring 2017 Textbook Orders (7- and 14-Week sessions)	Bookstore
Sun, Oct 30	Faculty & Instructional Staff	Student Grades (First 7-Week term)	Registrar's Office
Mon, Oct 31	Registrar's Office	Second draft 2017 <u>Summer</u> Timetable for review	Departments or equivalent units
Mon, Oct 31	Non-Instructional Departments	Final proof of 2017-2019 Undergraduate Bulletin	Registrar's Office
Mon, Oct 31	Academic Departments	Final proof of 2017-2019 Undergraduate Bulletin	Registrar's Office
Mon, Oct 31	Initial Level of Review	Professorial Productivity Increase Recommendations	College Promotions Committee
Mon, Oct 31	Initial Level of Review	Faculty promotion	College Promotions Committee

NOVEMBER 2016

DATE	DUE FROM	ITEM	DUE TO
Tues, Nov 1	Graduate Studies	Applications for Graduate Studies Travel Fund, Fall Awards Deadline	Office of Graduate Studies
Tue, Nov 1	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 2	College Committee	Nominations for Endowed Professorships	Deans (COB, COEHS, COLS, CON)
Wed, Nov 2	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Nov 3	Students	Last day to <u>add</u> a 2 nd 7 week class without instructor's signature	Registrar's Office
Thurs, Nov 3	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Thurs, Nov 3	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Fri, Nov 4	Departments or equivalent units	First draft changes completed for 2017 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 7	Registrar's Office	Second draft 2017 <u>Fall</u> Timetable for review	Departments or equivalent units
Tue, Nov 8	Last day to add second 7-week & 10-week class with instructor signature		
Tue, Nov 8	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Nov 10	University Studies Program Committee Meeting - Dempsey 212; 1:30-2:30 p.m.		
Thurs, Nov 10	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 10	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Nov 11	AVC/Dean/Director (COB, COLS, & COEHS)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	Provost and Vice Chancellor
Fri, Nov 11	Dean (COB, COLS, CON, COEHS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2016-2017 (December Cycle)	Provost and Vice Chancellor
Fri, Nov 11	Departments or equivalent units	Second draft changes completed for 2017 <u>Summer</u> Timetable	Registrar's Office
Fri, Nov 11	Departments or equivalent units	Computer Lab Requests for 2017 <u>Summer</u> Timetable	Registrar's Office
Mon, Nov 14	Registrar's Office	Rooms assigned for 2017 <u>Summer</u> Timetable (completed Fri, Nov 18)	Departments or equivalent units
Mon, Nov 14	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, Nov 14	Supervisors, Department Chairs or Equivalent Units	Request in writing a summary of activities and accomplishments for 2016 for annual evaluations	Professional Administrative Academic Staff
Tues, Nov 15	Departments or equivalent units	Program Assessment Reports	Faculty Senate Committee on Assessment of Student Learning (FSCASL)
Tue, Nov 15	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 16	Departments	Biennial Program Assessment Reports	Provost and Vice Chancellor
Wed, Nov 16	Dean/AVC/Director (CON, ADM, LLCE)	Renewal/Non-renewal recommendations for 2nd year academic staff to 2016-2017 (December Cycle)	Provost and Vice Chancellor
Wed, Nov 16	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Nov 17	Senate of Academic Staff Meeting - Dempsey 212; 3:00 p.m.		
Fri, Nov 18	Departments or equivalent units	Special requests for 2017 <u>Fall</u> Timetable	Registrar's Office

