

Academic Deadline Calendar
Deadline dates by Topic
2007-08

Annual Reports

Due Date	Activity	From	To	Faculty Handbook Citations
June 1	Annual Activity reports and self-evaluations	All Faculty	Chair/Dean	97 (1.a.); 99 (chart)
July 15	Unit Annual reports – Prospective part	Chair/Dean	Provost	
September 15	Unit Annual reports – Retrospective part	Chair/Dean	Provost	

Annual Reviews

Due Date	Activity	From	To	Faculty Handbook Citations
July 13	Annual Performance review due	Chair/Dean	All Faculty	97 (1.b.)
July 13	Draft of Annual Review due	Chair/Dean	Pre-tenured Faculty	99 (chart)
July 13	Draft 3 rd year post tenure reviews of faculty due	Chair/Dean	Tenured Faculty	99 (chart)
September 14	Final annual review for Pre-tenure faculty	Chair/Dean	Provost	97 (1.b.) & 99 (chart)
September 14	Final 3 rd year post tenure review of faculty	Chair/Dean	Provost	97
September 28	6 th year tenured reviews due (pre-tenure)	Chair/Dean	Provost	99 (chart)
February 15	Draft – 3 rd year reviews	Chair/Dean	Faculty	
February 25	3 rd year pre-tenure review due	Chair/Dean	Provost	97 (1.e.); 99 (chart)
February 25	Pre-tenure comprehensive written statement	Chair/Dean	Provost	97 (1.e.)
February 25	Final 3 rd year review due	Chair/Dean	Provost	

Awards

Due Date	Activity	From	To	Faculty Handbook Citations
October 1	Faculty Excellence Award nominations due	All Employees	Office of the Provost	
February 15	Regency Advancement Award applications due	Faculty	Deans	
February 22	Completed Regency Advancement Awards due	Deans	Provost	113 – 115
February 22	Applications for Wang Center grant competition due	All Faculty	Wang Center	
March 14	Regency Advancement Award results announced	Responsibility of Office of the Provost		
March 14	Wang Center Grant results announced	Responsibility of Wang Center		
May 30	Regency Advancement Award final reports due	Previous Year's Award Recipients	Office of the Provost	

Budget Planning: (note: Any early anticipatory budget deadlines for the academic sector will be distributed through the Academic Deans' Council)

Due Date	Activity
October 9	Program Leaders meeting, 4-5 pm, Scandinavian Cultural Center
October 14-16	Summer 2008 tuition, room & meal rates approved by Board of Regents
November 1	Budget instructions and requests distributed for FY09 budget: operating budget, student wages, capital improvements and equipment (can be found at http://www.plu.edu/~fiop/budget-finance/home.html)
November 19	Tuition and fees recommendations from Budget Advisory Council to President's Council
December 4	Program Leaders meeting, 4-5 pm, Scandinavian Cultural Center
December 21	Return the following requests to the Office of Finance and Operations: operating budget and student wage requests; capital improvement requests; equipment requests
January 4	Return operating budget, student wage, capital improvements and equipment requests to VP's

Budget Planning Con't.

January 12	Position control sheets and salary instructions distributed
January 25-26	FY09 tuition, room & meals rates approved by Board of Regents
February 16	Salary recommendations from VP's to Human Resources Director
February 20	Program Leaders meeting, 4-5 pm, Scandinavian Culture Center
February 22	Return salary recommendations to VP's (updated position control sheets including proposed changes from Deans/Directors)
March 7	Budget, equipment and capital improvements recommendations to President's Council
April 4	Salary contracts and letters for FY08 to all employees
April 18	Contracts due to President's Office
April 23	Program Leaders meeting, 4-5 pm, Scandinavian Cultural Center
May 2-3	FY09 budget adopted by Board of Regents

Educational Policies Committee:

Due Date	Activity	From	To	Faculty Handbook Citation
November 1	EPC proposals for Summer 2008 and Fall 2008 due	Proposer	EPC	82
April 1	EPC proposals for J-term 2009 and Spring 2009 due	Proposer	EPC	82

Faculty Executive Committee and Faculty Assembly Dates

Faculty; Assembly—Call for agenda sent out:	
September 1, 2007	January 28, 2008
October 1, 2007	March 3, 2008
October 29, 2007	March 31, 2008
December 3, 2007	April 28, 2008

Faculty Assembly—Items due:	
September 7, 2007	February 1, 2008
October 5, 2007	March 7, 2008
November 2, 2007	April 4, 2008
December 7, 2007	May 2, 2008

Faculty Executive Committee:	
President's Conference Room; 3:00 – 4:00 p.m.	
September 7, 2007	February 1, 2008
October 5, 2007	March 7, 2008
November 2, 2007	April 4, 2008
December 7, 2007	May 2, 2008

Faculty Assembly Meetings:	
Fall semester – Xavier 201; 4:00 – 6:00 p.m.	
September 14, 2007	
October 12, 2007	
November 9, 2007	
December 14, 2007	
Spring Semester – Leraas Lecture Hall; 4:00-6:00 p.m.	
February 8, 2008	
March 14, 2008	
April 11, 2008	
May 9, 2008	

