

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

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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
September	21-23	Student Study Week - No activities scheduled	All
September	24-25	Fall Break	All
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
September	28-October 2	Midterm Examination Week - All classes meet as scheduled	All
October	6	Dean's Council Meeting*	VPAA
October	9	Department, College Tenure & Promotion committees formed	Deans, Chairs
October	9	Last day to withdraw from courses or the University - fall term	Students
October	10	Homecoming	All
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	Founder's Day Convocation-Virtual	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
October	28-January 22	Registration period for spring term	Students
November	TBA	Student evaluation of instruction begins - fall term	Students
November	3	Dean's Council Meeting*	VPAA

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November	6	Department Tenure & Promotion committee review of portfolio	Department
November	9	OAA Meeting	VPAA
November	11	Veteran's Day Observance	All
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
November	20	Last day of classes - fall term	Students
November	23-25	Final Examinations	Faculty, Students
November	24	Deans and Directors Council (Direct Reports)	VPAA
November	28	Fall Commencement	All
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
December	15-March 15	Applications accepted for spring graduation	Deans, Chairs
December	18	Tenure & Promotion documents due to Academic Affairs	Deans
December	22	Deans and Directors Council (Direct Reports)	VPAA
December	24-January 4	Winter Break	Faculty, Students
January	19	University re-opens; Faculty and staff report	All
January	5	Dean's Council Meeting*	VPAA
January	11	OAA Meeting	VPAA
January	18	Holiday - Martin Luther King, Jr. Day	All
January	19	Faculty/Staff Institute - Spring term	All
January	22	Freshmen Orientation	All
January	25	Spring classes begin	All
January	25-29	Late registration/Schedule Adjustment	Students
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
January	26	Deans and Directors Council (Direct Reports)	VPAA
February	TBA	College Budget Hearings	VPAA, Deans

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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
March	8-12	Midterm Examination Week - All classes meet as scheduled	All
March	TBA	TSU Board of Trustees quarterly meeting	University Counsel
March	TBA	Honors Convocation	Faculty, Students
March	TBA	Academic Audits and Program Reviews	All
March	1-15	Tenure & Promotion Appeals	All
March	18-19	Spring Break	All
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
March	16-18	SACSCOC On-site Visit	All
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
March	29-April 15	Registration period for summer term	Students
March	29-August 19	Registration period for fall term	Students
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	1-9	Tenure & Promotion Appeals Committee review	

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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
April	19-23	Student Study Week - No activities scheduled	Students
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
April	30	Spring Commencement - Graduate students	All
April	30	President's recommendations on Tenure & Promotion to TSU Board of Trustees	President
May	1	Spring Commencement - Undergraduate students	All
May	3	Faculty submit grades for spring term	Faculty
May	3	Adjunct, one-semester, and one-year temporary faculty contracts end	Deans, Chairs
May	3	Maymester session begins (ends May 22)	All
May	4	Dean's Council Meeting*	VPAA
May	8	Faculty Workloads due to VPAA for summer term	Deans
May	10	OAA Meeting	VPAA
May	15-July 15	Applications accepted for summer graduation	Chairs, Deans
May	21-June 2	Late registration/Schedule Adjustment for Summer I and Full Summer	Students
May	22	Year-End Reports Due	Deans
May	25	Deans and Directors Council (Direct Reports)	VPAA
May	31	Holiday - Memorial Day	All
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
June	11	Submit licensure reports and Major Field Test reports	Deans, Chairs
June	14	OAA Meeting	VPAA

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June	19	Last day to withdraw from Summer I courses or the University	Students
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.			