Fri, Nov 18	Departments or equivalent units	Second draft changes completed for 2017 <u>Fall</u> Timetable	Registrar's Office
Mon, Nov 21	Academic Staff (COEHS) if applicable	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2016-2017 (March Cycle)	Initial Level of Review (COEHS)
Mon, Nov 21	Registrar's Office	Final draft 2017 <u>Summer</u> Timetable (with room assignments) for review	Departments or equivalent units
Mon, Nov 21	Registrar's Office	Rooms assigned for 2017 <u>Fall</u> Timetable (completed Fri, Jan 13)	Departments of equivalent units
Tue, Nov 22	Academic Departments	Final proof of 2017-2019 undergraduate Bulletin	Registrar's Office
Tue, Nov 22	Students	Last day to drop second 7-week classes	Registrar's Office
Tues, Nov 22	Residence halls begin limited services at 7:00 p.m.		
Tue, Nov 22	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 23	Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal for 2nd year academic staff to 2016-2017 (December Cycle)	Chancellor
Wed, Nov 23	Academic Staff (CON) if applicable	Renewal/Non-renewal forms/evidence for 1st year academic staff to 2016-2017 (March Cycle)	Initial Level of Review (CON)
Wed, Nov 23	Thanksgiving Recess Begins after Evening Classes on Tuesday, November 22		
Wed, Nov 23	Provost and Vice Chancellor (COB, CON, COEHS, & COLS)	Renewal/Non-renewal recommendations for 2nd year faculty to 2016-2017 (December Cycle)	Chancellor
Fri, Nov 25	Students	Last day to drop 10-week classes	Registrar's Office
Sun, Nov 27	Residence halls return to normal services.		
Mon, Nov 28	Classes Resume		
Mon, Nov 28	Provost and Vice Chancellor (COB)	Renewal/Non-renewal for 2nd year academic staff to 2016-2017 (December Cycle)	Chancellor
Mon, Nov 28	Faculty (CON & COEHS)	Renewal/Non-renewal notifications for 1st year faculty (March) Cycle	Initial Level of Review (CON & COEHS)
Mon, Nov 28	Graduate Students	Submission for thesis/clinical paper/field project approval for Fall 2016 graduation	Office of Graduate Studies
Mon, Nov 28	Academic Staff (COB, COLS, ADM, & LLCE)	Renewal/Non-renewal notifications for 1st year academic staff to 2016-2017 (March Cycle)	Initial Level of Review (COB, COLS, ADM, & LLCE)
Tue, Nov 29	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Nov 30	Faculty, Acad. Staff, University Staff, Students	Barbara G. Sniffen Faculty Governance Service Award Nominations	Faculty Senate Office
Wed, Nov 30	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		

DECEMBER 2016

DATE	DUE FROM	ITEM	DUE TO
Thur, Dec 1	Individual Faculty	Faculty Development Teaching/Research Proposals (2016-17 Cycle)	VC/AVC/Deans
Thur, Dec 1	Deans (COB, COEHS, COLS, CON)	Nominations for Endowed Professorships	Provost and Vice Chancellor
Thurs, Dec 1	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 1	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Dec 1	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Thurs, Dec 1	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Dec 2	Chancellor (COB, CON, COEHS, COLS, ADM & LLCE)	Renewal/Non-renewal notifications for 2nd year academic staff to 2016-2017 (December Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & LLCE)
Fri, Dec 2	Departments or equivalent units	Final Deadline for Changes to 2017 Summer Timetable	Registrar's Office
Fri, Dec 2	Chancellor (COB, CON, COLS, & COEHS)	Renewal/Non-renewal notifications for 2nd year faculty (December Cycle)	Concerned Faculty (COB, CON, COLS, & COEHS)
Mon, Dec 5	Registrar's Office	Summer 2017 classes viewable on Titan Web	Departments or equivalent units
Mon, Dec 5	Academic Departments	Final Proof of 2017-2019 Undergraduate Bulletin	Registrar's Office
Mon, Dec 5	VC/AVC/Deans	Faculty Development Teaching/Research/Proposals	Office of Grants and Faculty Development
Tue, Dec 6	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 8	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Dec 9	College Committees	Professorial Productivity Increase recommendations	Deans
Fri, Dec 9	Program Review Committee Chairs	Send Progress Report on Academic Program Review & Response to Consultant's Report	Assoc. Vice Chancellor Curricular Affairs
Fri, Dec 9	Initial Level of Review (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	College Committee or equivalent units (COEHS)
Fri, Dec 9	College Committees	Faculty promotion	Deans
Wed, Dec 14	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Dec 15	University Studies Program Committee Meeting – Dempsey 212; 12:40-1:40 p.m.		
Thurs, Dec 15	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Dec 15	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Fri, Dec 16	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, CON, & COEHS)
Fri, Dec 16	Graduate Students	Thesis/Clinical Paper/Field Project final signed copies due for Fall 2016 Graduation	Office of Graduate Studies
Fri, Dec 16	Residence halls begin limited services at 7:00 p.m.		
Fri, Dec 16	End of 14-Week and Second 7-Week Terms. Residence Halls Close at 8 p.m., except for students involved in graduation (Saturday, December 17)		
Sat, Dec 17	Commencement Ceremony—9:30 a.m.—Kolf Sports Center—All Undergraduate and Graduate Degrees		
Wed, Dec 21	Faculty & Instructional Staff	Student Grades (14 Week and Second 7-Week Terms)	Registrar's Office
Wed, Dec 28	Initial Level of Review (COB & COLS)	Renewal/Non-renewal notifications for 1st year academic staff to 2016-2017 (March Cycle)	College Committee or equivalent units (COB & COLS)
Wed, Dec 28	Initial Level of Review (CON & COEHS)	Renewal/Non-renewal notifications for 1st year faculty (March Cycle)	College Committee or equivalent units (CON & COEHS)

