

## Academic Deadline Calendar - 2007-08

Due Date	Activity	From	To	Faculty Handbook Citation
1-Jun	Annual activity reports and self-evaluations (all faculty)	Faculty members	Chair/Dean	97 (1.a.); 99 (chart)
4-Jun	Summer Term I Begins			
30-Jun	Summer Term I Ends			
1-Jul	Registrar's Office to complete degree posting for May 2007 graduates			
2-Jul	Summer Term II Begins			
4-Jul	Independence Day (Observed)			
13-Jul	Annual Performance review due to faculty	Chair/Dean	Faculty members	97 (1.b.)
13-Jul	Draft - annual reviews due	Chair/Dean	Pre-tenure faculty	99 (chart)
13-Jul	Draft - three year reviews of tenured faculty	Chair/Dean	Tenured faculty	99 (chart)
15-Jul	Unit Annual Reports due	Chair/Dean	Provost	
28-Jul	Summer Term II Ends			
30-Jul	Summer Term III Begins			
7 - 17 Aug	MFA Workshop			
18-Aug	Summer Term III Ends			
22-Aug	Class schedule 2nd proof sent to depts. For J-term and Spring	Registrar's Office	Departments	
23-Aug	New Faculty Benefits Orientation	Responsibility of the Office of the Provost		
24-Aug	Faculty Teaching evaluations for Summer delivered to Administrative Computing	Office of the Provost	Administrative Computing	
24-Aug	New Faculty Orientation	Responsibility of the Office of the Provost		
27-Aug	Emergency Class Rosters printed. (No more waiting lists.)			
29 - 30 Aug	University Fall Conference			
31-Aug	Evaluations of chairs & directors shared by deans			
1-Sep	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
1-Sep	Faculty Executive Committee meets			
1-Sep	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
3-Sep	Labor Day (Observed)			
4-Sep	Convocation & First Day of Classes	Responsibility of Registrar's Office		
7-Sep	Faculty Assembly Items due	Faculty	Office of the Provost	
7-Sep	Faculty Executive Committee meets			
7-Sep	Candidate's for Tenure and promotion to Associate professor submit their files	Candidate	Rank and Tenure	97-107
7-Sep	All PLU faculty are sent a list of candidates for tenure and prom to assoc prof	Rank and Tenure	Faculty	97-107
7-Sep	Faculty Assembly Items due	Faculty	Office of the Provost	
10-Sep	Last day to add a class without faculty signature. Adding classes is still allowed, but students must have faculty signature.			
14-Sep	Faculty Assembly meeting			
14-Sep	Evaluations of chairs & directors shared by deans	Dean	Provost	
14-Sep	Faculty Assembly meeting			
15-Sep	07-08 S&P, Student Employment Worksheets, Capital Improvement, Equipment Request Worksheets loaded on line for review by unit heads	Office of the Provost	Unit Heads	
15-Sep	Written and signed record of meeting btwn chair/dean and faculty to discuss annual report	Chair/Dean	Provost	97(1.b.)
15-Sep	Final annual review for Pre-tenure faculty	Chair/Dean	Provost	97(1.b.) & 99 (chart)
15-Sep	Final 3rd Year reviews of Tenured faculty	Chair/Dean	Provost	97
15-Sep	Post-sabbatical reports and self-assessments	Returning faculty	Provost	99 (chart)
17-Sep	Last day to drop a class without faculty signature.			
17-Sep	Deadline for receipt of tenure/prom to assoc prof recommendations	Off & On-campus referees	Rank and Tenure	97-107
28-Sep	6th Year Tenure reviews due (pre-tenure)	Chair/Dean	Provost	99 (chart)
28-Sep	Evaluation of Chair	Dean	Provost	74 (5.)
1-Oct	Call for Agenda for Faculty Assembly			
1-Oct	Faculty Teaching Evaluations for early ending courses sent out	Office of the Provost	Faculty	

