

Office of Academic Affairs
Annual Administrative Calendar
July 2017 - August 2018

Month	Day of the Month	Activity	Responsibility
July	4	Holiday - Independence Day	
July	5	Last day of Summer I classes	All
July	9	First day of classes for Summer II	All
July	9-11	Late registration/Schedule Adjustment for Summer II	Students
July	11	Dean's Council Meeting*	VPAA
July	12	Faculty submit grades for Summer I	Faculty
July	13	Last day to withdraw from Full Summer courses or the University	Students
July	24	Faculty Contracts due to PeopleAdmin for fall term	Department Chairs
July	27	Last day to withdraw from Summer II courses or the University	Students
August	1	Performance Funding Report due to THEC	VPAA
August	1	Organization Chart Revisions due to VPAA	Deans, Chairs
August	9	Last day of classes for Summer II	All
August	10	Last day of classes for Full Summer	All
August	11	Faculty report for fall semester activities	Deans, Chairs, Faculty
August	11	New Faculty Orientation	New Faculty
August	12	Orientation/Registration for graduate students (AWC 9:00 a.m.-2:00 p.m.)	All
August	13	Faculty submit grades for Summer II and Full Summer	Faculty
August	14	Faculty/Staff Institute - Fall term	All
August	15	Disclosure Reports (conflict of interest) to VPAA	All
August	15	Dean's Council Meeting*	VPAA
August	16	New Adjunct Faculty Orientation	Adjunct Instructors
August	16-18	1st Year Experience/Orientation	Deans, Chairs, Faculty, New Students
August	17	TSU Board of Trustees quarterly meeting	University Counsel
August	18-October 27	Applications accepted for fall 2017 graduation	Deans, Chairs
August	21	Adjunct and one-semester temporary contracts begin	Adjunct Instructors
August	21	Fall classes begin	All
August	21-25	Late registration/Schedule Adjustment	Students
August	24	Faculty office hours posted for fall term	Deans, Chairs, Faculty
August	25	Report of faculty and staff on extended sick leave - fall term	Deans
August	30	Outside Employment Forms to VPAA	Deans
September	TBA	Undergraduate and Graduate catalogs preliminary review	All
September	4	Holiday - Labor Day	

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September	5	Dean's Council Meeting*	VPAA
September	6	Complete initial assessment in courses to identify students for Early Alert	Faculty
September	8	Final Workloads due to VPAA office for fall term	Deans
September	8	Overload PARF due to PeopleAdmin for fall term	Deans, Chairs
September	8	Campus-wide Assembly (First-Year Students)	All
September	8	Ensure consortium/degree advisors make contact with ALL students; identify students who are on track to graduate; ensure the courses needed to graduate are/will be offered; ensure eligible students apply for graduation	Deans, Chairs
September	15	Recognition of Constitution Day	All
September	19	Dean's Council Meeting*	VPAA
September	24-30	Student Study Week - No activities scheduled	All
September	29	Instructions to Deans and Department Chairs for Tenure and Promotion	VPAA
September	29	Chairs notify faculty about Tenure and Promotion portfolio, content and due dates	Chairs
September	29	Deans and Chairs will determine what courses should be offered for spring and summer terms	Deans, Chairs
October	1-7	Midterm Examination Week - All classes meet as scheduled	All
October	3	Dean's Council Meeting*	VPAA
October	10	Founder's Day Convocation	All
October	13	Department, College Tenure & Promotion committees formed	Deans, Chairs
October	14	Homecoming	
October	16	Faculty should begin development of service learning courses	Deans, Chairs, Faculty
October	17	Dean's Council Meeting*	VPAA
October	20	Preliminary workloads due for the spring term	Deans, Chairs
October	20	Faculty member submission of Tenure & Promotion portfolio to Department	Faculty, Chairs
October	27	Department submission of Tenure & Promotion portfolio(s) to Department committee	Department Chair
November	TBA	Student evaluation of instruction begins - fall term	Students
November	3	Last day to withdraw from courses or the University - fall term	Students
November	3	Department Tenure & Promotion committee review of portfolio	Department
November	6-January 12	Registration period for spring term	Students
November	7	Dean's Council Meeting*	VPAA
November	10	Department Chair review of Tenure & Promotion portfolio	Chair
November	10	Veteran's Day	