JANUARY 2017

DATE	DUE FROM	ITEM	DUE TO
Sun, Jan 1	Residence halls return to normal services.		
Tues, Jan 3	Classes Begin for 3-Week Interim --- Fall Interim Classes will meet on January 3, 4, 5, 6, 7 [SATURDAY]; 9, 10, 11, 12, 13; 17,18, 19, 20.		
Tues, Jan 3	Spectrum student creative activities web outlet submissions due (online submission) <i>Check with the Office of Student Research & Creative Activity</i>		
Wed, Jan 4	Professional Administrative Academic Staff	Summary of relevant activities & accomplishments for 2016 for annual evaluations	Supervisors/Dept. Chair or equivalent units
Wed, Jan 4	Students	Last day to add interim class without instructor's signature	Registrar's Office
Wed, Jan 4	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Jan 5	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Jan 6	College Committee (COB, COLS, ADM, & LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Dean/Director/VC/AVC (COB, COLS, ADM, & LLCE)
Fri Jan 6	College Committee (CON & COEHS)	Renewal/Non-renewal notifications for 1st year faculty (March Cycle)	Dean (CON & COEHS)
Fri, Jan 6	Deans	Professorial Productivity Increase Recommendations	Provost and Vice Chancellor
Fri, Jan 6	Supervisors of Professional Administrative Academic Staff	Schedule Conferences for Annual Evaluations	Professional Administrative Academic Staff
Fri, Jan 6	Deans	Faculty Promotion	Provost and Vice Chancellor
Mon, Jan 9	College Committee (COEHS)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Dean/Director/VC/AVC (COEHS)
Mon, Jan 9	Student	Last day to add interim class with instructor's signature	Registrar's Office
Tue, Jan 10	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Thurs, Jan 12	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Jan 12	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 12	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Jan 13	College Committee (CON)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Dean (CON)
Fri, Jan 13	Academic Staff (COB, COLS, & CON)	Renewal/Non-renewal recommendations for 2nd year or more academic staff to 2016-2017 (May Cycle)	Initial Level of Review (COB & CON)
Fri, Jan 13	Faculty (COB, COLS, & CON)	Renewal/Non-renewal/Tenure forms/evidence for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review (COB & CON)
Fri, Jan 13	Academic Staff Regents Award Nominees	Materials for Academic Staff Regents Award	Acad. Staff Regents Award Committee
Mon, Jan 16	Legal Holiday (Martin Luther King, Jr. Day) – No Classes – Buildings Closed		
Tues, Jan 17	Students	Last day to drop Interim classes	Registrar's Office

