

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
July	3	Last day of Summer I classes	All
July	4	Holiday - Independence Day	All
July	6	First day of classes for Summer II	All
July	6-8	Late registration/Schedule Adjustment for Summer II	Students
July	10	Last day to withdraw from Full Summer courses or the University	Students
July	14	Dean's Council Meeting*	VPAA
July	24	Last day to withdraw from Summer II courses or the University	Students
July	27	Faculty Contracts due to PeopleAdmin for fall term	Department Chairs
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	4	Dean's Council Meeting*	VPAA
August	6	Last day of classes for Summer II	All
August	7	Last day of classes for Full Summer	All
August	7	Faculty Report for Fall Semester	All
August	7	New Faculty Orientation	New Faculty
August	8	Orientation/Registration for graduate students (AWC 9:00 a.m.-2:00 p.m.)	All
August	10	Faculty submit grades for Summer I, Summer II and Full Summer	Faculty
August	10	Faculty/Staff Institute - Fall term	All
August	11	Disclosure Reports (conflict of interest) to VPAA	All
August	14-16	1st Year Experience/Orientation	Deans, Chairs, Faculty, New Students
August	15-October 15	Applications accepted for fall graduation	Deans, Chairs
August	17	Fall classes begin	All
August	17	Adjunct, one-semester, and one-year temporary faculty contracts begin	Deans, Chairs
August	17-21	Late registration/Schedule Adjustment	Students
August	18	Dean's Council Meeting*	VPAA
August	21	Faculty office hours posted for fall term	Deans, Chairs, Faculty
August	21	Report of faculty and staff on extended sick leave - fall term	Deans
August	31	Outside Employment Forms due to VPAA	Deans
September	TBA	Undergraduate and Graduate catalogs preliminary review	All
September	1	Dean's Council Meeting*	VPAA
September	7	Holiday - Labor Day	All

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
September	9	Complete initial assessment in courses to identify students for Early Alert	Faculty
September	11	Final Workloads due to VPAA office for fall term	Deans
September	11	Overload PARF due to PeopleAdmin for fall term	Deans, Chairs
September	11	Revised Faculty Rosters due for fall term	Deans, Chairs
September	14	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	14	OAA Meeting	VPAA
September	17	Recognition of Constitution Day	All
<b>September</b>	<b>21-23</b>	<b>Student Study Week - No activities scheduled</b>	<b>All</b>
<b>September</b>	<b>24-25</b>	<b>Fall Break</b>	<b>All</b>
September	22	Deans and Directors Council (Direct Reports)	VPAA
September	24	TSU Board of Trustees quarterly meeting	University Counsel
September	25	Instructions to Deans and Department Chairs for Tenure and Promotion	VPAA
September	25	Chairs notify faculty about Tenure and Promotion portfolio, content and due dates	Chairs
September	30	Deans and Chairs will determine what courses should be offered for spring and summer terms	Deans, Chairs
<b>September</b>	<b>28-October 2</b>	<b>Midterm Examination Week - All classes meet as scheduled</b>	<b>All</b>
October	6	Dean's Council Meeting*	VPAA
October	9	Department, College Tenure & Promotion committees formed	Deans, Chairs
<b>October</b>	<b>9</b>	<b>Last day to withdraw from courses or the University - fall term</b>	<b>Students</b>
<b>October</b>	<b>10</b>	<b>Homecoming</b>	<b>All</b>
October	12	OAA Meeting	VPAA
October	16	Faculty member submission of Tenure & Promotion portfolio to Department Chair	Faculty, Chairs
October	19	Faculty should begin development of service learning courses	Deans, Chairs, Faculty
October	23	<b>Founder's Day Convocation-Virtual</b>	All
October	23	Preliminary workloads due for the spring term	Deans, Chairs
October	23	Faculty Rosters due for the spring term	Deans, Chairs
October	23	Submission of Tenure & Promotion portfolio(s) to Department committee	Department Chair
October	27	Deans and Directors Council (Direct Reports)	VPAA
<b>October</b>	<b>28-January 22</b>	<b>Registration period for spring term</b>	<b>Students</b>
November	TBA	Student evaluation of instruction begins - fall term	Students
November	3	Dean's Council Meeting*	VPAA