5-Oct	Faculty Assembly Items due			
5-Oct	Faculty Executive Committee meets			
10-Oct	R&T sends deadline for nominations for promotion to professor	Rank and Tenure	Chairs/Deans	
12-Oct	Faculty Assembly meeting			
13-Oct	First Pass Requests due, with rationale for proposed changes>5% for S&P	Unit Heads	Office of the Provost	
13-Oct	First Pass Requests due for non-computer requests with rationale	Unit Heads	Office of the Provost	
October 14-16	Fall Board of Regents meeting			
16-Oct	Final Sabbatical Application/Special Leave Request for AY 2008-09	Faculty	Office of the Provost	115(6.)
19-Oct	Mid-Semester Break - no classes. PLU offices open			
20-Oct	Faculty Excellence Nominations due	Faculty	Office of the Provost	
25-Oct	Faculty Scholarship Dinner	Responsibility of the Office of the Provost		
28-Oct	Mid-term advisory grades due from faculty. These are done on paper rosters and returned to the Registrar	Faculty	Registrar's Office	
29-Oct	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
29-Oct	Advising for J-term and Spring 2008 begins			
1-Nov	Draft - Post-sabbatical reviews due	Chair/Dean	Faculty	98 (2.ii); 99 (chart)
1-Nov	Performance Review based on post-sabbatical due	Chair/Dean	Office of the Provost	98
1-Nov	R&T send notice of deadline for nominations for promotion to full professor to all faculty	Rank and Tenure	Faculty	97-107
1-Nov	EPC proposals for 2008 Summer and Fall due	Proposer	EPC	82
2-Nov	Faculty Assembly Items due	Faculty	Office of the Provost	
2-Nov	Faculty Executive Committee meets			
5-Nov	Registration for J-Term and Spring 2008 begins			
7-Nov	Compiled First Pass Budget distributed to ADC for discussion and comment--S&P, Student Employment, Equipment Requests, and Supplemental Personnel	Office of the Provost	ADC	
9-Nov	Faculty Assembly meeting			
15-Nov	Final Post-sabbatical reviews due	Chair/Dean	Office of the Provost	98 (2.ii); 99 (chart)
15-Nov	First Pass Requests due with rationale and cost figures if available for Capital Improvements	Unit Heads	Office of the Provost	
19-Nov	Faculty Teaching Evaluations sent out	Office of the Provost	Faculty	89-90
20-Nov	R&T report recommendation to President, Candidates, Chair and Deans (for tenure/promo to Assoc Prof)	Rank and Tenure	President, Candidates, Chairs and Deans	97-107
21-Nov	Last day to withdraw from a class. Faculty signature is required for student to withdraw			
22-Nov	Thanksgiving Recess			
26-Nov	Thanksgiving Recess ends (7:00 am)			
1-Dec	Printed list of candidates to receive degrees in Dec. and Jan. to FEC	Registrar	Faculty Executive Committee	
1-Dec	Proposed Budget distributed to ADC reflecting anticipated pool and Provost prioritization for S&P, Student Employment, Equipment Request and supplemental personnel	Office of the Provost	ADC	
1-Dec	Compiled CI requests distributed to ADC for discussion and comment for Capital Improvements	Office of the Provost	ADC	
3-Dec	Deadline for nominations to professor	Faculty	Rank and Tenure	97-107
3-Dec	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
7-Dec	Faculty Assembly Items due			
7-Dec	Faculty Executive Committee meets			
8-Dec	Printed list of candidates to receive degrees in Dec. and Jan. to FAC	Registrar	Faculty Assembly	
8-Dec	Last day of classes (finals start on Monday)			
10-Dec	Final Exam Week Begins			
10-Dec	R&T receives names of referees from candidates	Candidate	Rank and Tenure	97-107
12-Dec	R&T sends the list of candidates for promotion to full professor	Rank and Tenure	Faculty	97-107
14-Dec	Faculty Assembly Meeting			
14-Dec	Fall Term Ends			
14-Dec	Last Day to Receive Faculty Teaching Evaluations	Students	Office of the Provost	
15-Dec	December Commencement (at 10:30 am)	Responsibility of the Registrar's Office		
15-Dec	Sabbatical initial application for 2009-10 due	Faculty	Office of the Provost	115 (5.)