Tue, Jan 17	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Tues, Jan 17	Registrar's Office	Final Draft 2017 <u>Fall</u> Timetable (with room assignments) for review	Departments or equivalent units
Tue, Jan 17	Faculty (COEHS)	Renewal/Non-renewal/Tenure forms/evidence for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Initial Level of Review
Tue, Jan 17	Academic Staff (COEHS, ADM & LLCE)	Renewal/Non-renewal/Tenure forms/evidence for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Initial Level of Review
Wed, Jan 18	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Jan 19	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Jan 20	Residence halls begin limited services at 7:00 p.m.		
Fri, Jan 20	<i>End of 3-Week Interim – End of Semester – Official Graduation Date</i>		
Fri, Jan 20	Undergraduate Students	Deadline to apply for June/August 2017 graduation	Graduation Examiner
Fri, Jan 20	COLS Department Chairs	Biannual Chair Merit Info	COLS Dean
Mon, Jan 23	AVC/Dean/Directors (COB, COEHS, COLS, ADM, LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Chancellor OR Provost and Vice Chancellor (COB, COEHS, COLS, ADM, LLCE)
Mon, Jan 23	Dean (CON & COEHS)	Renewal/Non-renewal notifications for 1st year faculty (March Cycle)	Provost & Vice Chancellor (CON & COEHS)
Tue, Jan 24	Department or equivalent units (COB, COEHS, CON, ADM)	Salary recommendations (points) for 2016-2017 and evaluations of faculty and academic staff (Note: Merit pay is currently suspended.)	VC/AVC/Deans (COB, COEHS, CON, ADM)
Tue, Jan 24	Outstanding Service Award Committee	Call for Outstanding Service Award Nominations (Academic Staff)	Faculty/Academic Staff/Students
Wed, Jan 25	AVC/Dean/Directors (CON)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Chancellor OR Provost and Vice Chancellor (CON)
Wed, Jan 25	Faculty & Instructional Staff College Committees	Student Grades (3-Week Interim) (10-Week and 17-Week Terms)	Registrar's Office
Fri, Jan 27	Departments or equivalent units	Final deadline for changes to 2017 Fall Timetable	Registrar's Office
Fri, Jan 27	<i>Academic Advisement/Registration</i>		
Fri, Jan 27	Initial Level of Review (COB)	Renewal/Non-renewal recommendations 2016-2017 for academic staff completing 2nd year or more (May Cycle)	College Committees (COB) or equivalent units
Fri, Jan 27	All New Faculty & Academic Staff	I-9 Employment Verification completed	Human Resources Office
Fri, Jan 27	Initial Level of Review Recommendations (COB)	Renewal/Non-renewal/Tenure forms/evidence for 2016-2017 for faculty completing 2nd year or more (May Cycle)	College Committees (COB)
Fri, Jan 27	Supervisors of Pro/Admin Academic Staff	Complete evaluation conferences and signed evaluation documents	Deans/Directors/VC/AVC/Provost/Chancellor
Sun, Jan 29	Residence halls return to normal services.		
Mon, Jan 30	Initial Level of Review (COEHS & COLS)	Renewal/Non-renewal recommendations 2016-2017 for academic staff completing 2nd year or more (May Cycle)	College Committees (COEHS & COLS) or equivalent units
Mon, Jan 30	<i>Classes Begin for 14-Week and First 7-Week Terms</i>		
Mon, Jan 30	Initial Level of Review Recommendations (COEHS & COLS)	Renewal/Non-renewal/Tenure forms/evidence for 2016-2017 for faculty completing 2nd year or more (May Cycle)	College Committees (COEHS & COLS)
Tue, Jan 31	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		

