

2011-2012 ACADEMIC PLANNING YEAR CALENDAR

AUGUST 2011

- 8/12 HR New Adjunct Spreadsheets due to Dena
- 8/12 Deadline to Register for New Adjunct Orientation
- 8/17 Final Day to enter adjuncts for orientation into Banner prior to orientation
- 8/17 Directors' Retreat
- 8/18 List of Adjuncts to be Evaluated in Fall 2011 (every 3rd semester of teaching)
- 8/24 CVPA Faculty Meeting
- 8/24 CVPA New Graduate Student Orientation
- 8/26 All adjunct contracts, new adjunct CV's and official transcripts due to Academic Affairs
- 8/29 First Day of Classes
- 8/29 All Syllabi Posted Online
- 8/29 Programs schedule welcome convocations within first two weeks of semester
- 8/29 Programs contact new students within first two weeks of semester

SEPTEMBER 2011

- 9/1 Directors arrange reviews of Term Faculty
- 9/5 Labor Day, university closed
- 9/6 Last day to add classes
- 9/6 Term Contract Renewal List due to Academic Affairs
- 9/7 Directors' Meeting
- 9/7 List of P&T Actions and Faculty on Study Leave due to Academic Affairs
- 9/14 CVPA Faculty Meeting
- 9/15 All syllabi on CD or zipfile to Academic Affairs
- 9/16 Admissions Event for Out of State Students
- 9/20 FT Annual Report Templates: Copy to Unit Director and to Academic Affairs
- 9/26 **Midterm grading begins**
- 9/27 Faculty Schedule Form/Performance Plans Fall 2011 due to Academic Affairs
- 9/30 Last day to drop classes

OCTOBER 2011

- 10/1 Annual Evaluation of FT Faculty by Directors due to Academic Affairs
- 10/3 Selective Withdrawal Period for undergraduate degree seeking students begins
- 10/10 Columbus Day recess, university open. Monday classes meet Tuesday this week only.
- 10/12 Directors' Meeting
- 10/14-16 Family Weekend
- 10/21 **Midterm grading ends**
- 10/21 **Incomplete work for Spring and Summer 2011 due to instructor (graduating students earlier date)**
- 10/23 Admissions Open House
- 10/26 Faculty Town Hall Meeting
- 10/28 Final day selective withdrawal for undergraduates
- 10/28 **Incomplete grade change forms from Spring and Summer 2009 or Incomplete Extension forms due to Registrar**
- 10/31 Summer 2012 Schedule of Classes due to Academic Affairs

NOVEMBER 2011

- 11/1 Director Summary of Adjunct Evaluation due to Academic Affairs
- 11/2 CVPA Faculty Meeting (ALL curriculum changes must be approved at this meeting)
- 11/4 Art and Theater Fall 2012 Schedule of Classes due to Academic Affairs
- 11/9 Directors' Meeting
- 11/9 Graduate Student Colloquium: Arts Management Student Presenting
- 11/14 AMGT, Dance, FAVS, Game and Music Fall 2012 Schedule of Classes due
- 11/23-27 Thanksgiving recess, university closed (no classes Wed.)

DECEMBER 2011

- 12/1 Directors submit list of Term Contract Renewals (Single Year) to Dean's Office
- 12/15 Term Contracts (Single Year) Renewals notified by the Dean's Office
- 12/10 Last Day of Classes
- 12/10 **Incomplete Extension grade changes from Spring and Summer 2011 due to Registrar**
- 12/12 Reading Day
- 12/13-20 Final Exam Period (**Final grades due 48 hours after final exam**)
- 12/14 Director's Meeting
- 12/21 2012-2013 Catalog Copy due to Academic Affairs

JANUARY 2012

- 1/14 Fall 2011 Degree Conferral Date
- 1/16 Martin Luther King Jr. Day, university closed
- 1/17 Directors' Meeting
- 1/18 CVPA Faculty Meeting
- 1/23 First Day of Classes
- 1/23 All Syllabi Posted Online
- 1/31 Last day to add classes

FEBRUARY 2012

- 2/15 Director's Meeting
- 2/15 All syllabi on CD or zipfile to Academic Affairs
- 2/20 **Midterm Grading begin**
- 2/24 Last Day to Drop Classes
- 2/27 Selective Withdrawal Period for undergraduate degree seeking students begins
- 2/28 CVPA Out of State Scholarship nominations to Academic Affairs
- 2/28 Faculty Schedule Form/Performance Plans Spring 2012 due to Academic Affairs

MARCH 2012

- 3/4 Admissions Recognition Brunch (or February 25)
- 3/7 Director's Meeting
- 3/12-18 Spring Recess
- 3/21 CVPA Faculty Meeting (slate for elections)
- 3/20 Convocation Program material due to Alice
- 3/20 **Incomplete work for Fall 2011 due to instructor (graduating students earlier date)**
- 3/23 **Midterm grading end**
- 3/27 **Incomplete grade change forms from Fall 2011 or Incomplete Extension forms due to Registrar**
- 3/30 Selective Withdrawal Period for undergraduate degree seeking students ends
- 3/31 CVPA Committee Nominations due

APRIL 2012

- 4/4 Directors' Meeting
- 4/11 Faculty Town Hall Meeting
- 4/15 Admissions Spring Preview (Saturday)

MAY 2012

- 5/2 CVPA Faculty Meeting
- 5/3 Last Day of Classes
- 5/3 **Incomplete Extension grade changes from Fall 2011 due to Registrar**
- 5/4 Dissertation/Thesis Deadline
- 5/7-8 Reading Days
- 5/9-16 Final Examinations (**grades due within 48 hours of final exam**)
- 5/16 Director's Meeting
- 5/11 **Spring 2013 Schedule of Classes due to Academic Affairs**
- 5/18 CVPA Convocation
- 5/19 Commencement

JUNE and JULY 2012

Summer School: **Grades due within 48 hours of posted final examination**