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
November	6	Department Tenure & Promotion committee review of portfolio	Department
November	9	OAA Meeting	VPAA
<b>November</b>	<b>11</b>	<b>Veteran's Day Observance</b>	<b>All</b>
November	13	Department Chair review of Tenure & Promotion portfolio	Chair
November	19	TSU Board of Trustees quarterly meeting	University Counsel
November	20	Chairs forward Tenure & Promotion portfolios to College T&P committee	Deans, Chairs
<b>November</b>	<b>20</b>	<b>Last day of classes - fall term</b>	<b>Students</b>
<b>November</b>	<b>23-25</b>	<b>Final Examinations</b>	<b>Faculty, Students</b>
November	24	Deans and Directors Council (Direct Reports)	VPAA
<b>November</b>	<b>28</b>	<b>Fall Commencement</b>	<b>All</b>
December	1	Dean's Council Meeting*	VPAA
December	4	College T&P committee review of portfolios	Dean
December	7	Faculty submit grades for fall term	Faculty
December	7	Adjunct and one-semester temporary faculty contracts end	Deans, Chairs
December	11	Faculty contracts due to PeopleAdmin for spring term	Chairs
December	14	OAA Meeting	VPAA
<b>December</b>	<b>15-March 15</b>	<b>Applications accepted for spring graduation</b>	<b>Deans, Chairs</b>
December	18	Tenure & Promotion documents due to Academic Affairs	Deans
December	22	Deans and Directors Council (Direct Reports)	VPAA
<b>December</b>	<b>24-January 4</b>	<b>Winter Break</b>	<b>Faculty, Students</b>
<b>January</b>	<b>4-8</b>	<b>Xtreme Winter 1-Online</b>	<b>All</b>
<b>January</b>	<b>5</b>	<b>Dean's Council Meeting*</b>	<b>VPAA</b>
January	11-15	Xtreme Winter 2-Online	ALI
January	11	OAA Meeting	VPAA
<b>January</b>	<b>18</b>	<b>Holiday - Martin Luther King, Jr. Day</b>	<b>All</b>
January	19	University re-opens; Faculty and staff report	All
January	19	Faculty/Staff Institute - Spring term	All
January	22	Freshmen Orientation	All
<b>January</b>	<b>25</b>	<b>Spring classes begin</b>	<b>All</b>
<b>January</b>	<b>25-29</b>	<b>Late registration/Schedule Adjustment</b>	<b>Students</b>
January	25	Adjunct and one-semester temporary faculty contracts begin	Deans, Chairs
January	22	Faculty office hours posted for spring term	Deans, Chairs, Faculty
January	22	Report of faculty and staff on extended sick leave - spring term	All