FEBRUARY 2017

DATE	DUE FROM	ITEM	DUE TO
Wed, Feb 1	Provost and Vice Chancellor	Nominations for Endowed Professorships	Chancellor
Wed, Feb 1	Rosebush Professorship Committee	Recommendations for the John McNaughton Rosebush Professorship – STAGE 1	Provost & Vice Chancellor
Wed, Feb 1	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Feb 2	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 2	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Feb 2	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 3	Deans, OSA and Alumni Affairs	Edward Penson Distinguished Teaching Awards Nominations	Provost and Vice Chancellor
Fri, Feb 3	Provost and Vice Chancellor	Professorial Productivity Increase recommendations	Chancellor
Fri, Feb 3	Last day to add 14- and 1 st 7-week class without instructor's signature		
Fri, Feb 3	Provost and Vice Chancellor	Faculty Promotion	Chancellor
Fri, Feb 3	Regents Award Committee	Regents Award recommendations	Chancellor
Mon, Feb 6	Registrar's Office	Fall 2017 classes viewable on Titan Web	Departments or equivalent units
Tue, Feb 7	Faculty Senate Meeting – Reeve 306; 3:10 p.m.		
Wed, Feb 8	Provost and Vice Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal recommendations for 1st year academic staff to 2016-2017 (March Cycle)	Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)
Wed, Feb 8	Provost & Vice Chancellor (CON & COEHS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for Faculty completing 1st year or more (March Cycle)	Chancellor (CON & COEHS)
Thurs, Feb 9	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 10	Student/Faculty Mentor	Student/Faculty Collaborative Research proposals due	Office of Student Research & Creative Activity
Fri, Feb 10	Students	Last day to add 1st 7-week classes with instructor's signature	Registrar's Office
Fri, Feb 10	Departments or equivalent units	May Interim 2017 Textbook Orders	Bookstore
Fri, Feb 10	College Committees (CON)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (CON)
Fri, Feb 10	College Committees (CON)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for Faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (CON)
Fri, Feb 10	Deans/Directors/VC/AVC/Provost and Vice Chancellor/Chancellor	Completed annual evaluation documents for Professional Administrative Academic Staff	Human Resources Office
Mon, Feb 13	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, Feb 13	VC/AVC/Deans	Merit Points/Salary recommendations for 2016-2017 for faculty and academic staff (Note: Merit pay is currently suspended)	Associate Vice Chancellor
Tue, Feb 14	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Feb 15	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Wed, Feb 15	Chancellor	Academic Staff Regents Award for Excellence Nomination	UW System
Thurs, Feb 16	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Feb 16	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Feb 16	Supervisors of Academic Staff	Requests for Academic Staff Title Change/Salary Equity	Equity and Affirmative Action Office

Thurs, Feb 16	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Feb 17	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COB)
Fri, Feb 17	College Committees (COB)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COB)
Mon, Feb 20	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COEHS)
Mon, Feb 20	College Committees (COEHS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for Faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COEHS)
Tue, Feb 21	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Feb 22	Chancellor (COB, COLS, CON, COEHS, ADM, & LLCE)	Renewal/Non-renewal notification for 1st year academic staff (March Cycle)	Concerned Academic Staff (COB, COLS, CON, COEHS, ADM, & LLCE)
Wed, Feb 22	Chancellor (CON & COEHS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for Faculty completing 1st year or more (March Cycle)	Faculty (CON & COEHS)
Thurs, Feb 23	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Feb 24	College Committees (COLS, ADM, & LLCE)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COLS, ADM, & LLCE)
Fri, Feb 24	College Committees (COLS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Dean/Directors/VC/AVC (COLS)
Fri, Feb 24	Last day to add 14-and 17-week class with instructor's signature		
Fri, Feb 24	Graduate Students	Applications for Spring 2017 graduation/completion of degree/GAP/certificate	Office of Graduate Studies
Fri, Feb 24	Students	Last day to <u>drop</u> first 7-week classes.	Registrar's Office
Mon, Feb 27	Chancellor	Professorial Productivity Increase recommendations	Faculty
Tues, Feb 28	Chancellor	Faculty promotion	Faculty
Tue, Feb 28	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		

