CALENDAR OF ACADEMIC ADMINISTRATIVE DEADLINES 2011-12*

	to Div Dir	Div Dir to Dean
1—**Study Group Proposals** for 2012-13	*September 16 to Off-Campus Study Director*	
2—**Load Reports**—Fall 2011	*September 16*	*September 30*
3—**Course Approval Deadline**—for inclusion in the Spring 2012 Registration Booklet	*September 20 to the Curriculum Committee*	
4—**Final Course Schedule** for spring term 2012 with room preference. [Early course registration for spring term runs *November 7-11*]	September 26	October 3 *(cc: Registrar)*
5—**Self Reports** Faculty: Full-time, Category I, Senior Lecturers, Laboratory Instructors	*October 3*	*October 17*
6—**Departmental and Program Plans/Requests**		
A. Projections by Course and Faculty	*October 3*	*October 10*
B. Leaves: Sabbaticals, Junior Faculty, Without Pay, etc.	*October 3*	*October 10*
C. Staffing Needs (for 2012-13)	*October 3*	*October 10*
—Full-time faculty—other than in #14 below (i.e. unplanned vacancies for Spring 2012; 2012-13 temporary replacements, adjunct and laboratory instructors)		
D. Budgets: space & remodeling (R&R requests)	*October 7 to Associate Provost*	
E. Budgets: operating, equipment, computers	*tentative dates for both E. and F.*	
F. Future capital project proposals	*October 16*	*October 23*
7—**Files for Tenure and Promotion to Associate, Promotion to Full, and Third-year Review** (Fall 2011 review)	*October 7*	*October 15*
8—**Extended Study Proposals** for 2012-13	*November 18 to Off-Campus Study Director*	
9—**Salary Recommendations** Faculty: Full-time, Category I, Senior Lecturers, Laboratory Instructors	*December 1*	*December 8*
10—**Grade Deadline for Fall Semester**	*December 27, 9:00 AM to Registrar*	
11—**Catalogue Copy** (all new courses and changes in programs should be approved by the Curriculum Committee before this date)	*February 8*	*Registrar-Feb 22* *Dean-Mar 11*
12—**Support Staff and Administration**		
A. Performance Appraisals	*February 8*	*February 15*
B. Salary Recommendations	*April 4*	*April 11*
13—**Load Reports**—Spring 2012	*February 10*	*February 24*
14—**Departmental and Program Staffing requests** (TS and C1—Academic Year 2012-13)	*February 10*	*February 17*
15—**Files for Tenure and Promotion to Associate, Promotion to Full, and Third-year Review** (Spring 2012 review)	*February 13*	*February 16*
16—**Course Approval Deadline**—for inclusion in the Fall 2102 Registration Booklet	*February 14 to the Curriculum Committee*	
17—**Final Course Schedule** for fall term 2012 with room preference. [Early course registration for fall term runs April 2-5]	*February 20*	*February 27*
18—**Application for Student Academic Leave of Absence—**Fall 2012 *and* Spring 2013		*February 24*
19—**Annual Consultations**—continuing full-time temporary faculty (see below for other faculty)	*March 15*	*March 22*
20—**Information for Registration Book** for First-Year Students: Department Overview and First-Year Seminar Description	*April 29 to Registrar*	
21—**Grade Deadlines for Spring Semester**—senior grades	*Monday, May 14, 9:00 AM to Registrar*	
—all other grades	*Tuesday, May 22, 9:00 AM to Registrar*	
22—**Annual Consultations**—full-time tenure-stream & Category I untenured faculty, senior lecturers & laboratory instructors (consultations for library faculty will be conducted during the fall)	*June 1*	*June 15*
23—**Annual Reports**	*June 11*	*June 25*
24—**Book Adoptions** due in the Bookstore:	*Spring 2012*	*October 14*
	Fall 2012	*April 2*
25—**Course Packets to Printing** that sell in the Bookstore:	*Spring 2012*	*December 8*
	Fall 2012	*July 13*

*Please note that some deadlines may fall on a Saturday or Sunday and remain that way because they are connected to other documents that have already been distributed using those dates. In these cases, submit materials on the next business day following the deadline noted.

Office of the Provost and Dean of the Faculty (8/23/11)