

Office of Academic Affairs
Annual Administrative Calendar
July 2018 - June 2019

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	10	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	7	Dean's Council Meeting*	VPAA
August	9	Last day of classes for Summer II	All
August	10	Last day of classes for Full Summer	All
August	10	Faculty Report for Fall 2018 Activities	All
August	10	New Faculty Orientation	New Faculty
August	11	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	13	Faculty/Staff Institute - Fall term	All
August	15	Disclosure Reports (conflict of interest) to VPAA	All
August	15-17	1st Year Experience/Orientation	Deans, Chairs, Faculty, New Students
August	15-October 15	Applications accepted for fall 2018 graduation	Deans, Chairs
August	20	Fall classes begin	All
August	20	Adjunct, one-semester, and one-year temporary faculty contracts begin	Deans, Chairs
August	20-24	Late registration/Schedule Adjustment	Students
August	21	Dean's Council Meeting*	VPAA
August	23	Faculty office hours posted for fall term	Deans, Chairs, Faculty
August	24	Report of faculty and staff on extended sick leave - fall term	Deans
August	31	Outside Employment Forms due to VPAA	Deans
August	31	Campus-wide Assembly (First-Year Students)	All
September	TBA	Undergraduate and Graduate catalogs preliminary review	All

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September	3	Holiday - Labor Day	
September	4	Dean's Council Meeting*	VPAA
September	5	Complete initial assessment in courses to identify students for Early Alert	Faculty
September	7	Final Workloads due to VPAA office for fall term	Deans
September	7	Overload PARF due to PeopleAdmin for fall term	Deans, Chairs
September	10	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	17	Recognition of Constitution Day	All
September	18	Dean's Council Meeting*	VPAA
September	20	TSU Board of Trustees quarterly meeting	University Counsel
September	23-29	Student Study Week - No activities scheduled	All
September	28	Instructions to Deans and Department Chairs for Tenure and Promotion	VPAA
September	28	Chairs notify faculty about Tenure and Promotion portfolio, content and due dates	Chairs
September	28	Deans and Chairs will determine what courses should be offered for spring and summer terms	Deans, Chairs
October	1-6	Midterm Examination Week - All classes meet as scheduled	All
October	2	Dean's Council Meeting*	VPAA
October	12	Department, College Tenure & Promotion committees formed	Deans, Chairs
October	12	Last day to withdraw from courses or the University - fall term	Students
October	16	Founder's Day Convocation	All
October	16	Faculty should begin development of service learning courses	Deans, Chairs, Faculty
October	16	Dean's Council Meeting*	VPAA
October	19	Faculty member submission of Tenure & Promotion portfolio to Department	Faculty, Chairs
October	19	Preliminary workloads due for the spring term	Deans, Chairs
October	19	Faculty Rosters due for the spring term	Deans, Chairs
October	20	Homecoming	
October	26	Department submission of Tenure & Promotion portfolio(s) to Department committee	Department Chair
October	29-January 25	Registration period for spring term	Students
November	TBA	Student evaluation of instruction begins - fall term	Students
November	2	Department Tenure & Promotion committee review of portfolio	Department
November	6	Dean's Council Meeting*	VPAA
November	9	Department Chair review of Tenure & Promotion portfolio	Chair

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November	12	Veteran's Day Observance	
November	15	TSU Board of Trustees quarterly meeting	University Counsel
November	16	Chairs forward Tenure & Promotion portfolios to College T&P committee	Deans, Chairs
November	22-23	Thanksgiving Holiday	
November	26-30	Student Study Week - No activities scheduled	All
November	30	Last day of classes - fall term	
December	3-7	Final Examinations	Faculty
December	4	Dean's Council Meeting*	VPAA
December	7	College T&P committee review of portfolios	Dean
December	8	Fall Commencement	All
December	10	Faculty submit grades for fall term	Faculty
December	10	Adjunct and one-semester temporary faculty contracts end	Deans, Chairs
December	14	Faculty contracts due to PeopleAdmin for spring term	Chairs
December	15-March 15	Applications accepted for spring 2019 graduation	Deans, Chairs
December	18	Dean's Council Meeting*	VPAA
December	21	Tenure & Promotion documents due to Academic Affairs	Deans
December	24-January 1	Winter Break	
January	2	University re-opens; Faculty and staff report	All
January	7	Faculty/Staff Institute - Spring term	All
January	8	Dean's Council Meeting*	VPAA
January	10	Freshmen Orientation	All
January	14-18	Late registration/Schedule Adjustment	Students
January	14	Spring classes begin	All
January	14	Adjunct and one-semester temporary faculty contracts begin	Deans, Chairs
January	15	Dean's Council Meeting*	VPAA
January	17	Faculty office hours posted for spring term	Deans, Chairs, Faculty
January	18	Report of faculty and staff on extended sick leave - spring term	All
January	21	Holiday - Martin Luther King, Jr. Day	
February	TBA	College Budget Hearings	VPAA, Deans
February	1	Final Workloads due to VPAA for spring term	Deans
February	1	Personnel Committee meets with VPAA	All
February	1	Overload PARF due to PeopleAdmin for spring term	Deans, Chairs
February	5	Dean's Council Meeting*	VPAA
February	15	Updated C.V. for faculty and administrators to VPAA	Deans, Chairs