MARCH 2017

DATE	DUE FROM	ITEM	DUE TO
Wed, Mar 1	Chancellor	Professorial Productivity Increase Decisions	Concerned Faculty
Wed, Mar 1	Chancellor	Faculty Promotion Decisions	Concerned Faculty
Wed, Mar 1	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Mar 2	Early Alert grading starts at 8:00 a.m.		
Thurs, Mar 2	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 2	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Mar 2	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Mar 2	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Mar 3	Dean (COB and CON)	Renew al/Non-renewal/Tenure recommendations for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Provost and Vice Chancellor (COB & CON)
Fri, Mar 3	Provost and Vice Chancellor	Edward Penson Distinguished Teaching Awards recommendations	Chancellor
Fri, Mar 3	Faculty/Academic Staff/Students	Outstanding Service Award Nominations (Academic Staff)	Outstanding Service Award Committee
Mon, Mar 6	Early Alert grading ends at 4:00 p.m.		
Tue, Mar 7	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.)		
Tue, Mar 7	AVC/Directors/Dean (CON)	Renewal/Non-renewal/ recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (CON)
Thurs, Mar 9	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Mar 10	AVC/Directors/Dean (COB)	Renewal/Non-renewal/ recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (COB)
Fri, Mar 10	Department or equivalent units	Summer 2017 Textbook Orders	Bookstore
Fri, Mar 10	Edward Penson Distinguished Teaching Awards Committee	Edward Penson Distinguished Teaching Awards recommendations	Provost and Vice Chancellor
Fri, Mar 10	Faculty, Staff, and Students	Nominations for the John McNaughton Rosebush Professorship – STAGE 2	Provost and Vice Chancellor
Mon, Mar 13	Dean (COLS & COEHS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Provost and Vice Chancellor (COLS & COEHS)
Mon, Mar 13	AVC/Directors/Dean (COEHS, COLS, ADM, LLCE)	Renewal/Non-renewal/ recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Chancellor OR Provost and Vice Chancellor (COEHS, COLS, ADM, LLCE)
Tue, Mar 14	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Mar 15	Graduate Students	FAFSA applications due to be considered for a 2017-2018 Advanced Opportunity Program Awards and Pyle Awards (contingent on funding)	Office of Graduate Studies
Wed, Mar 15	Graduate Students	Applications for Graduate Studies Travel Fund, Spring Awards Deadline	Office of Graduate Studies
Wed, Mar 15	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		

Wed, Mar 15	Students	Last day to drop 14- and 17-week classes	Registrar's Office
Thurs, Mar 16	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Mar 16	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Mar 16	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Mar 17	End of First 7-Week Term. Residence Halls Close at 8 p.m.		
Fri, Mar 17	Residence halls begin limited services at 7:00 p.m.		
Fri, Mar 17	Graduate Students	Thesis/Clinical Paper/Field Project Proposals for Summer 2017 Graduation	Office of Graduate Studies
Fri, Mar 17	Provost and Vice Chancellor	Academic Program Changes for Graduate Programs	Academic Policies Committee (APC)
Sun, Mar 19	Spring Break Begins		
Week of Mar 20	Provost and Vice Chancellor	Faculty Development Research/Teaching Decisions Sent Out (2016-17)	Applicants
Wed, Mar 22	Faculty & Instructional Staff	Student Grades (First 7-Week Term)	Registrar's Office
Mon, Mar 27	Classes Begin for Second 7-Week Term and resume for 14-and 17-week Terms		
Mon, Mar 27	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, Mar 27	Provost and Vice Chancellor	Notification of Assessment Report Cycle	Departments
Mon, Mar 27	Provost & Vice Chancellor	Identification of academic programs to be reviewed in 2016-2017	Dept. Chairs/Team Leaders of academic programs to be reviewed
Mon, Mar 27	Chancellor	Decision on Endowed Professorship Awards	Award Winners
Tue, Mar 28	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Mar 30	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Mar 31	Department or equivalent units	Fall 2017 Textbook Orders (7- and 14-week sessions)	Bookstore
Fri, Mar 31	Last day to add 2nd 7 week and 10 week class without the instructor's signature		