15-Dec	Phased Retirement requests and reductions in load for AY 2009-10 due	Faculty	Office of the Provost	111 (4.)
17-Dec	R&T requests recommendations from off-campus referees	Rank and Tenure	Off-campus referees	97-107
December 18 - January 7 Christmas Break				
21-Dec	NOON - All grades are due. Grades are entered by faculty on-line via Banner Web.			
3-Jan	Faculty Teaching Evaluations delivered to Administrative Computing	Office of the Provost	Administrative Computing	89-90
3-Jan	J-Term begins			
12-Jan	Salary budget documents distributed to Provost		Provost	
16-Jan	Dept. & Schools Nomination and Terms of Office for Administrators due	Dept./Schools	President	73
16-Jan	Faculty Teaching Evaluations and Summaries for Fall semester delivered	Office of the Provost	Deans	89-90
21-Jan	Martin Luther King Jr. Day (Observed)			
21-Jan	J-Term Teaching Evaluations sent out	Office of the Provost	Faculty	89-90
January 25-26 Winter Board of Regents meeting				
28-Jan	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
31-Jan	J-Term ends			
31-Jan	Last day for evaluations to be turned in for J-Term	Students	Office of the Provost	
February 1 - 6 J-Term Recess				
1-Feb	Deans return salary budget documents	Deans	Provost	
1-Feb	Faculty Assembly Items due	Faculty	Office of the Provost	
1-Feb	Deadline for promotion file to be complete	Candidate	Rank and Tenure	97-107
1-Feb	Faculty Executive Committee meets			
1-Feb	Deadline for receipt of promotion recommendations for Full Professor	Off & On-campus referees	Rank and Tenure	97-107
7-Feb	Spring Term Begins			
8-Feb	Pre-tenure letter from colleagues due	Faculty	Chair/Dean	97-107
8-Feb	J-term Teaching Evaluations sent to Administrative Computing	Responsibility of Office of the Provost	Administrative Computing	
8-Feb	Faculty Assembly meeting			
9-Feb	Salary budget documents to Provost	VP Finance	Provost	
15-Feb	Dept., Schools & Divisions: Evaluation of Administrators Completed	Faculty	Office of the Provost	73
15-Feb	Compensation for Chairs & Directors - requests for part-time teaching funds	Chair/Dean	Office of the Provost	73
15-Feb	Draft - 3rd year reviews	Chair/Dean	Faculty	97-107
15-Feb	Regency Advancement Award applications due	Faculty	Office of the Provost	113-115
16-Feb	HR Director meets with Provost to review salary recommendations	Responsibility of Provost		
18-Feb	President's Day (observed)			
25-Feb	3rd year pretenure review due	Chair/Dean	Provost	97 (1.e.); 99 (chart)
25-Feb	Pre-tenure comprehensive written statement	Chair/Dean	Provost	97 (1.e.)
25-Feb	Final 3rd Year review due	Chair/Dean	Provost	
3-Mar	Call for Agenda for Faculty Assembly			
5-Mar	Faculty Teaching Evaluations for early ending courses sent out	Office of the Provost	Faculty	89-90
7-Mar	Faculty Assembly Items due	Faculty	Office of the Provost	
7-Mar	Faculty Executive Committee meets			
14-Mar	Faculty Assembly meeting			
14-Mar	Results of Administrative Evaluations	Office of the Provost	President's Office	73
14-Mar	Regency Advancement Award results announce	Responsibility of the Office of the Provost		113-115
March 21 - March 31 Spring Break				
30-Mar	R&T sends notice of deadline for nominations for prom to assoc prof to all faculty	Responsibility of Rank & Tenure		97-107
31-Mar	Call for Agenda for Faculty Assembly			
1-Apr	EPC proposals for J-term and Spring for 2007-08 due	Proposer	EPC	82
4-Apr	Faculty Assembly Items due			
4-Apr	Faculty Executive Committee meets			
11-Apr	R&T reports recommendations to full professor	Rank and Tenure	President, Candidates, Chairs and Deans	97-107

11-Apr	Faculty Assembly meeting			
18-Apr	Compiled requests distributed to ADC for discussion and comment	Office of the Provost	Deans	
19-Apr	Student/Faculty Research Luncheon	Responsibility of the Office of the Provost		
28-Apr	Faculty Teaching Evaluations sent out to all faculty	Office of the Provost	Faculty	89-90
28-Apr	Call for Agenda for Faculty Assembly	Responsibility of the Office of the Provost		
30-Apr	Deadline for nominations for promotion to associate professor	Faculty	Rank and Tenure	97-107
May 2-3	Spring Board of Regents meeting			
2-May	Faculty Assembly Items due	Faculty	Office of the Provost	
2-May	Faculty Executive Committee meets			
9-May	Faculty Assembly meeting			
15-May	Adjusted compiled 08-09 new position requests submitted to President's Council	Deans	President's Council	
May 19 - 24	Spring term finals week			
24-May	Spring Term Ends			
24-May	Last Day to Receive Faculty Teaching Evaluations	Students	Office of the Provost	
25-May	May Commencement (at 2:30 pm)	Responsibility of the Registrar's Office		
26-May	Arete Society Dinner	Responsibility of the Office of the Provost		
26-May	Memorial Day (Observed)			
30-May	Faculty Teaching evaluations delivered	Office of the Provost	Administrative Computing	89-90
30-May	Regency Advancement Award final reports due	Previous Year's Award Recipients	Office of the Provost	
31-May	Candidates for tenure/prom to assoc prof submit names and addresses of referees	Candidates	Rank and Tenure	97-107