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February	15	Tenure & Promotion decisions received from University committee	All
February	18-23	Student Study Week - No activities scheduled	All
February	19	Dean's Council Meeting*	VPAA
February	25-March 2	Midterm Examination Week - All classes meet as scheduled	All
March	TBA	TSU Board of Trustees quarterly meeting	University Counsel
March	TBA	Honors Convocation	
March	TBA	Academic Audits and Program Reviews	All
March	1-15	Tenure & Promotion Appeals	All
March	4-9	Spring Break	
March	5	Dean's Council Meeting*	VPAA
March	15	Preliminary workloads due for the fall and summer terms	Deans, Chairs
March	15	Faculty Rosters due for fall and summer terms	Deans, Chairs
March	19	Dean's Council Meeting*	VPAA
March	22	Last day to withdraw from courses or the University - spring term	Students
March	25-April 20	Registration period for summer 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	1-19	Tenure & Promotion Appeals Committee review	
April	2	Dean's Council Meeting*	VPAA
April	15-19	University-wide Research Symposium	RSP
April	15	Develop courses and provide incentives to offer dual enrollment and dual credit courses in high schools	Deans, Chairs
April	15	Notice of non-renewal on any tenure-track faculty	Chairs
April	16	Dean's Council Meeting*	VPAA
April	22-26	Student Study Week - No activities scheduled	
April	25-August 24	Registration period for fall term	Students
April	26	VPAA recommendations on Tenure & Promotion to President	VPAA
April	26	Last day of classes - spring term	All
April	26	Contracts due in PeopleAdmin for summer term	Chairs, Deans
April	29-May 3	Final examinations	Faculty
May	3	Spring Commencement - Graduate students	All
May	3	President's recommendations on Tenure & Promotion to TSU Board of Trustees	President
May	4	Spring Commencement - Undergraduate students	All

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May	6	Faculty submit grades for spring term	Faculty
May	6	Adjunct, one-semester, and one-year temporary faculty contracts end	Deans, Chairs
May	6	Maymester session begins (ends May 23)	All
May	7	Dean's Council Meeting*	VPAA
May	9	Final Workloads due to VPAA for summer term	Deans
May	10	Last day to withdraw from Maymester courses	Students
May	15-July 15	Applications accepted for summer 2019 graduation	Chairs, Deans
May	21	Dean's Council Meeting*	VPAA
May	24	Year-End Reports Due	Deans
May	27	Holiday - Memorial Day	
May	28	Faculty submit grades for Maymester	Faculty
June	TBA	TSU Board of Trustees budget and committee meetings	University Counsel
June	3-5	Late registration/Schedule Adjustment for Summer I and Full Summer	Students
June	3	First day of classes for Summer I and Full Summer	All
June	4	Dean's Council Meeting*	VPAA
June	13	Submit licensure reports and Major Field Test reports	Deans, Chairs
June	13	Faculty Rosters due for the fall term	Deans, Chairs
June	18	Dean's Council Meeting*	VPAA
June	21	Last day to withdraw from Summer I courses or the University	Students
June	28	Department Chair evaluations due to VPAA	Deans
June	28	Staff evaluations due to VPAA	Deans
June	28	Assessment results in 'Compliance Assist!' due (step 4)	Chairs

* There may be occasions in which the Dean's Council Meeting will be cancelled or re-scheduled due to unexpected circumstances or in cases of University closure.