Faculty Teaching Evaluations

Due Date	Activity	From	To
August 24	Faculty Teaching Evaluations for Summer delivered to CATS (Computer Center)	Office of the Provost	CATS (Computer Center)
October 1	Evaluations for Fall semester early ending course are sent out	Office of the Provost	All Faculty
November 19	Evaluations are sent out for all courses	Office of the Provost	All Faculty
December 14	Last day for evaluations to be turned in for Fall semester	Students	Office of the Provost
January 3	Evaluations are delivered to CATS (Computer Center)	Office of the Provost	CATS (Computer Center)
January 16	Evaluations and summaries for Fall semester are delivered	Office of the Provost	Deans
January 21	J-term evaluations are sent out	Office of the Provost	All Faculty
January 31	Last day for evaluations to be turned in for J-term	Students	Office of the Provost
February 8	Evaluations are delivered to CATS (Computer Center)	Office of the Provost	CATS (Computer Center)
February 22	Evaluations and summaries for J-term are delivered	Office of the Provost	Deans
March 5	Evaluations for Spring semester early ending courses are sent out	Office of the Provost	All Faculty
April 28	Evaluations are sent out for all courses	Office of the Provost	All Faculty
May 24	Last day for evaluations to be turned in for Spring	Students	Office of the Provost
June 2	Evaluations are delivered to CATS (Computer Center)	Office of the Provost	CATS (Computer Center)

Miscellaneous Dates:

Due Date	Activity	From	To
January 16	Dept. & School's nomination and term of office for Administrators due	Division/School	President
August 31	Evaluations of chairs & directors shared by deans	Dean	Chairs & Directors
September 14	Evaluations of chairs & directors shared by deans	Chair/Dean	Provost
September 28	Evaluation of Chair	Dean	Provost
October 25	Faculty Scholarship Dinner	Office of the Provost	

Miscellaneous Dates Con't.

December 15	Phased Retirement requests and reductions in load for AY 2009-10 due	Faculty	Office of the Provost
February 8	Pre-tenure letter from colleagues due	Faculty	Chair/Dean
February 15	Dept., Schools, & Divisions: Evaluation of Administrators Completed	Faculty	Office of the Provost
February 15	Compensation for Chair & Directors – requests for part-time teaching funds	Chair/Dean	Office of the Provost
March 14	Results of Administrative evaluations	Office of the Provost	President's Office

Rank and Tenure

*Faculty Handbook Citations for Rank and Tenure related matters are on pages 97 – 107.

Date	Activity	From	To
September 7	Candidate's for tenure/promotion to associate professor submit their files	Candidates	Rank and Tenure
September 7	All PLU Faculty are sent a list of candidates for tenure and promotion to associate professor	Rank and Tenure	All Faculty
September 17	Deadline for receipt of tenure/promotion to associate professor recommendations	Off & On-campus Referees	Rank and Tenure
October 10	Rank and Tenure sends notice of deadline for nominations for promotion to professor	Rank and Tenure	Deans/Chairs
November 1	Rank and Tenure sends notice of deadline for nominations for promotion to full professor to all faculty	Rank and Tenure	All Faculty
December 3	Deadline for nominations to professor	Faculty	Rank and Tenure
December 10	Rank and Tenure receives names of referees from candidates	Candidates	Rank and Tenure
December 12	Rank and Tenure sends the list of candidates for promotion to full professor	Rank and Tenure	All Faculty
December 17	Rank and Tenure requests recommendations from off-campus referees	Rank and Tenure	Off-campus referees
February 1	Deadline for promotion file to be complete	Candidate	Rank and Tenure
February 1	Deadline for receipt of promotion recommendations for Full Professor	All Faculty	Rank and Tenure
March 30	Rank and Tenure sends notice of deadline for nominations for promotion to associate professor to all faculty	Rank and Tenure	All Faculty
April 11	Rank and Tenure reports recommendations to full professor	Rank and Tenure	President, Candidates, Deans and Chairs
April 30	Deadline for nominations for promotion to associate professor	Faculty	Rank and Tenure
May 31	Candidates for tenure/promotion to associate professor submit names and addresses of referees	Candidates	Rank and Tenure

Registrar's Office

Monthly Activities:

May – Catalog First Proof Out and Back

June – Charting your course; Catalog Final Proof , final proof out and back; May degree posting; Equivalency Guide Prep; Review CAPP manual; Dean's List letters and certificates for Spring; Academic Standing for Spring.

July –August graduation evaluation; AP & IB processing for fall classes; and Freshman CAPP reports started

August – August degree posting; Freshman CAPP reports; and December Graduate Evaluations

September – CAPP review manual corrections and December graduation evaluation.

October – Junior review prep

December –Pre-schedule for Summer/Fall 2008 and J-term/Spring 2009 ready for roll over

January – May Graduation evaluations; December degree posting; Dean's List letters and certificates for Fall Semester; Academic Standing for Fall

February – January degree posting and May graduation evaluations

*All Activities are the Responsibility of the Registrar's Office, unless otherwise noted.