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November	16	TSU Board of Trustees quarterly meeting	University Counsel
November	17	Chairs forward Tenure & Promotion portfolios to College T&P committee	Deans, Chairs
November	20-25	Fall Break/Thanksgiving Holiday - No classes	
November	27-December 1	Student Study Week - No activities scheduled	All
November	30	Last day of classes - fall term	
December	1	College T&P committee review of portfolios	Dean
December	1-8	Final Examinations	Faculty
December	4-6	Early Exams (Candidates for Fall 2017 graduation ONLY)	Faculty
December	5	Dean's Council Meeting*	VPAA
December	6-8	Faculty submit grades for Early Exams (Candidates for Fall 2017 graduation)	Faculty
December	9	Fall Commencement	All
December	11	Faculty submit grades for fall term	Faculty
December	11	Adjunct and one-semester temporary contracts end	Deans, Chairs, Adjunct Faculty
December	15	Tenure & Promotion documents due to Academic Affairs	Deans
December	15	Faculty contracts due to PeopleAdmin for spring term	Chairs
December	19	Dean's Council Meeting*	VPAA
December	20-March 30	Applications accepted for spring 2018 graduation	Deans, Chairs
December	25-January 1	Winter Break	
January	2	University re-opens; Faculty and staff report	All
January	8	Faculty/Staff Institute - Spring term	All
January	9	Dean's Council Meeting*	VPAA
January	11	Freshmen Orientation	All
January	12	Personnel Committee meets with VPAA	All
January	15	Holiday - Martin Luther King, Jr. Day	
January	16	Dean's Council Meeting*	VPAA
January	16	Adjunct and one-semester temporary contracts begin	Adjunct Instructors
January	16	Spring classes begin	All
January	16-19	Late registration/Schedule Adjustment	Students
January	18	Faculty office hours posted for spring term	Deans, Chairs, Faculty
January	19	Report of faculty and staff on extended sick leave - spring term	All
February	TBA	College Budget Hearings	VPAA, Deans
February	2	Final Workloads due to VPAA office for spring term	Deans
February	2	Overload PARF due to PeopleAdmin for spring term	Deans, Chairs

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February	5	Preliminary workloads due for the summer term	Deans
February	6	Dean's Council Meeting*	VPAA
February	16	Tenure & Promotion decisions received from University committee	All
February	20	Dean's Council Meeting*	VPAA
February	26-March 2	Student Study Week - <i>No activities scheduled</i>	All
March	TBA	Honors Convocation	
March	TBA	Academic Audits and Program Reviews	All
March	1-15	Tenure & Promotion Appeals	All
March	3-9	Midterm Examination Week - <i>All classes meet as scheduled</i>	All
March	6	Dean's Council Meeting*	VPAA
March	12-16	Spring Break	
March	15	TSU Board of Trustees quarterly meeting	University Counsel
March	20	Dean's Council Meeting*	VPAA
March	30	Last day to withdraw from courses or the University - spring term	Students
April	TBA	Student evaluation of instruction begins - spring term	Students
April	1-5	Faculty evaluation of Department Chair	Faculty
April	1-May 31	Faculty evaluations by Department Chairs	Chairs, Deans
April	2-10	Tenure & Promotion Appeals Committee review	
April	2-28	Registration period for summer term	Students
April	2-August 24	Registration period for fall term	Students
April	3	Dean's Council Meeting*	VPAA
April	12	T&P Appeals Committee decisions sent	VPAA
April	16	VPAA recommendations on Tenure & Promotion to President	VPAA
April	16	Develop courses and provide incentives to offer dual enrollment and dual credit courses in high schools	Deans, Chairs
April	16	Notice of non-renewal on any tenure-track faculty	Chairs
April	16-20	University-wide Research Symposium	RSP
April	17	Dean's Council Meeting*	VPAA
April	23-25	Early Exams (Candidates for Spring 2018 graduation ONLY)	Faculty
April	23-27	Student Study Week - <i>No activities scheduled</i>	
April	24-27	Faculty submit grades for Early Exams (Candidates for Spring 2018 graduation)	Faculty
April	26	Last day of classes - spring term	All
April	27	Contracts due in PeopleAdmin for summer term	Chairs, Deans

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April	27-May 4	Final examinations	Faculty
May	4	Spring Commencement - Graduate students	All
May	5	Spring Commencement - Undergraduate students	All
May	7	Faculty submit grades for spring term	Faculty
May	7	Adjunct and one-semester temporary contracts end	Deans, Chairs, Adjunct Faculty
May	7	Maymester session begins (ends May 24)	All
May	8	Dean's Council Meeting*	VPAA
May	14-July 20	Applications accepted for summer 2018 graduation	Chairs, Deans
May	22	Dean's Council Meeting*	VPAA
May	28	Holiday - Memorial Day	
May	28	Faculty submit grades for Maymester	Faculty
June	TBA	TSU Board of Trustees budget and committee meetings	University Counsel
June	1	Year-end reports due to Academic Affairs	VPAA
June	4	First day of classes for Summer I and Full Summer	All
June	4-6	Late registration/Schedule Adjustment for Summer I and Full Summer	Students
June	5	Dean's Council Meeting*	VPAA
June	18	College Annual Report due to VPAA	Deans
June	18	Preliminary workloads due for the fall term	Deans, Chairs
June	19	Dean's Council Meeting*	VPAA
June	22	Last day to withdraw from Summer I courses or the University	Students
June	29	Department Chair evaluations due to VPAA	Deans
June	29	Staff evaluations due to VPAA	Deans
June	29	Submit licensure reports and Major Field Test reports	Deans
June	29	Assessment results in 'Compliance Assist!' due (step 4)	Chairs
* There may be occasions in which the Dean's Council Meeting will be re-scheduled due to unexpected circumstances or in cases of University closure.			