APRIL 2017

DATE	DUE FROM	ITEM	DUE TO
Mon, Apr 3	Departments or equivalent units	Begin building Spring 2018 classes	Registrar's Office
Tue, Apr 4	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Tue, Apr 4	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 5	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, Apr 6	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 6	Graduate Council Meeting – Sage 2210; 1:20 p.m.-2:50 p.m.		
Thurs, Apr 6	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Apr 6	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Apr 7	Students	Last day to add 2 nd 7- and 10-week classes with instructor's signature	Registrar's Office
Fri, Apr 7	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 10	Faculty & Professional Staff	UWS 8 Report on Outside Activities and Interests	Department Chair or equivalent units
Tue, Apr 11	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Thurs, Apr 13	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Apr 14	Provost and Vice Chancellor (CON, COB, COEHS, COLS)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for faculty completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS)
Fri, Apr 14	Nominated Academic Staff	Documentation for the Outstanding Service Award (Academic Staff)	Outstanding Service Award Committee
Mon, Apr 17	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Tue, Apr 18	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, Apr 19	Provost and Vice Chancellor (CON, COB, COEHS, COLS, ADM, LLCE)	Renewal/Non-renewal/Tenure recommendations for 2016-2017 for academic staff completing 2nd year or more (May Cycle)	Chancellor (CON, COB, COEHS, COLS, ADM, LLCE)
Wed, Apr 19	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Thurs, Apr 20	University Studies Program Committee Meeting – Dempsey 212; 1:30-2:30 p.m.		
Thurs, Apr 20	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, Apr 20	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, Apr 21	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Spring 2017 Graduation	Office of Graduate Studies
Fri, Apr 21	Students	Last day to drop second 7-week classes	Registrar's Office
Tue, Apr 25	Students	Last day to drop 10-week classes	Registrar's Office
Tue, Apr 25	FSCASL	Assessment Feedback	Programs
Tue, Apr 25	Faculty Senate Meeting – Reeve Union 306; 3:10 p.m.		
Wed, Apr 26	Faculty/Staff/Students	Outstanding Performance Award Nominations (Classified Staff)	Outstanding Performance Award Committee
Thurs, Apr 27	Celebration of Scholarship; Reeve Union; 8:30 a.m.-5:00 p.m.		
Thurs, Apr 27	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, Apr 28	Department Chairs or equivalent units	Report on Outside Activities and Interests	College Deans or equivalent units

MAY 2017

DATE	DUE FROM	ITEM	DUE TO
Tue, May 2	Faculty Senate – Executive Committee Meetings at 3:45 p.m., Dempsey 205		
Wed, May 3	University Staff Senate – Executive Committee Meeting – Dempsey 205; 3:10-4:30 p.m.		
Thurs, May 4	Academic Policies Committee (APC) Meeting – Dempsey 212; 3:10 p.m.		
Thurs, May 4	Graduate Council Meeting – Sage 2210; 1:20-2:50 p.m.		
Thurs, May 4	University Studies Program Committee Meeting at 1:30-2:30 p.m., in Dempsey 212		
Thurs, May 4	Senate Academic Staff – Executive Meeting – Dempsey 212; 3:00-5:00 p.m.		
Fri, May 5	Associate Vice Chancellor	CAS Summer Session appointment letters to faculty and academic staff: See HR	Faculty & Academic Staff
Tue, May 9	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.)		
Tues, May 9	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)
Tues, May 9	College Deans or equivalent units	UWS 8 Report on Outside Activities and Interests	Provost and Vice Chancellor
Thurs, May 11	Senate of Academic Staff Meeting – Dempsey 212; 3:00 p.m.		
Fri, May 12	Chancellor (COB, CON, COEHS, COLS, ADM, & LLCE)	Renewal/Non-renewal notifications for academic staff completing 2nd year or more (May Cycle)	Concerned Academic Staff (COB, CON, COEHS, COLS, ADM, & LLCE)
Fri, May 12	Departments or equivalent units	Classes inputted for 2018 <u>Spring</u> Timetable	Registrar's Office
Fri, May 12	Graduate Students	Thesis/Clinical Paper/Field Project final <u>signed copies</u> due for Spring 2017 Graduation	Office of Graduate Studies
Fri, May 12	End of 14-Week and Second 7-Week Terms		
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 15	Classes Begin for 3-Week Interim - Spring Interim classes will meet on May 15, 16, 17, 18, 19; 22, 23, 24, 25, 26; May 30, 31, June 1, 2.		
Mon, May 15	Registrar's Office	First draft of 2017 <u>Spring</u> Timetable for review	Departments of equivalent units
Mon, May 15	Faculty Senate's Assessment Committee Meeting – Dempsey 335; 3:10-4:10 p.m.		
Mon, May 15	Outstanding Service Award Committee	Outstanding Service Award recommendations (Academic Staff)	Chancellor
Tue, May 16	Students	Last day to add 3-week class without instructor's signature	Registrar's Office
Wed, May 17	Faculty & Instructional Staff	Student Grades (14-Week and Second 7-Week Terms)	Registrar's Office
Wed, May 17	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Fri, May 19	Students	Last day to add 3-week class with instructor's signature	Registrar's Office
Fri, May 26	Students	Last day to drop 3-week interim classes	Registrar's Office
Fri, May 26	Departments or equivalent units	First draft changes completed for 2017 <u>Spring</u> Timetable	Registrar's Office
Fri, May 26	Deans	Post-Tenure Review Evaluations for Tenured Faculty	Provost and Vice Chancellor
Fri, May 26	All University Committee Chairs	Committee Annual Report	Provost and Vice Chancellor &
Mon, May 29	Legal Holiday (Memorial Day)--No Classes		
Tue, May 30	Registrar's Office	Second draft 2017 <u>Spring</u> Timetable for review	Departments or equivalent units

