

Office of Academic Affairs  
Administrative Calendar  
July 2019 - June 2020

Month	Day of the Month	Activity	Responsibility
July	4	<b>Holiday - Independence Day</b>	
July	5	Last day of Summer I classes	All
<b>July</b>	<b>8</b>	<b>First day of classes for Summer II</b>	<b>All</b>
July	8-10	Late registration/Schedule Adjustment for Summer II	Students
July	9	Faculty submit grades for Summer I	Faculty
July	12	Last day to withdraw from Full Summer courses or the University	Students
July	16	Dean's Council Meeting*	VPAA
July	22	Faculty Contracts due to PeopleAdmin for fall term	Department Chairs
July	26	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	1	Faculty Rosters due to VPAA for fall term	Deans, Chairs
August	6	Dean's Council Meeting*	VPAA
August	8	Last day of classes for Summer II	All
August	9	Last day of classes for Full Summer	All
<b>August</b>	<b>9</b>	<b>Faculty Report for Fall 2018 Activities</b>	<b>All</b>
August	9	New Faculty Orientation	New Faculty
August	10	Orientation/Registration for graduate students (AWC 9:00 a.m.-2:00 p.m.)	All
August	12	Faculty submit grades for Summer II and Full Summer	Faculty
August	12	Faculty/Staff Institute - Fall term	All
August	13	Disclosure Reports (conflict of interest) to VPAA	All
August	14-16	1st Year Experience/Orientation	All
August	15-October 15	Applications accepted for fall graduation	Deans, Chairs
<b>August</b>	<b>19</b>	<b>Fall classes begin</b>	<b>All</b>
August	19	Adjunct, one-semester, and one-year temporary faculty contracts begin	Deans, Chairs
August	19-23	Late registration/Schedule Adjustment	Students
August	20	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

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August	30	Outside Employment Forms due to VPAA	Deans
August	30	Campus-wide Assembly (First-Year Students)	All
September	TBA	Undergraduate and Graduate catalogs preliminary review	All
September	2	<b>Holiday - Labor Day</b>	
September	3	Dean's Council Meeting*	VPAA
September	4	Complete initial assessment in courses to identify students for Early Alert	Faculty
September	6	Final Workloads due to VPAA office for fall term	Deans
September	6	Overload PARF due to PeopleAdmin for fall term	Deans, Chairs
September	6	Revised Faculty Rosters due for fall term	Deans, Chairs
September	9	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	17	Dean's Council Meeting*	VPAA
September	22-28	Student Study Week - No activities scheduled	All
September	26	TSU Board of Trustees quarterly meeting	University Counsel
September	27	Instructions to Deans and Department Chairs for Tenure and Promotion	VPAA
September	27	Chairs notify faculty about Tenure and Promotion portfolio, content and due dates	Chairs
September	27	Deans and Chairs will determine what courses should be offered for spring and summer terms	Deans, Chairs
September	30-October 4	Midterm Examination Week - All classes meet as scheduled	All
October	1	Dean's Council Meeting*	VPAA
October	11	Department, College Tenure & Promotion committees formed	Deans, Chairs
October	11	<b>Last day to withdraw from courses or the University - fall term</b>	<b>Students</b>
October	14	Faculty should begin development of service learning courses	Deans, Chairs, Faculty
October	15	Founder's Day Convocation	All
October	15	Dean's Council Meeting*	VPAA
October	18	Faculty member submission of Tenure & Promotion portfolio to Department Chair	Faculty, Chairs
October	18	Preliminary workloads due for the spring term	Deans, Chairs

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October	19	Homecoming	
October	25	Faculty Rosters due for the spring term	Deans, Chairs
October	25	Submission of Tenure & Promotion portfolio(s) to Department committee	Department Chair
October	28-January 10	Registration period for spring term	Students
November	TBA	Student evaluation of instruction begins - fall term	Students
November	1	Department Tenure & Promotion committee review of portfolio	Department
November	5	Dean's Council Meeting*	VPAA
November	8	Department Chair review of Tenure & Promotion portfolio	Chair
November	11	<b>Veteran's Day Observance</b>	
November	15	Chairs forward Tenure & Promotion portfolios to College T&P committee	Deans, Chairs
November	21	TSU Board of Trustees quarterly meeting	University Counsel
November	22	Last day of classes - fall term	
November	25-29	<b>Fall Break/Thanksgiving Holiday - No classes</b>	
November	25-30	Student Study Week - No activities scheduled	All
December	2-6	Final Examinations	Faculty
December	3	Dean's Council Meeting*	VPAA
December	6	College T&P committee review of portfolios	Dean
December	7	Fall Commencement	All
December	9	Faculty submit grades for fall term	Faculty
December	9	Adjunct and one-semester temporary faculty contracts end	Deans, Chairs
December	13	Faculty contracts due to PeopleAdmin for spring term	Chairs
December	15-March 15	Applications accepted for spring graduation	Deans, Chairs
December	17	Dean's Council Meeting*	VPAA
December	20	Tenure & Promotion documents due to Academic Affairs	Deans
December	24-January 1	<b>Winter Break</b>	
January	2	University re-opens; Faculty and staff report	All
January	6	Faculty/Staff Institute - Spring term	All
January	7	Dean's Council Meeting*	VPAA
January	9	Freshmen Orientation	All
January	13	<b>Spring classes begin</b>	<b>All</b>
January	13	Adjunct and one-semester temporary faculty contracts begin	Deans, Chairs
January	14	Dean's Council Meeting*	VPAA