Due Date	Activity	From	To
July 1	Registrar's Office to complete degree posting for May 2007 graduates	Registrar's Office (K. Poth)	
August 22	Class schedule 2 nd proof sent to depts. for J-term and Spring	Registrar's Office (L. Mitchell)	Departments
August 27	Print Emergency Class Rosters	Registrar's Office (J. Nelson)	
September 4	Convocation and First Day of Classes		
September 14	2 nd proof due back: Class Schedule J-term and Spring 2008	Registrar's Office (L. Mitchell)	
September 17	Distribute front/back pages of J-term/Spring 2008 class schedules to appropriate depts.		
September 24	Send out Incomplete Reminders	Registrar's Office (J. Nelson)	
September 25	3 rd (final) proof to departments: Class Schedule		
October 1	Final Exams set up for Fall 2007		
October 5	Final Proof of class schedule due back		
October 12	Incomplete Grades due for Spring and Summer 2008	Faculty	Registrar's Office
October 19	J-term/Spring 2008 Registration Appointment setup completed		
October 28	Mid-Term Advisory grades due	Faculty	Registrar's Office
November 1	Last day for Bachelor's and Master's candidates to turn in applications for May 2008 graduation	Students	Registrar's Office
November 30	1 st Proof pre-schedule due back from departments; Class Schedule Summer/Fall 2009	Depts./Schools	Registrar's Office
	Registrar's Office to Process waitlist (continuous process)		
December 1	Graduate Theses or Research paper for December 2007 graduates due	Students	Provost Office
December 2	Printed list of candidates to receive degrees in December and January to Faculty Executive Committee	Registrar	Faculty Executive Committee
December 3	Deadline for May & August 2008 graduation applications	Students	Registrar's Office

Registrar's Office Con't.

December 8	Printed list of candidates to receive degrees in December and January to Faculty Assembly	Registrar	Faculty Assembly
December 15	December Commencement		
December 21	Print Emergency Class Rosters for J-Term 2008		
January 11	Registrar's Office to complete degree posting for December 2007 graduates		
February 22	Registrar's Office to complete degree posting for January 08 graduates		
March 1	Deadline for August 2008 Graduate applications	Students	Registrar's Office
March 13	Last day to withdraw		
April 12	Printed list of candidates to receive degrees in May and Aug. to Faculty Assembly	Registrar	Faculty Assembly
May 1			
May 5	Printed list of candidates to receive degrees in May and August to Faculty Executive Committee	Registrar	Faculty Executive Committee
May 25	May Commencement		

Sabbatical

Due Date	Activity	From	To	Faculty Handbook Citations
September 15	Post-sabbatical reports and Self-assessments	Returning Faculty	Provost	99 (chart)
October 16	Final Sabbatical application/ Special Leave Request for AY 2008-09	Faculty	Office of the Provost	115 (6.)
November 1	Draft – Post-sabbatical reviews due	Chair/Dean	Faculty	98
November 15	Final Post-sabbatical reviews due	Chair/Dean	Office of the Provost	98 (2.ii.); 99 (chart)
December 15	Sabbatical initial application for 2000-10 due	Faculty	Office of the Provost	115 (5.)

Wang Center:

All activities list below are due to the Wang Center.

Due Date	Activity	Due From
October 1	Call for J-Term 2009 & 2010 off-campus course proposals	Faculty & Students
October 12	Fall application deadline for: All J-Term 2008 off-campus courses applications and Spring Semester 2008 applications for Trinidad and international internships	
November 1	J-term course proposal for 2009 & 2010 off-campus course proposals due from faculty. Also Summer 2008 & 2009 off-campus course proposals due from faculty	Faculty
December 14	Tanzania (LCCT) Fall Semester 2008 applications due and J-Term 2009 & 2010 off-campus course proposals selected; faculty notified	
January 03-31	J-Term Session	
February 11	J-Term 2008 grades for all courses due from faculty; Fall semester Site Director's reports, evaluations, expense logs due to the Wang Center	

Wang Center Con't.

February 21-23	Global Health Symposium	
February 22	Wang Center Grant application deadline for faculty and students	
February 29	J-Term 2008 narrative reports, evaluations, expense logs due from faculty	
March 10	Study away applications due for: International internships; Summer 2008; Fall 2008; Full Year 2008-09; Spring Semester 2009 in Granada	Students
March 14	Wang Center Grant Competition results shared with applicants	
April 14	Faculty begin review of J-Term 2009 applications (May 1 last day to review)	Staff
April 18	J-Term 2009 deadline for student applications and faculty recommendations to be received by the Wang Center; Spring Semester 2009 application deadline; J-Term 2009 Scholarship applications deadline	
May 1	Last day for faculty to review J-term 2009 applications and inform Wang Center of selections	Faculty
May 21	Spring term Site Directors reports, evaluations, expense logs due to the Wang Center	