JUNE 2017

DATE	DUE FROM	ITEM	DUE TO
Thurs, June 1	<i>Spectrum</i> student creative activities web outlet submissions due (online submission)		
Thurs, June 1	Staff Professional Development Day		
Fri, June 2	Undergraduate Students	Deadline to apply for January 2018 graduation	Graduation Examiner
Fri, June 2	<i>End of 3-Week Interim – End of Semester – <u>Official Graduation Date</u></i>		
Fri, June 2	<i>Residence Halls Closes at 8:00pm</i>		
Wed, June 7	Faculty & Instructional Staff	Student Grades (3-Week Interim) (10-Week and 17-Week Terms)	Registrar's Office
Fri, June 9	Departments or equivalent units	Second draft changes completed for 2018 <u>Spring</u> Timetable	Registrar's Office
Fri, June 9	Departments or equivalent units	Special requests for 2018 <u>Spring</u> Timetable	Registrar's Office
Fri, June 9	Nominated Classified Staff	Documentation for the Outstanding Performance Award (Classified Staff)	Outstanding Performance Award Committee
Mon, June 12	<i>Summer Semester Classes Begin, First 4-Week and 8-Week Terms</i>		
Mon, June 12	Registrar's Office	Rooms assigned for 2018 <u>Spring</u> Timetable	Departments or equivalent units
Wed, June 14	University Staff Senate Meeting – Sage 2210; 1:00-2:30 p.m.		
Fri, June 16	Graduate Students	Applications for Summer 2017 graduation or completion of degree, GAP or certificate	Office of Graduate Studies
Mon, June 26	Supervisors of University Staff	University Staff Annual Performance Reviews – Human Resources	Human Resources Office
Fri, June 30	Student/Faculty Collaborators	<i>Oshkosh Scholar</i> submission deadline for 2017 issue due	Office of Student Research & Creative Activity

JULY 2017

DATE	DUE FROM	ITEM	DUE TO
Fri, July 7	<i>End of First 4-Week Summer Term</i>		
Fri, July 7	Graduate Students	Thesis/Clinical Paper/Field Project <u>proposals</u> for Fall 2017 Graduation	Office of Graduate Studies
Fri, July 7	Outstanding Performance Award Committee (Classified Staff)	Outstanding Performance Award Recommendations	Chancellor
Mon, July 10	<i>Classes Begin Second 4-Week Term</i>		
Wed, July 12	Faculty & Instructional Staff	Student Grades (First 4-Week Term)	Registrar's Office
Fri, July 14	Graduate Students	Submission for Thesis/Clinical Paper/Field Project <u>format approval</u> for Summer 2017 graduates	Office of Graduate Studies

AUGUST 2017

DATE	DUE FROM	ITEM	DUE TO
Fri, Aug 4	<i>8-Week and Second 4-Week Terms End – Semester Ends – <u>Official Graduation Date</u></i>		
Fri, Aug 4	Graduate Students	Thesis/Clinical Paper/Field Project in <u>final form</u> due for Summer 2017 graduates	Office of Graduate Studies
Mon, Aug 7	Office of Institutional Research	Quantitative data for specific academic programs under review (contact OIR if data is required earlier)	Program Faculty
Wed, Aug 9	Faculty and Instructional Staff	Student Grades (8-Week and Second 4-Week Terms)	Registrar's Office
Mon, Aug 14	Registrar's Office	Final Draft 2018 <u>Spring</u> Timetable (with room assignments) for review	Departments or equivalent units
Fri, Aug 18	Departments or equivalent units	Final deadline for changes to 2018 <u>Spring</u> Timetable	Registrar's Office