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
January	26	Deans and Directors Council (Direct Reports)	VPAA
February	TBA	College Budget Hearings	VPAA, Deans
February	2	Dean's Council Meeting*	VPAA
February	5	Personnel Committee meets with VPAA	Faculty
February	8	OAA Meeting	VPAA
February	12	Final Workloads due to VPAA office for spring term	Deans
February	12	Overload PARF due to PeopleAdmin for spring term	Deans, Chairs
February	12	Revised Faculty Rosters due for spring term	Deans, Chairs
February	19	Updated C.V. for faculty and administrators to VPAA	Deans, Chairs
February	18	Dean's Council Meeting*	VPAA
February	21	Tenure & Promotion decisions received from University committee	All
February	23	Deans and Directors Council (Direct Reports)	VPAA
<b>March</b>	<b>8-12</b>	<b>Midterm Examination Week - All classes meet as scheduled</b>	<b>All</b>
March	TBA	TSU Board of Trustees quarterly meeting	University Counsel
<b>March</b>	<b>TBA</b>	<b>Honors Convocation</b>	<b>Faculty, Students</b>
March	TBA	Academic Audits and Program Reviews	All
March	1-15	Tenure & Promotion Appeals	All
<b>March</b>	<b>18-19</b>	<b>Spring Break</b>	<b>All</b>
March	2	Dean's Council Meeting*	VPAA
March	5	VPAA Review of Tenure & Promotion profiles	VPAA
March	8	OAA 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
<b>March</b>	<b>16-18</b>	<b>SACSCOC On-site Visit</b>	<b>All</b>
March	17	Dean's Council Meeting*	VPAA
March	19	Last day to withdraw from courses or the University - spring term	Students
March	23	Deans and Directors Council (Direct Reports)	VPAA
<b>March</b>	<b>29-April 15</b>	<b>Registration period for summer term</b>	<b>Students</b>
<b>March</b>	<b>29-August 19</b>	<b>Registration period for fall term</b>	<b>Students</b>
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

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
April	1-May 31	Faculty evaluations by Department Chairs	Chairs, Deans
April	1-9	Tenure & Promotion Appeals Committee review	
April	6	Dean's Council Meeting*	VPAA
April	9	University Tenure & Promotion Appeal Committee decision	VPAA
April	12	OAA 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
<b>April</b>	<b>19-23</b>	<b>Student Study Week - No activities scheduled</b>	<b>Students</b>
April	23	President's Review of Tenure & Promotion recommendations	President
April	24	Last day of classes - spring term	All
April	24	Contracts due in PeopleAdmin for summer term	Chairs, Deans
April	26-30	Final examinations	Faculty
April	27	Deans and Directors Council (Direct Reports)	VPAA
<b>April</b>	<b>30</b>	<b>Spring Commencement - Graduate students</b>	<b>All</b>
April	30	President's recommendations on Tenure & Promotion to TSU Board of Trustees	President
<b>May</b>	<b>1</b>	<b>Spring Commencement - Undergraduate students</b>	<b>All</b>
May	3	Faculty submit grades for spring term	Faculty
May	3	Adjunct, one-semester, and one-year temporary faculty contracts end	Deans, Chairs
<b>May</b>	<b>3</b>	<b>Maymester session begins (ends May 22)</b>	<b>All</b>
May	4	Dean's Council Meeting*	VPAA
May	8	Faculty Workloads due to VPAA for summer term	Deans
May	10	OAA Meeting	VPAA
<b>May</b>	<b>15-July 15</b>	<b>Applications accepted for summer graduation</b>	<b>Chairs, Deans</b>
<b>May</b>	<b>21-June 2</b>	<b>Late registration/Schedule Adjustment for Summer I and Full Summer</b>	<b>Students</b>
May	22	Year-End Reports Due	Deans
May	25	Deans and Directors Council (Direct Reports)	VPAA
<b>May</b>	<b>31</b>	<b>Holiday - Memorial Day</b>	<b>All</b>
May	24	Faculty submit grades for Maymester	Faculty
May	31	First day of classes for Full Summer and Summer 1	All
June	TBA	TSU Board of Trustees budget and committee meetings	University Counsel
June	1	Dean's Council Meeting*	VPAA

Office of Academic Affairs  
Annual Administrative Calendar  
July 2019 - June 2020

<u>Month</u>	<u>Day of the Month</u>	<u>Activity</u>	<u>Responsibility</u>
June	11	Submit licensure reports and Major Field Test reports	Deans, Chairs
June	14	OAA Meeting	VPAA
<b>June</b>	<b>19</b>	<b>Last day to withdraw from Summer I courses or the University</b>	<b>Students</b>
June	22	Deans and Directors Council (Direct Reports)	VPAA
June	30	Department Chair evaluations due to VPAA	Deans
June	30	Staff evaluations due to VPAA	Deans
June	30	Assessment results in 'Nuventis!' 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.			