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January	13-17	Late registration/Schedule Adjustment	Students
January	17	Faculty office hours posted for spring term	Deans, Chairs, Faculty
January	17	Report of faculty and staff on extended sick leave - spring term	All
January	20	Holiday - Martin Luther King, Jr. Day	
January	31	Final Workloads due to VPAA office for spring term	Deans
January	31	Overload PARF due to PeopleAdmin for spring term	Deans, Chairs
January	31	Revised Faculty Rosters due for spring term	Deans, Chairs
February	TBA	College Budget Hearings	VPAA, Deans
February	4	Dean's Council Meeting*	VPAA
February	7	Personnel Committee meets with VPAA	
February	15	Updated C.V. for faculty and administrators to VPAA	Deans, Chairs
February	17-22	Student Study Week - No activities scheduled	All
February	18	Dean's Council Meeting*	VPAA
February	21	Tenure & Promotion decisions received from University committee	All
February	24-29	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	2-7	Spring Break	
March	3	Dean's Council Meeting*	VPAA
March	13	Preliminary workloads due for the summer and fall terms	Deans, Chairs
March	13	Faculty Rosters due for summer term	Deans, Chairs
March	17	Dean's Council Meeting*	VPAA
March	20	Last day to withdraw from courses or the University - spring term	Students
March	30-May 29	Registration period for summer term	Students
March	30-April 2	SACSCOC On-site Visit	All
April	TBA	Student evaluation of instruction begins - spring term	Students
April	TBA	University-wide Research Symposium	RSP
April	1-5	Faculty evaluation of Department Chair	Faculty
April	1-May 31	Faculty evaluations by Department Chairs	Chairs, Deans
April	1-10	Tenure & Promotion Appeals Committee review	

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April	7	Dean's Council Meeting*	VPAA
April	13	T&P Appeals Committee decisions sent	VPAA
April	13	Develop courses and provide incentives to offer dual enrollment and dual credit courses in high schools	Deans, Chairs
April	13	Notice of non-renewal on any tenure-track faculty	Chairs
April	21	Dean's Council Meeting*	VPAA
April	20-25	Student Study Week - No activities scheduled	
April	1-August 22	Registration period for fall term	Students
April	24	T&P Appeal Committee recommendations to the President	VPAA
April	24	Last day of classes - spring term	All
April	24	Contracts due in PeopleAdmin for summer term	Chairs, Deans
April	27-May 1	Final examinations	Faculty
May	1	Spring Commencement - Graduate students	All
May	1	President's recommendations on Tenure & Promotion to TSU Board of Trustees	President
May	2	Spring Commencement - Undergraduate students	All
May	4	Faculty submit grades for spring term	Faculty
May	4	Adjunct, one-semester, and one-year temporary faculty contracts end	Deans, Chairs
<b>May</b>	<b>4</b>	<b>Maymester session begins (ends May 22)</b>	<b>All</b>
May	5	Dean's Council Meeting*	VPAA
May	8	Faculty Workloads due to VPAA for summer term	Deans
May	15-July 15	Applications accepted for summer graduation	Chairs, Deans
May	19	Dean's Council Meeting*	VPAA
May	22	Year-End Reports Due	Deans
May	25	Holiday - Memorial Day	
May	26	Faculty submit grades for Maymester	Faculty
June	TBA	TSU Board of Trustees budget and committee meetings	University Counsel
June	1-3	Late registration/Schedule Adjustment for Summer I and Full Summer	Students
<b>June</b>	<b>1</b>	<b>First day of classes for Summer I and Full Summer</b>	<b>All</b>
June	2	Dean's Council Meeting*	VPAA
June	11	Submit licensure reports and Major Field Test reports	Deans, Chairs
June	16	Dean's Council Meeting*	VPAA

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June	19	Last day to withdraw from Summer I courses or the University	Students
June	30	Department Chair evaluations due to VPAA	Deans
June	30	Staff evaluations due to VPAA	Deans
June	30	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.			